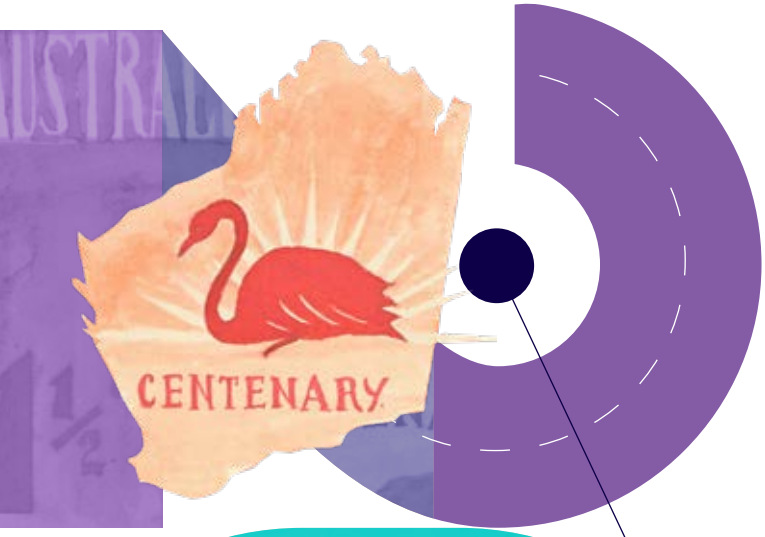








GOVERNMENT OF
WESTERN AUSTRALIA

ANNUAL REPORT
2025–2026

State Records Commission
of Western Australia

State Records Commission of Western Australia

Annual Report 2025–2026

A report submitted to Parliament by the State Records Commission under section 64(1) of the *State Records Act 2000*.

Chair
Caroline Spencer, Auditor General

Executive Officer to the Commission
Damian Shepherd, State Archivist and Executive Director, State Records Office

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We encourage feedback
Email us so we can improve our Annual Report next year.

Acknowledgement of Country
The State Records Commission acknowledges the Traditional Custodians throughout Western Australia and their continuing connection to the land, sea, culture and knowledge. We pay our respects to all members of the Aboriginal communities and their cultures and to Elders both past and present.

Image Sources

Front Cover (from top)
Proposed State Centenary Stamp, 1929, State archives collection
Miss Margaret Medcalf OAM (centre) with well-wishers *(Mr Damian Shepherd, State Archivist and Executive Director State Records; Ms Jennie Carter, President of the Friends of Battye Library Inc.; Ms Caroline Spencer, Chair, State Records Commission of Western Australia (ex officio), Auditor General for Western Australia; Mr Andrew Sly, Deputy Director General, Department of Creative Industries, Tourism and Sport, 2026)* at her 100th birthday celebration, March 2026
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Still from government film of Unveiling of Memorial Plaque at Jewish War Memorial, Kings Park, 1953, State archives collection
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Back Cover (right centre) Natives Citizenship Rights Act, 1944, State archives collection



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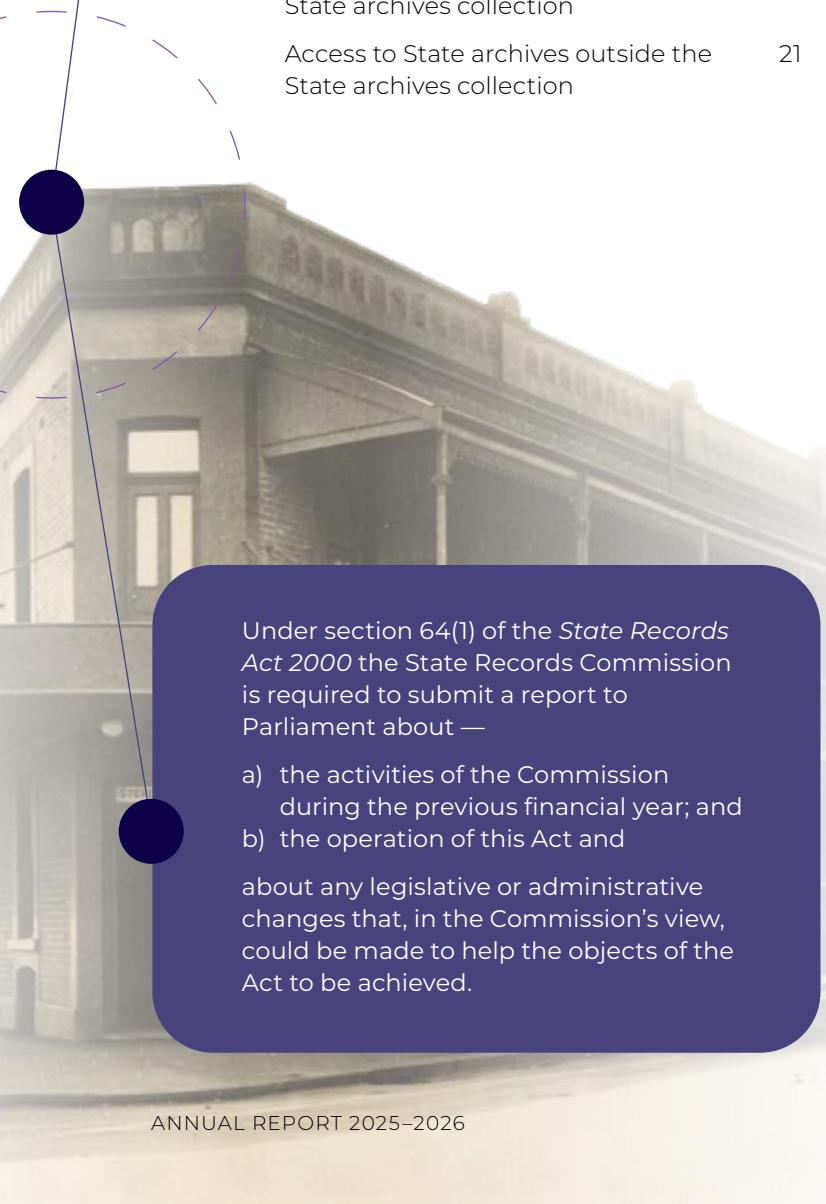
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Under section 64(1) of the *State Records Act 2000* the State Records Commission is required to submit a report to Parliament about —

a) the activities of the Commission during the previous financial year; and
b) the operation of this Act and

about any legislative or administrative changes that, in the Commission's view, could be made to help the objects of the Act to be achieved.

Chair's Foreword

I am pleased to present the 25th Annual Report of the State Records Commission (the Commission).

Strong record keeping enables accountability today while preserving the evidence and memory that future generations will rely on.



This year, the Commission welcomed two new members: Mr Bevan Warner as the new WA Ombudsman, and Ms Annelies Moens as the inaugural Information Commissioner under the new *Privacy and Responsible Information Sharing Act 2024* (WA) (PRIS Act). I value the opportunity to work alongside my fellow Commissioners as a member of the four-person Commission established under the *State Records Act 2000* (the Act), together with the Governor's appointee, Mr Alan Ralph (an archives and records specialist from outside the public service).

As Auditor General, my Office and I are constantly reminded of the importance of good record keeping for a well-functioning public sector. Reports from the Office of the Auditor General and other accountability agencies represented on the Commission are often concerned with record keeping and its impacts on the performance of the sector, including services to the Western Australian community. This is why the Commission supports the proper safeguarding and integrity of official records, which include the data and information collected, created and used by government in WA to deliver its services.

These records and the systems we use to manage them are critical to decision making and accountability for those decisions. They are a cornerstone of good governance. In the 2025–26 reporting period, the Commission tabled its first special report in Parliament regarding a significant matter resulting in the loss of State records and archives. This report reinforced the importance of agencies to develop strong organisational capability for robust information

technology, and records management professionals who can work closely together to ensure data and information are well managed and disposed of appropriately in accordance with record keeping plans.

State records and archives preserve the memory of government and provide an essential record of the people, communities and events that have shaped Western Australia. As the State approaches its Bicentenary in 2029, the Commission emphasises the importance of preserving and providing access to these records, ensuring that current and future generations have an authentic and comprehensive account of our shared history.

Previous Commission annual reports highlighted the need for additional resourcing to ensure the Commission and the State Records Office (SRO) can meet their obligations under the Act and continue to support other State organisations to do the same. I am pleased to note that the Minister for Creative Industries has continued to support an independent review of resourcing for the Commission and SRO.

During the year, the Commission established the State Archives Management Committee.

The Committee provides valuable advice to the Commission and the SRO on matters relating to the stewardship, management and future of State archives. I would also like to acknowledge the support of the interagency working groups and communities of practice who work with the SRO to ensure that regulatory requirements and guidance under the Act remain practical, effective and aligned with the Parliament's intent.

Finally, I extend my sincere thanks to my fellow Commissioners, the Director of State Records, staff of the SRO and their colleagues at the Department of Creative Industries, Tourism and Sport. Their ongoing professionalism, expertise and dedication continue to advance the objectives of the Act and strengthen record keeping and archival outcomes for Western Australia.



Caroline Spencer
Chair, State Records Commission of Western Australia (ex officio)
Auditor General for Western Australia

The State Records Commission

The Commission was established in July 2001 under Part 8 of the *State Records Act 2000* (the Act).

During 2025–26 the Commissioners were:

Ms Caroline Spencer
Auditor General
Joined the Commission in May 2018
Chair from July 2025

Ms Annelies Moens
Information Commissioner
Joined the Commission in July 2025

Mr Bevan Warner
Western Australian Ombudsman
Joined the Commission in June 2025

Mr Alan Ralph
Governor's Appointee to the Commission. An expert on record keeping and management of archives from outside government, Mr Ralph joined the Commission in 2018 for a three-year term. He was reappointed to the Commission in January 2021 and again in January 2025 for a further term of three years.

The individual profiles of each of the Commissioners can be viewed at: **www.wa.gov.au/organisation/state-records-office-of-western-australia/state-records-commission**

The Commission consists of four members:

- the Auditor General
- the Information Commissioner
- the Parliamentary Commissioner for Administrative Investigations (Ombudsman)
- a fourth Commissioner who is appointed by the Governor for a three-year term.

Commission remuneration 2025–26

The three ex-officio Commission members (the Ombudsman, Information Commissioner and Auditor General) do not receive any additional remuneration for their roles on the Commission. Only the Governor's Appointee is paid remuneration and expenses for their role (Schedule 4, Clause 7 of the Act).

Position Commission Member – Governor's Appointee

Mr Alan Ralph



Type of remuneration: Per annum

Period of membership: 8 years

Gross/actual remuneration for 2025–26: $10,067



Mr Bevan Warner, Western Australian Ombudsman

Ex-officio Member
Commission Member since June 2025

Bevan was appointed Ombudsman in June 2025. He was Managing Director of Victoria Legal Aid from 2008 to 2018 and before that General Manager Legal Aid WA for 11 years. Prior to being appointed Ombudsman, Cr Warner held the role of Chief Executive Officer of Launch Housing in Melbourne, a community housing organisation dedicated to ending homelessness.



Ms Annelies Moens, Information Commissioner

Ex-officio Member

Commission Member since July 2025

Being the inaugural Information Commissioner of Western Australia under the *Information Commissioner Act 2024* (WA) is an immense honour. I commenced this role on 28 July 2025.

In that role I have oversight of the privacy provisions in the new *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act) and the existing *Freedom of Information (FOI) Act 1992 (WA)*. I now have the privilege of setting up the new privacy regulatory function for the state of Western Australia. My new office was established on 1 July 2025 and the PRIS Act commenced on 1 July 2026. The notifiable information breach scheme within the PRIS Act commences on 1 January 2027.

My office has the same name as the previous Office of the Information Commissioner (OIC). As such, my office established a new identity to reflect its dual mandate (privacy and FOI). The new brand reinforces our role as the independent regulator, fostering trust and accountability in WA through privacy and freedom of information. The OIC serves the people of Western Australia in carrying out its FOI and privacy regulatory functions.

In this day and age people often ask, 'does privacy matter?' I say it does – more so than ever as data breaches increase and technological advances impact the handling of personal information at scale. Privacy facilitates trusted innovation and fosters a free and open society. Freedom of information underpins open democratic government, transparency and accountability.

As Information Commissioner I am an ex-officio member of the State Records Commission in accordance with section 58(b) of the *State Records Act 2000* (WA). I bring to this role insight into how privacy principles such as collection, data minimisation, retention, data quality and data security impact important record keeping obligations, particularly in relation to personal information.

I am fortunate to work with the Auditor General, Caroline Spencer, the Ombudsman, Bevan Warner and Alan Ralph, the Governor's appointee to promote better practice in information management across the state of Western Australia.

Prior to commencing my role as Information Commissioner, I was the Managing Director of Privcore, a profit-for-purpose privacy, AI and cyber risk management company. In that role I worked with government agencies and private sector organisations in Australia and overseas to uplift data handling practices.

I am the International Association of Privacy Professionals (IAPP) Vanguard Oceania 2023 Award recipient for demonstrating exceptional leadership, expertise and creativity in privacy and data protection. I am also one of Australia's Superstars of STEM, selected in 2021–2022 for my widely recognised privacy expertise.

I co-founded the IAPP in Australia and New Zealand in 2008 and was elected its President in 2011–2012. I also led audit and investigation teams at the federal privacy regulator, privacy consulting teams at IIS, external engagement at AustLII and the education and government account teams at the Copyright Agency Limited.

With an MBA in general international management (distinction) from the Vlerick Business School in Belgium, I hold a first class honours Law, Arts (majoring in computer science) and Science degrees from The University of Queensland.

Roles and functions of the Commission

The Commission's main functions are set out in sections 60, 61 and 64 of the Act, and include:

- Monitoring the operation of and compliance with the Act
- Monitoring compliance by government organisations with record keeping plans
- Inquiring into breaches or possible breaches of the Act
- Establishing principles and standards for:
  - governing record keeping by State organisations
  - governing contracts or arrangements entered into by State organisations with persons under which they are to perform any aspect of record keeping for the organisations
  - determining which State records should be State archives
  - determining which State archives should be restricted access archives and the ages at which they should cease to be restricted
  - determining which State archives should not be transferred to the State archives collection, and
  - determining the retention periods of State records that are not to be State archives.

The Act requires that in performing its functions the Commission is, as far as possible, to ensure:

(a) that State record keeping is of a standard that best serves the interests of the people of this State, and

(b) that, subject to the law, government records are accessible to the public.

The Act also requires that the Commission report to Parliament:

- before 1 November each year, an annual report about the activities of the Commission during the previous financial year, the operation of the Act, and about any legislative or administrative changes that, in the Commission's view, could be made to help the objects of the Act be achieved, and
- at any time, a special report about a contravention of the Act by a government organisation.

Activities of the Commission in the 2025–26 period

The Commission meets regularly to carry out these functions. During the reporting period, it met formally on 7 August and 25 November 2025, and on 8 May 2026.

SRO staff in attendance make accurate minutes of these Commission meetings, and agendas, papers and minutes are kept at the SRO in accordance with the Commission's Record Keeping Plan. The Commission also occasionally considers papers out of session where matters are time critical.

Each of the ex-officio Commissioners, through their own statutory roles, also support the objectives of the Act where possible.

From time to time they each participate in SRO or Commission events, or other related forums, with the aim of enhancing public sector and community awareness of the Commission's work and the operation of the Act.

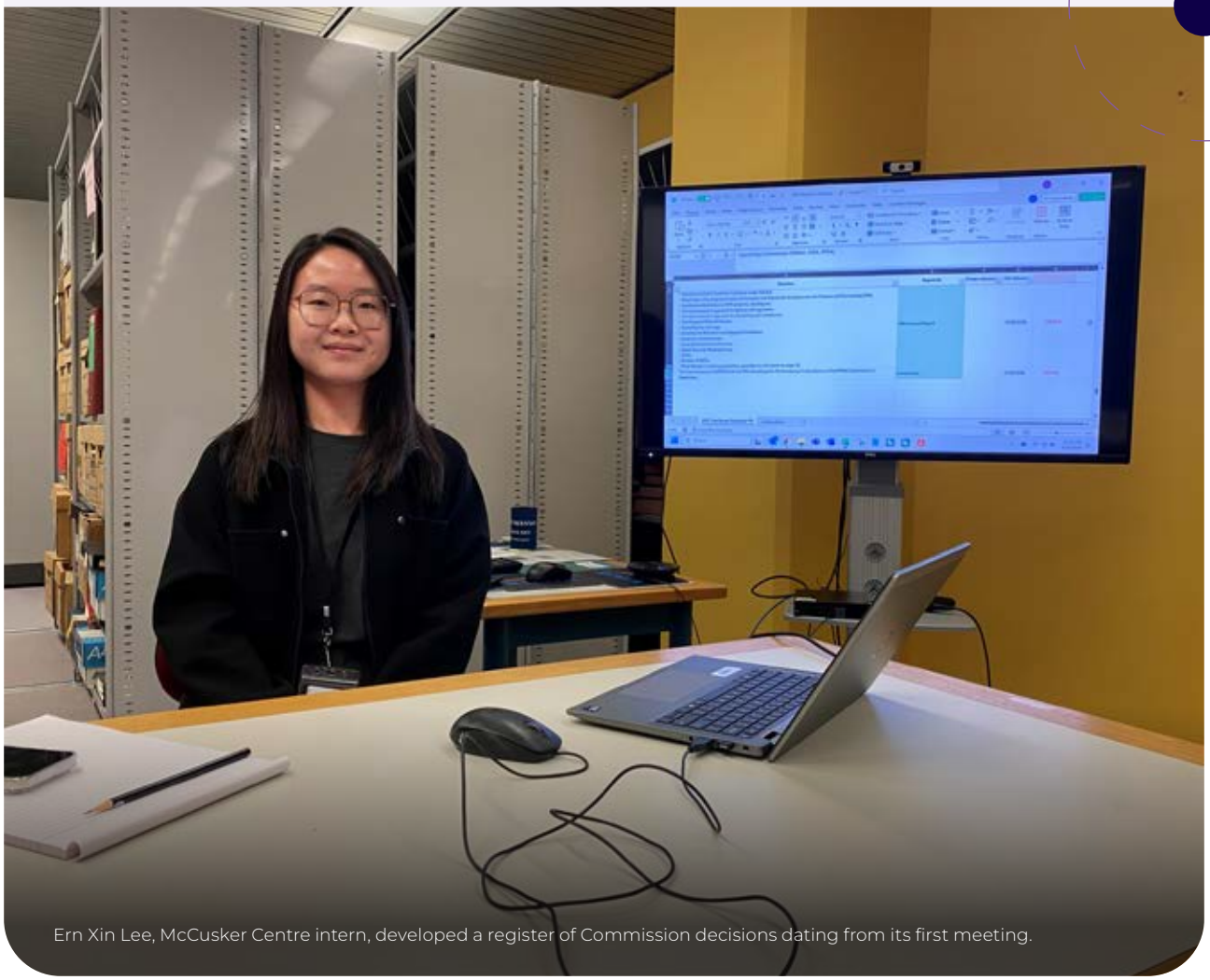
Commission Decision Register

The Commission's inaugural meeting was held on 14 August 2001. Since then, its meeting minutes have documented decisions relating to the fulfilment of Commission duties under the Act, including the development of Commission Standards, liaison with other bodies concerned with record keeping, compliance monitoring, advice provided to State organisations, and access to State organisations' State archives.

In 2025 a register of Commission decisions was developed by Ms Ern Xin Lee, a student from the University of Western Australia, during a McCusker Centre for Citizenship internship at the SRO.

In her second year of a Bachelor of Commerce, majoring in Finance and Business Economics at the University of Western Australia, Ms Lee designed and populated a searchable register of all Commission decisions to date. This involved analysing Commission documentation for decisions relevant to its legislative functions, cross-referencing superseded and current decisions, and devising keywords and search functionality to assist retrieval.

The Decisions Register is updated after each meeting and has proven a valuable tool for not only identifying dates and details of decisions since 2001, but also precedents and trends in Commission activity and State organisations' compliance with the Act. The SRO greatly values its relationship with the McCusker Centre and the opportunity to work with such talented students.



Ern Xin Lee, McCusker Centre intern, developed a register of Commission decisions dating from its first meeting.

Special report to Parliament

Unauthorised destruction of State records and archives from the Department of Education's Student Information System

- In November 2025 the State Records Commission tabled its first Special Report in the Western Australian Parliament on a contravention of the *State Records Act 2000*.
- The report concerned the premature destruction of certain State records and loss of State archives at the Department of Education.
- The precise extent of the losses will never be fully identified.
- The destruction of student records related to poor practices and system configuration, rather than malicious intent.

Recommendations for organisations

All organisations subject to the Act should:

- review their system configurations to prevent and monitor unauthorised deletion of records.
- improve and regularly update staff awareness of record keeping obligations, including through employee training.

View the report
wa.gov.au/organisation/state-records-office-of-western-australia/state-records-commission-special-reports

The Commission has concluded that the premature deletion of student records from the School Information System (SIS) by hundreds of schools constitutes a contravention of the *State Records Act 2000* (the Act) by the Department of Education.

The SIS is an information management system, used by most Western Australian government schools to store and maintain student records, including on enrolments, absences, transfers and student behaviour.

The matter detailed in this report is considered by the Commission to be significant due to the loss of State records and archives, and the lack of knowledge of what State records and archives are lost.

While the Department of Education collects and manages student information in a number of systems that were not impacted by this matter, the premature loss of records from the SIS has the potential to impact the use and availability of schooling information regarding children for legal proceedings and other processes, such as attendance records, enrolment and admission records, addresses listed, behavioural and school reports. These losses may also impact the investigation of historical abuse allegations and other matters.

In her role as Chair of the State Records Commission of Western Australia (ex-officio), Auditor General Caroline Spencer said the destruction of the records was a significant matter, which is why the Commission has taken the rare step of using its powers to table its first special report to Parliament.

'This report serves as an important example for other government organisations to learn from,' Ms Spencer said.

'In the interests of integrity and continuous improvement across the public sector, the Commission will continue to encourage self-reporting of non-compliance with the Act by government organisations.'

The report also revealed that the loss of the school records and archives was related to poor practices and system configuration, rather than malicious intent. The Commission acknowledges that this matter was self-reported to the State Records Office in 2024 by the Department of Education, which has undertaken its own investigation into the matter and taken corrective actions to prevent similar issues arising in future.

The Commission notes the Department has cooperated with all information requests by the Commission and accepted all recommendations. The Commission thanks the staff involved from the Department of Education and the SRO for their diligent work to identify, report and address the important matters arising from this unauthorised premature destruction of records.

The Commission's relationship with the State Records Office and others

Part 9 of the Act establishes the entity called the State Records Office (SRO) and prescribes the functions and role of the Director State Records.

The Director State Records is generally referred to in this report as the Executive Director. A key function of the Executive Director under the Act is providing advice and support to the Commission as required.

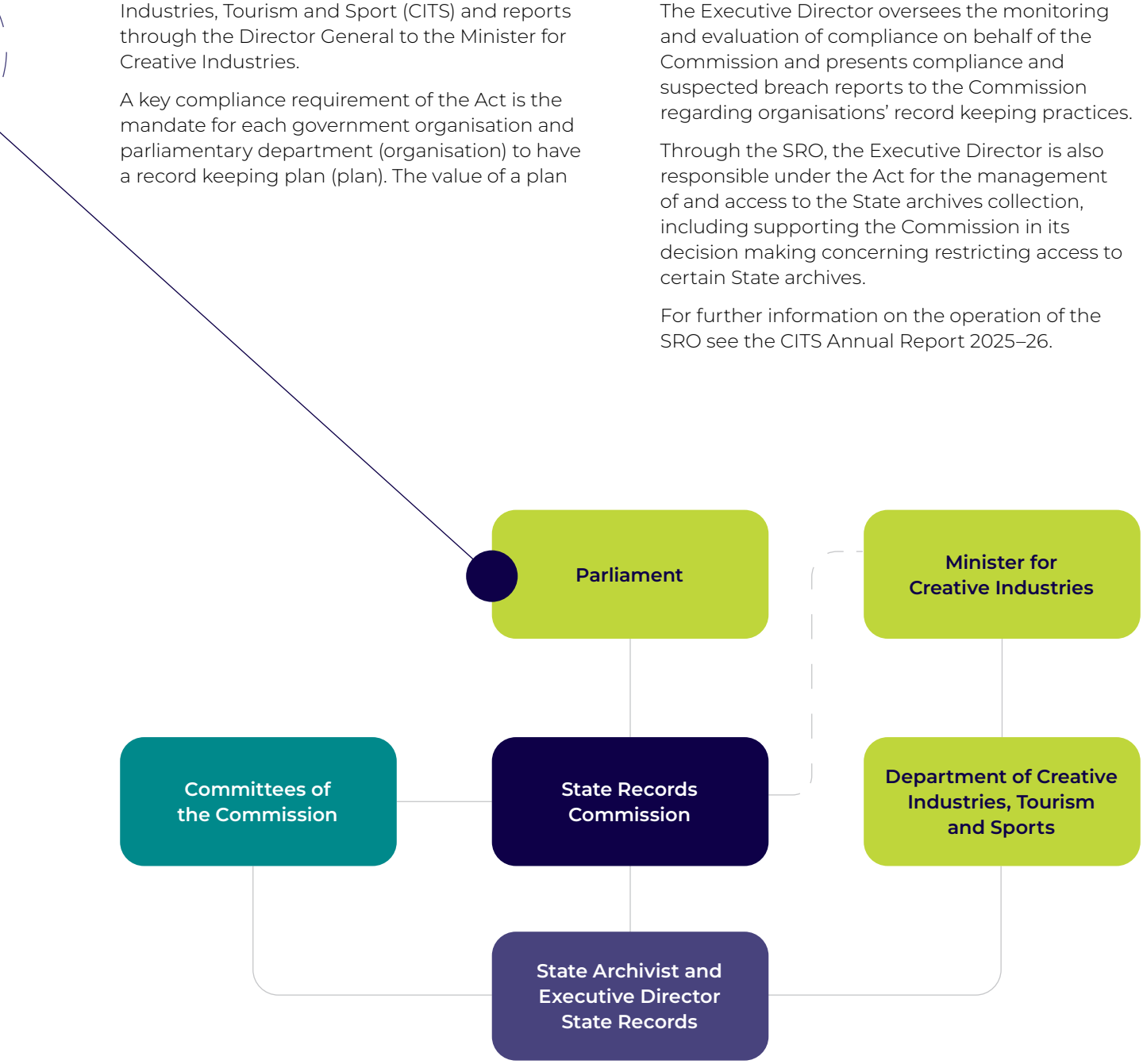
The SRO is part of the Department of Creative Industries, Tourism and Sport (CITS) and reports through the Director General to the Minister for Creative Industries.

A key compliance requirement of the Act is the mandate for each government organisation and parliamentary department (organisation) to have a record keeping plan (plan). The value of a plan is that it enables an organisation to appropriately secure, and make discoverable and accessible, the records of information it creates and manages. The SRO reviews plans under the Act, offering advice to help organisations refine their plans for Commission approval.

The Executive Director oversees the monitoring and evaluation of compliance on behalf of the Commission and presents compliance and suspected breach reports to the Commission regarding organisations' record keeping practices.

Through the SRO, the Executive Director is also responsible under the Act for the management of and access to the State archives collection, including supporting the Commission in its decision making concerning restricting access to certain State archives.

For further information on the operation of the SRO see the CITS Annual Report 2025–26.



The Commission has many other relationships across Western Australia (WA), including:



State Parliament

which relies on State records and archives as the government's memory and uses records of information to inform decision making.



Ministerial offices

in connection with their records concerning non-electoral functions.



State public sector organisations

that create, manage and share records of information as they carry out the business of government.



Local government authorities and council members

that create, manage and share records of information as they carry out the business of local government.



A range of statutory offices

including the Governor's Establishment, that create, manage and share records of information as they carry out their functions.



Government trading enterprises

that rely on effective access to records of information to plan and deliver services to the community.



Other Commissions and Committees of Inquiry

that rely on the evidential value of State records and archives to uphold the integrity of government in WA



The community

who seek to discover, access, and use information in the State records and State archives collection, and ultimately benefit from the principles and standards through which State records and archives are secured and made discoverable and accessible.

Who's in the Reading Room?

Client Story: Shona Coyne and Dr Tiffany Shellam

Early Aboriginal Letters and Documents

Ms Shona Coyne (Curator at the National Museum of Australia) and Dr Tiffany Shellam (History Professor at Deakin University) conducted research at the State Archives during 2025–26 as part of their work in curating a new exhibition *Kalyagul: Connections to Menang Country* which opened at the WA Museum, Museum of the Great Southern in July 2026. Through historical records, artefacts and new collaborative knowledge sharing, the exhibition reveals stories of Menang individuals and community and recognises their central role in creating knowledge about their Country.

Two documents used in the exhibition were from the State Archives Collection, written by ten-year-old Menang Noongar child Rhoda Tanatan and her friend, eight-year-old Rachel Wardekan in 1854. Rhoda and Rachel had been placed at the Albany Native School, which became known as Annesfield. Reverend Wollaston of the school sent the documents to Governor Fitzgerald in December 1854 as evidence of the school's work. These documents are among the earliest surviving example of Aboriginal handwriting in WA.

These early documents led to further research into the earliest handwriting in Western Australia by an Aboriginal person. From previous research, Dr Emily Lanman (WA Historian and Educator) identified a letter written by Noongar boy Goanger Armstrong in 1843, held in the State Archives Collection. In this letter, Goanger writes to the WA Governor requesting the release of his brother Joseph Frazer from the Fremantle Roundhouse, where he had been placed for leaving employment without permission. This request appears to have been successful as Joseph was released soon after.

Analysis of the letter shows it to have been written in Goanger's own hand, which may make this letter the earliest surviving example of Aboriginal handwriting in WA found so far.



Left to right:

Document written by Rhoda Tanatan, 1854.

Dr Tiffany Shellam and Ms Shona Coyne in the Archives Reading Room.

Document written by Rachel Wardekan, 1854.

Letter written by Goanger Armstrong, 1843.

The Commission's environment

The Act defines a record broadly as any record of information, however recorded.

State records don't just refer to information or key decisions of long-term significance. Under the Act, 'State records' are defined as any recorded information, including the media on which they're recorded. This includes digital files and data, paper files, microfilm, maps, plans, photographs, video and audio recordings.

The obligations that arise under the Act therefore have broad application to many different types of records created by or held in organisations across the state and local government sectors.

State archives, on the other hand, are State records that are retained permanently because they have been assessed as having permanent value. Once State archives are 25 years old, provided they're not restricted archives, they become accessible under the *State Records Act 2000* rather than the *Freedom of Information Act 1992*.

Records management in the public sector

The Commission is responsible for ensuring that State record keeping is of a standard that best serves the interests of the WA people.

As of June 2026, there are around 325 entities such as government departments, organisations, offices and other government entities across the state that are required to submit record keeping plans. These include 178 state entities and 146 local government authorities which include 8 regional local governments and regional councils. These entities employ over 180,000 people who produce or receive a large volume of information in a wide range of formats.

The memory of government is at risk of being lost

Some State archives are facing risk of loss due to deterioration, degradation and technical obsolescence. The National Film and Sound Archive has identified 2025 as the date when archives held on magnetic tape, nitrate and acetate film, negatives and photos will become significantly harder to digitise due to degradation or lack of equipment and appropriately skilled staff.

Unusable data and loss of evidence pose financial, reputational and legal risks. These collections are also of significance and importance to Aboriginal people, assisting with research for the Stolen Generations, the National Redress Scheme, native title land claims, royal commissions and enquiries.

Saving this information for future generations will require converting the data to new, contemporary formats to keep pace with technological change, and to mitigate the risks of the loss of the memory of government.

The SRO is taking a risk management approach and working with the Digitisation Centre of WA for digitising sets of original government film received from Government House.



16mm film reel, 1953.

Under section 61 of the Act, the Commission must establish principles and standards for the governance of record keeping by State organisations, and other matters relating to the management of State records. In administering the Act, the Commission has established rules that mean State organisations have primary responsibility for effective records management.

The SRO provides guidance materials, records management advice and other advisory services to support organisations in complying with the Commission's existing principles and standards.

As of June 2026, there were seven Standards containing 29 Principles and 105 compliance requirements.

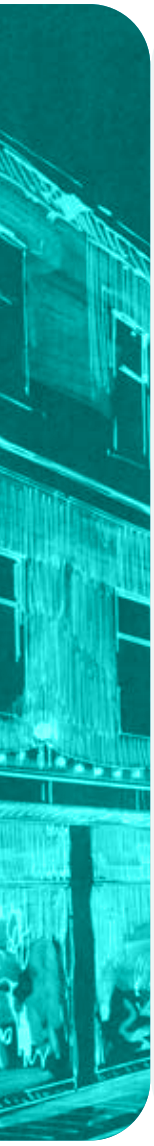
The standards are numbered one through eight in this diagram. Standard 5 was superseded by Standard 7 in June 2016.



Performance of the *State Records Act 2000*

Under section 64(1) of the Act, the Commission is required to report on any legislative or administrative changes that, in the Commission's view, could be made to help achieve the Act's objectives. This year, while the Commission didn't identify any substantive changes required to the Act, the SRO continued a project to simplify the principles and standards issued under section 61 of the Act. The proposal, which must be endorsed by the Commission, is to replace all seven of the separate existing standards with a single document that sets out the Commission's principles and standards. These will be supported by detailed written guidance material, as well as the ongoing advisory services of the SRO. The Commission is very grateful to the Parliamentary Counsel for their team's support in assisting the Commission and SRO with advice on drafting new principles and standards.





Record keeping plans

Uniquely among Australian record keeping legislation, the Act requires that record keeping plans (plans) are to be maintained by every parliamentary department and government organisation covered by the Act. They contain information about processes, documentation, and systems – planned or in place – for managing records of information.

Under the Act, each plan must also set out provisions for the retention periods and ultimate disposal actions for the records created and maintained by the organisation.

These retention and disposal provisions are stipulated either by a General Retention and Disposal Authority or another Disposal Authority approved by the Commission.

Government organisations' plans are based on the compliance requirements set out in *State Records Commission Standard 2: Record Keeping Plans* and *Standard 6: Outsourcing*. These standards address requirements for an organisation's employees and third-party providers working on an organisation's behalf.

Managing records across their lifecycle

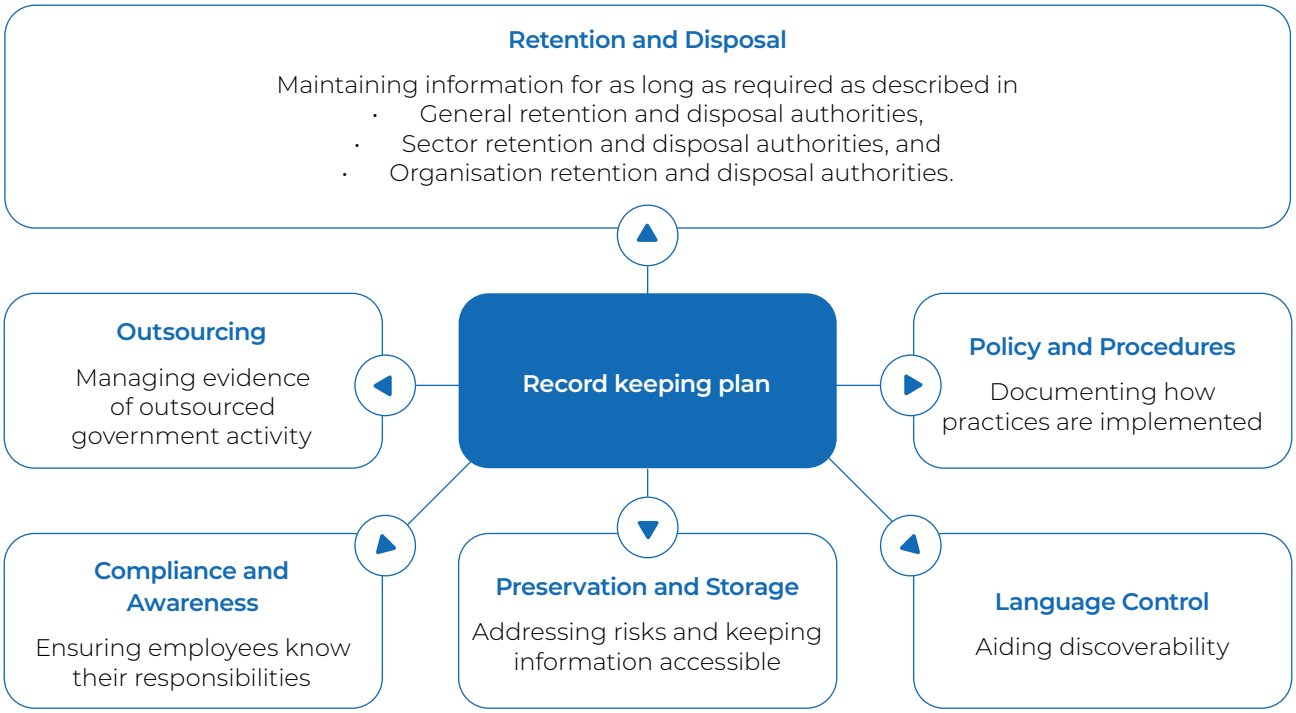
In the Act, any reference to 'record keeping' is described as including a reference:

(a) to creating, maintaining, indexing, organising, storing, preserving, securing, retaining and managing records; and

(b) to maintaining, preserving, securing and retaining the means by which any information on a record can be recovered.

An important aspect of record keeping is the active management of records, including regularly disposing of records no longer required with reference to approved Retention and Disposal Authorities.

Commission standards require that government organisations managing records identified as State archives undertake the necessary preservation actions to ensure such records, both physical and digital, remain usable and accessible for the long term.



State archives – physical and digital

State archives are records of long-term significance that are retained in perpetuity. Generally, it is expected that only around five per cent of records created fall into this category. These are the most significant records of government business and have ongoing evidential and cultural value. Other State records can, and should, be destroyed over time according to approved Disposal Authorities.

Whether recorded on paper or in another physical format, or created digitally on a computer, State archives frequently contain a treasure trove of historically interesting information and useful data. Archival data includes names, dates, locations, ideas, statistics, transactions and events across the thousands of stories stored in archives. It often holds great value and opportunities for research – using machine learning, data analytics and artificial intelligence to provide new insights into trends and patterns over time.

State archives also enable us to understand past decisions and operations of government. They're important to the integrity of government by providing transparency and accountability, institutional memory, environmental management, social resilience and inclusion. They help contextualise and build new knowledge and provide support for business and economic innovation.

The State archives collection currently includes some 15 linear kilometres of physical permanent value records from over 2,000 State organisations, dating from the first days of the colony in 1829. This is the largest archival collection in WA.

Today, storage available for the State archives collection is at capacity. This poses a problem. Section 32 of the Act generally requires State archives to be transferred to the SRO and State archives collection after 25 years. This means the SRO is currently unable to meet this requirement for physical (paper and object based) State archives and cannot accept transfers of born digital State archives (i.e. State archives that were created digitally).

It is estimated that these organisations hold tens of petabytes of data in this form – and their volume is growing rapidly. About five per cent of these records are likely to be of long-term value (State archives), which still represents perhaps several hundred terabytes of data of long-term archival value.

The Commission continues to monitor the resourcing levels of archival bodies across Australia, particularly in areas such as storage capacity and staffing. Minimal growth of the SRO's physical archival holdings continues, as does the need to acquire digital archive capacity.

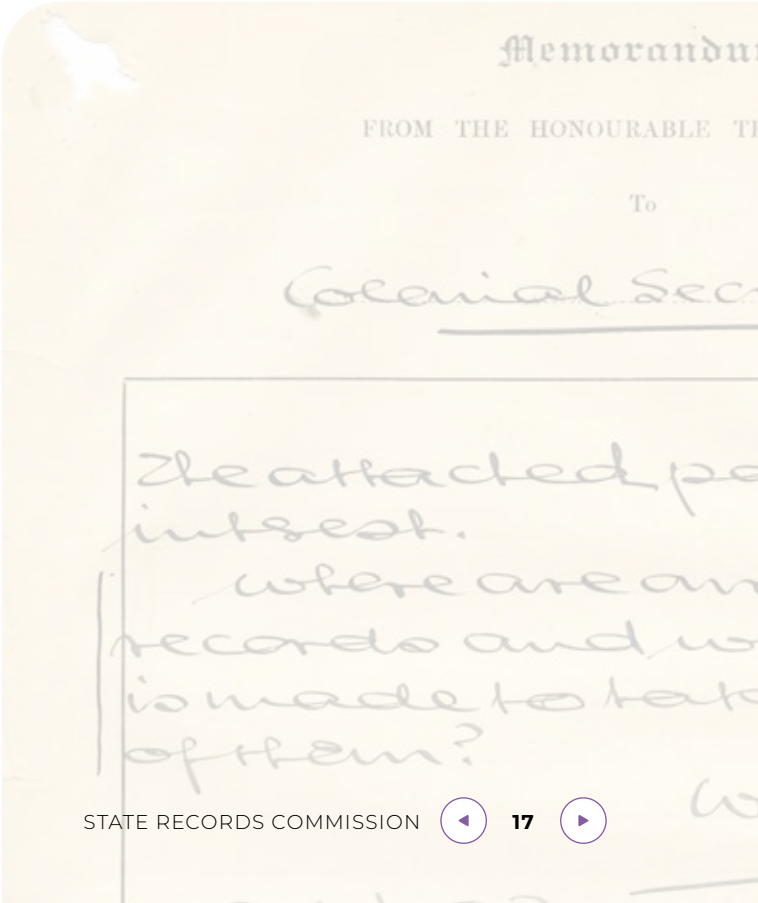
A comprehensive register of all State archives, including those not currently held within the State archives collection, is also yet to be established.

Addressing these issues is critical to ensuring that records of enduring value are preserved, discoverable and accessible for future generations.

The Commission repeats the concern raised in previous Annual Reports that the issues outlined above should not be allowed to continue in WA.

In March 2025 the Commission approved the establishment of a State Archives Management Committee under section 62(3) of the Act. Nominations were invited from State organisations with the largest holdings of State archives outside the State archives collection (managed by the SRO) and other organisations with functions relevant to improving access to and storage of State archives (both digital and physical).

The Commission is confident that this Committee will assist both the Commission and the WA Government more broadly to address the challenges outlined above.



Memory of the State

An apology for the Pinjarra Massacre of October 28, 1834

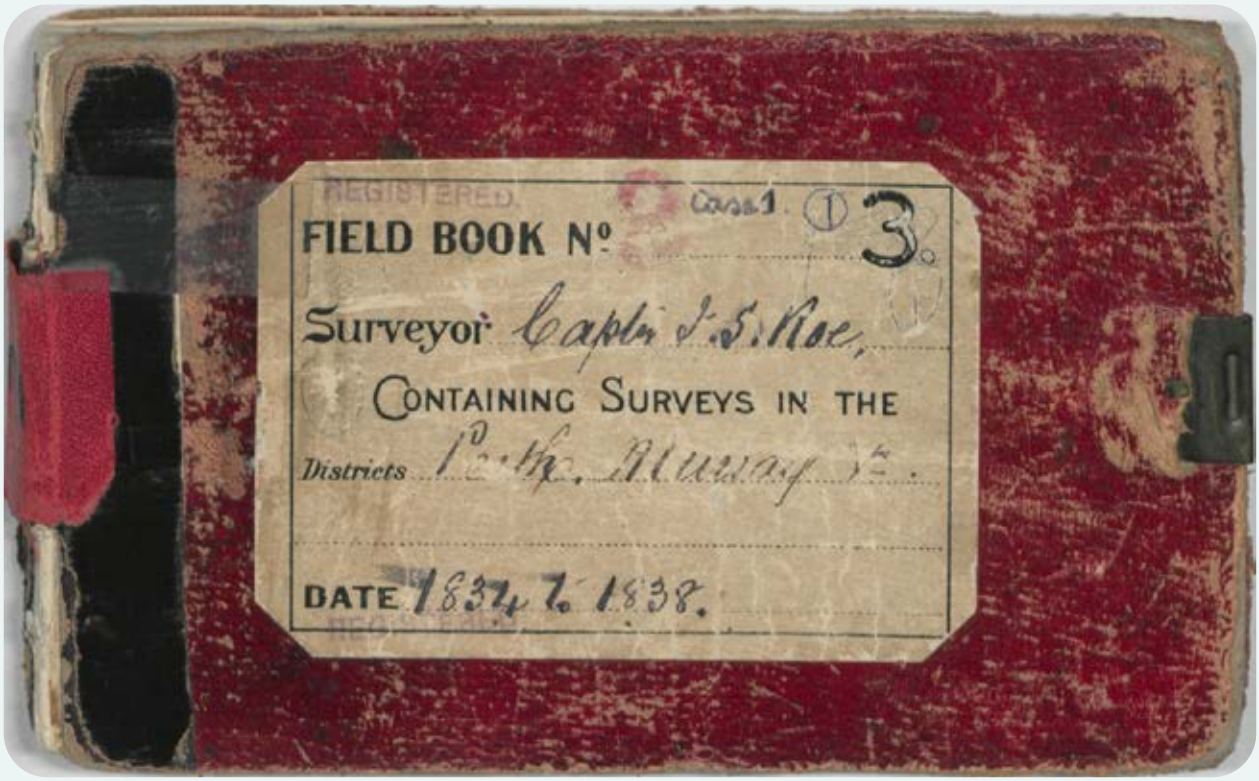
On 28 October 2025, His Excellency the Honourable Chris Dawson AC APM, Governor of Western Australia, issued an apology to the Bindjareb Noongar people for the dreadful wrongs perpetrated by the first Governor of Western Australia, Sir James Stirling in October 1834. This apology received extensive media coverage and was widely praised as a symbol of ongoing reconciliation with Traditional Owners.

As part of his research into the massacre, His Excellency visited the State Records Office in mid-2025 and viewed official records held in the State Archives Collection that reported what transpired in 1834. These documents included Colonial Secretary's Office correspondence, Governor Stirling's despatches to England and John Septimus Roe's original surveyor's fieldbook which records the events of October 1834. The Governor acknowledged the value of these documents in his apology and how important they were to him in his research.

These documents still carry enormous weight and resonance almost 200 years after they were written.



His Excellency the Honourable Chris Dawson AC APM, Governor of Western Australia at the State Archives in mid-2025.



John Septimus Roe's Fieldbook from 1834 in the State archives collection which provides a first-hand account of the Pinjarra Massacre on 28 October 1834.

State Archives Management Committee

The State Archives Management Advisory Committee (SAMC) is established under section 62(1) of the Act to advise the Commission about the State records that should be State archives, and associated matters.

Specifically, SAMC is tasked with developing recommendations for the Commission regarding:

1) How a 'Register of State Archives' required under section 73 (1) (d) of the Act should be developed.
2) Policies, specifications and other guidance regarding the management of State archives by State organisations.
3) Ongoing arrangements, including building and maintaining supporting knowledge and expertise, to enable effective management of and access to State archives.

The inaugural SAMC meeting was held on 30 April 2026.

Membership of SAMC during 2025–26:

Chair of SAMC
Mr Damian Shepherd, State Archivist and Executive Director, State Records Office (supported by staff of the SRO)

Department of the Premier and Cabinet
Ms Sonya Sherman

Department of Treasury and Finance
Ms Charmaine Coe

Department of Biodiversity, Conservation and Attractions
Ms Natasha Lewis

Department of Education
Ms Roslyn Smith

Department of Water and Environmental Regulation
Ms Orla O'Brien

Department of Health
Mr James Beckingham

Department of Health (WA Country Health Service)
Ms Ola Carlsen

Department of Justice
Mr Ryan Perrin

Department of Housing and Works
Ms Cristina Simeons

Department of Local Government, Industry Regulation and Safety
Mr Tony Ferrinda

Department of Mines, Petroleum and Exploration
Mr Stewart Lyon

Department of Planning, Lands and Heritage
Ms Kym Thompson

Department of Primary Industries and Regional Development
Ms Kristy Rakitich

Landgate
Mr Chris Turner

Department of Transport and Major Infrastructure
Mr Jeremy Pearce

WA Police Force
Ms Melissa Calabro

Strategic focus

The SRO's Strategic Plan (Plan on a Page) 2023–2026 describes how the SRO supports the Commission and its stakeholders through a series of strategic priorities. This Plan on a Page 2023–2026 is published to wa.gov.au and describes a vision for successful application of the Act.

The SRO is building a secure and discoverable record of government that is valued by our community and used to create a legacy for future generations of Western Australians.

Strategic Priorities for the State Records Office to support the Commission

The three strategic priorities in the plan are:

1) Build better information management capabilities
2) Enhance information management awareness and knowledge
3) Improve access to State archives.

Secure
Security of records as information assets

Discoverable
Records are discoverable

Valued
Records are valuable because they can be used

Legacy
Valued records are part of our legacy for future generations

Safeguarding and making accessible the memory of government in WA

For more information about the SRO's current Plan on a Page visit: **wa.gov.au/government/publications/state-records-office-of-western-australia-strategic-plan**

Keeping archives safe

Commission standards require organisations to preserve government records for as long as they are legally required. State archives must be kept in perpetuity.

This means organisations need to identify and assess the risks and impacts that disasters may have on records of information under their responsibility. They must put strategies and actions in place to reduce and manage risks to records should a disaster occur.

In the event of a disaster, and an organisation's records are damaged or lost (whether due to fire, flood, mould, pest damage or another issue) they must contact the SRO who can provide advice regarding recovery and management of the damaged records, along with information about the appropriate and approved destruction of irretrievably damaged records.



Registers stored safely in the State archives collection.

Key challenges

The WA Government faces several significant challenges regarding access and management of State records and archives.

Managing records of information across diverse digital systems

Government organisations use a wide range of digital systems to capture and manage information. This presents both a challenge in terms of efficient management across these systems – including appropriate discovery and access – and an opportunity to simplify how systems are used to reduce complexity and costs. The SRO is proactively engaging with organisations across the public sector to understand and support records management outside of traditional Electronic Document and Records Management Systems (EDRMS).

Transfers of State archives to the State archives collection

In the Commission's Annual Report 2023–24 the Chair noted that the SRO has not had capacity for regular transfers of State archives from other organisations to the State archives collection since 2001.

The SRO can currently accommodate small transfers of State archives from organisations to the State archives collection where the impact of storage for the collection is insignificant and/or files are in digital formats. While the SRO can store small volumes of digital archives, there is no State digital archive facility to provide for long-term storage and preservation.

The SRO seeks to accommodate these emergency transfers where the risk of leaving the State archives with the other organisation is significant.

The lack of capacity to accept regular transfers as set out in the Act means that most State archives are currently held by other State organisations, at both State and local level, across metropolitan and regional WA. The State archives collection managed by the SRO represents only a small portion (about 15%) of the records believed to exist across the State. Based on our understanding, the SRO estimates there may be more than 75 linear kilometres of paper-based State archives, and thousands of films and photographs, representing millions of individual records held across department and organisation buildings, or in government and commercial off-site storage facilities.

The requirement for all State organisations to manage these often fragile records duplicates effort and associated costs. It can also reduce the discoverability and accessibility of these records.

Access to State archives outside the State archives collection

In accordance with section 73(1)(c) of the Act, the SRO has established systems and facilities to provide an information service for the State archives collection. This service is used extensively by government and the community to access the collection.

However, most State archives are held outside of the collection by the organisations that created them. The SRO has limited information about the categories and location of State archives held by other organisations, and must refer clients on for assistance in accessing these records.

> *The SRO consulted with key stakeholders to publish revised or new records management advice on record keeping and artificial intelligence, cyber security, Microsoft 365 governance, social communication tools, website content and network drives.*

What's new in the Archives?

During 2025–26, the State Records Office worked in partnership with the Public Transport Authority to identify photographs in their custody of ongoing State value.

The photos identified document new initiatives, railway infrastructure and processes of the WA Government Railways, mainly from the 1970s–90s. Given the modest volume, the State Records Office has accepted these photos into the State Archives Collection.























Performance

The functions of the Commission under section 60 of the Act include:

- monitoring the operation of and compliance with this Act
- monitoring compliance by government organisations with record keeping plans
- inquiring into breaches or possible breaches of this Act.

The Act also requires that in performing its functions the Commission must, as far as possible, ensure that:

- State record keeping is of a standard that best serves the interests of the people of this State
- subject to the law, government records are accessible to the public.

This report provides insight into the delivery of these functions and performance of organisations subject to the requirements of the Act.



Key Performance Indicators:

The Commission and SRO currently do not have formal key performance indicators under the State's Outcomes Based Management (OBM) Framework.

However, the SRO has developed a set of indicative measures that could be aligned with the Framework in the future.

Whole of government goal:

Safe, Strong and Fair Communities: Supporting our local and regional communities to thrive.

Outcome:

State record keeping is of a standard that best serves the interests of the people of this State.

Effectiveness measure: Percentage of government organisations with a record keeping plan that complies with requirements of the *State Records Act 2000* and State Records Commission standards and principles.

For 2025–26 the estimated result for this measure is 99.1%.

It should be noted that while record keeping plans may comply with current requirements, most plans set out a range of improvements that organisations have identified as required to effectively manage their records and the SRO does not currently have capacity to proactively monitor progress with these actions.

Outcome:

Subject to the law, government records are accessible to the public.

Effectiveness measure: Percentage of eligible requests for access to State archives able to be completed by the State Records Office.

For 2025–26 an estimated result for this measure was unable to be determined as the number of unsuccessful requests could not be reliably captured at the time of this report. The SRO is developing its data collection further so this information can be reported in the future.

Highlights

On behalf of the Commission, the SRO has made significant progress on several actions in its Plan on a Page.

Strengthening information management in the WA public sector

Throughout the 2025–26 period the SRO continued to develop and consult on a new draft State Records Principles and Standards and a supporting framework. The proposed new Principles and Standard replaces the seven existing Commission standards established under section 61(1) of the Act.

The proposed Principles and Standards will simplify and modernise existing requirements by updating terminology and consolidating compliance requirements so they can be addressed and reported on more effectively. The supporting framework includes a new template for record keeping plans and a new online reporting approach based on a Records Management Maturity Model (or 'RM3'). The proposal has been broadly supported through public consultation, and the SRO has used this and subsequent consultation feedback to enhance the draft.

The Commission and SRO are investing significant time and effort in preparing for the roll-out of this important reform. This will ensure WA Government organisations are well supported throughout the transition from the current set of standards to the new Principles and Standards and reporting framework.

The focus has been on strengthening and modernising regulation of government record keeping and working with government organisations to improve access to State archives.



State Records Commission Award for Excellence in Records and Information Management

The W.S. Lonnie Awards were established by the Institute of Public Administration Australia – WA Division (IPAA WA) to recognise excellence in annual reporting by public sector organisations.

Since 2006, the Commission has sponsored a specialist Lonnie Award to acknowledge excellence in reporting about organisational records management programs.

The Commission was delighted to present its award for the 2024–25 reporting year to the Western Australian Museum (WAM).

WAM's Annual Report reflects a clear commitment to compliance supported by detailed reviews of record keeping practices as well as comprehensive and ongoing staff training.

Judges were impressed with WAM's proactive approach to compliance and efficiency, by implementing systems that have increased the capture and control of records. WAM's focus on creating strategies that promote and strengthen record keeping training also stood out in their annual report.

Other initiatives described in that year's report included:

- staff surveys to collect practical feedback on existing systems across the organisation
- identifying system usage gaps and communicating them to the executive team
- improving staff induction programs to incorporate comprehensive learning modules.

WAM's Annual Report shows clear dedication to maintaining high standards in records management and continuous improvement.

The State Records Commission also highly commended the Department of Jobs, Tourism, Science and Innovation (JTSI), whose Annual Report highlighted substantial work undertaken to enhance its records management systems and processes.

Key initiatives included:

- standardisation of processes across business functions
- promotion of an information sharing culture
- migration of legacy system data to a single system.

The high standard evident in JTSI's Annual Report demonstrates a strong initiative and effort towards good records management.



Ms Caroline Spencer, Chair, State Records Commission of Western Australia (ex officio), Auditor General for Western Australia presenting the Lonnie Award to the Western Australian Museum.

Information Management Framework for WA

The Commission previously reported on the SRO's publication of the Information Management Framework (IMF) for WA. The IMF was developed in consultation with a wide range of organisations across government and different sectors. It aims to help organisations easily navigate the information management requirements found in various legislation, regulation and policy documents.

The Commission continues to support the IMF as a useful reference for government organisations to evaluate the effectiveness of information management plans and policies and understand responsibilities and accountability for staff at all levels.

Helping WA and the world discover the State archives

In 2020 the SRO transitioned in-person public access to the third floor of the Alexander Library Building, where the SRO shares resources with the State Library of WA (State Library). This collaborative arrangement provides users with convenient access to collections from WA history, including original State archives. The Reading Room facility is located on the site of the J.S. Battye Library of West Australian History.

Shared with the State Library, Family History WA and the Aboriginal History WA unit from the Department of Creative Industries, Tourism and Sport (CITS), this facility ensures original State archives are accessible during all State Library opening times.



The IMF aims to help organisations easily navigate the information management requirements found in various legislation, regulation and policy documents.

Ms Margaret Medcalf OAM

An innovator throughout her career, Ms Medcalf established the WA Oral History Project in 1974 to record living history and add '"a warmth to the recording of our history"'.

Ms Medcalf retired as State Archivist in early 1989. However, she has had a very active retirement, serving as the President of the Royal WA Historical Society, a founding member of the local chapter of the Zonta Club in Perth, and the Patron of the Friends of Battye Library.

In March 2026, the SRO and State Records Commission joined the Friends of Battye Library and the State Library to celebrate Ms Margaret Medcalf OAM's 100th birthday.

The State Records Commission and SRO continue to recognise Margaret's extraordinary contribution to preserving and improving access to WA history through the annual Margaret Medcalf Award for Excellence in Research Using the State Archives.

Margaret Medcalf Award for Excellence in Research Using the State Archives

The SRO hosts the Margaret Medcalf Award which is presented for excellence in research using the State archives collection.

This annual award was established in 2003 to honour Ms Margaret Medcalf OAM, the second State Archivist for WA (from 1971 to 1989), for her landmark contribution to the development of WA's archives.

Works nominated for the Award must demonstrate use of State Archives held by the SRO. They can be fiction or non-fiction, in any format, and may be published or unpublished. 10 nominations for the 2025 Award were received. These covered a variety of Western Australian related subjects including colonial justice, regional health, migrant communities, the timber industry, Indigenous labour, railway and local history.

On 24 October 2025 the SRO hosted the Award presentation, which was co-presented by the Honourable Simone McGurk MLA, Minister for Creative Industries; Heritage; Industrial Relations; Women; Aged Care and Seniors, and Ms Margaret Medcalf OAM. The winner was Dr Caroline Ingram for her article 'Death at Butterabby: the case of Belo and Mumbleby and Aboriginal women's place in the 19th century criminal justice system' in the journal *History Australia*.



Left to right:
Honourable Simone McGurk MLA, Minister for Creative Industries; Heritage; Industrial Relations; Women; Aged Care and Seniors, Dr Caroline Ingram and Ms Margaret Medcalf OAM.



Left to right: Ms Neta Gill, Executive Director Strategic Policy, Department of Creative Industries, Tourism and Sport; Mr Damian Shepherd, State Archivist and Executive Director, State Records Office; Ms Annelies Moens, Commissioner, State Records Commission of Western Australia (ex officio) Information Commissioner; Ms Caroline Spencer, Chair, State Records Commission of Western Australia (ex officio), Auditor General for Western Australia; Ms Margaret Medcalf OAM; Honourable Simone McGurk MLA, Minister for Creative Industries; and Dr Caroline Ingram (award winner).

Access to State archives

Demand for digitised State archives in 2025–26 was consistent with demand over recent years, with 34,758 pages in items made available. This underscores the ongoing commitment to preserving and sharing these valuable historical records. Digitisation services to the public resumed following the commencement of the State Records Regulations 2025.

Summary of State Records Office reference services for the State archives collection 2024–25 and 2025–26

2,066
2025–26 Reference enquiries
1,970 in 2024–25, up 4.87%

1,032
2025–26 Ad hoc client visits
1,242 in 2024–25, down 16.91%

1,307
2025–26 Microforms used
1,676 in 2024–25, down 22.02%

Microforms are sometimes referred to as microfilm rolls.

Digitised State archives delivered to clients

34,758
2025–26 Digitised archived delivered
35,837 in 2024–25, down 3.01%

Digitised archives delivered include both records digitised previously, and records digitised for the first time.

Requests for access to the State archives collection

7,448
2025–26 Access Requests via the online catalogue (AtoM)
6,781 in 2024–25, up 9.84%

365
2025–26 Access Requests via the Reading Room (in person)
283 in 2024–25, up 28.98%

Source: SRO data contributed to report for the Council of Australiasian Records and Archives Authorities (CAARA).

Digitising State archives

Over the reporting period, the SRO continued to digitise State archives with the aim of both preserving and improving access to these important records.

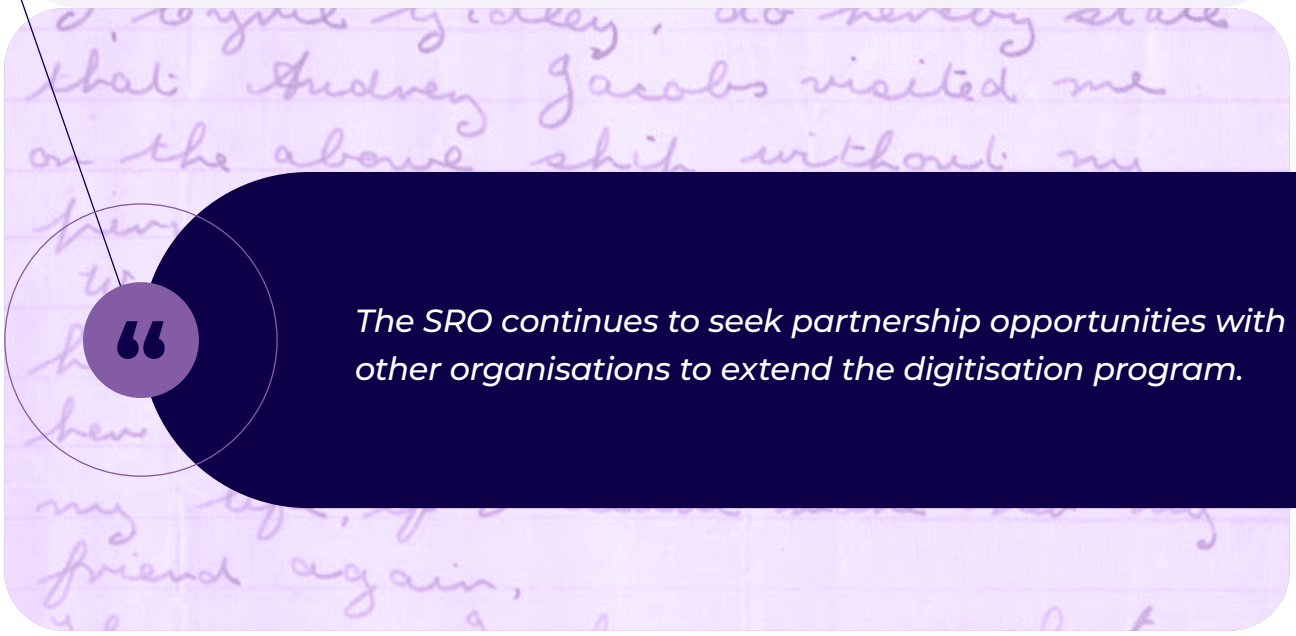
In 2025–26, preserving and improving access to WA's documentary heritage remained a key focus of the SRO's work. Using project funding through the Friends of the Batty Library, SRO continued to digitise records from the Colonial Secretary's Office, one of the State's most significant historical collections. At the time this report was prepared approximately 100,000 letters from 1829–1855 have been digitised under this project.

The SRO also continued digitising fragile materials from the broader State archives collection to protect them from deterioration and enable digital access. During the year the SRO acquired new digitisation equipment, including an A3 flatbed scanner and a large format scanning table, to enhance the ability to digitise at-risk and fragile archives in-house.

The SRO and Aboriginal History WA unit from CITS partner with the State Library and Family History volunteers at the Alexander Library Building, to deliver a research facility that's available during Library opening hours. The SRO deeply appreciates the support of these organisations for their partnership.

Thousands of Western Australians have also continued to explore the State archives collection through a range of online platforms. These include:

- Culture WA, a collaboration across the WA culture and arts institutions that provides a starting point for discovering the collections of the SRO, WA Museum and State Library.
- RetroMaps, a collaboration with the Friends of Battye Library and Water Corporation that brings together historical plans of Perth.
- Ancestry, which has digitised and made available a range of State archives, including historical shipping passenger lists, City of Perth rate books and employee records from the WA Government Railways.



The SRO continues to seek partnership opportunities with other organisations to extend the digitisation program.

Guide to State Cabinet records

Records of State Cabinet are important documents revealing historically significant deliberations and decisions made by the Government of Western Australia. Meetings of State Cabinet occur throughout the year and the records of these meetings, which include the minutes created and submissions received, are considered State Archives. These unique records are primary source information for the issues raised at State Cabinet meetings.

Each year the SRO publishes an online Guide to State Cabinet records which have been released from their 30-year restriction access period in the previous calendar year.

The Guide for the 1995 State Cabinet minutes and decisions was published in September 2026 to coincide with International Access to Information Day. This online guide is intended to assist the Western Australian community to access these significant archives.

From February to May 2026 the Guide to the 1995 State Cabinet Records was drafted by Mr Arian Alcantara, a McCusker Centre for Citizenship intern at the University of Western Australia. Mr Alcantara researched newsworthy issues revealed in the 1995 State Cabinet records to provide more context to them and drafted a communications plan. Mr Alcantara is in his third year of studies for a Bachelor of Arts, majoring in Law and Society. The SRO is very grateful to the McCusker Centre for its ongoing support for the office by providing opportunities for motivated, bright and skilled students each year.



Ali Alcantara, McCusker Centre intern, drafted the Guide to the 1995 State Cabinet Records.

Regulation of records and information management

On behalf of the Commission, the SRO liaises with government organisations around their commitment to the standards-based approach to records management governance outlined earlier in this report.

Submissions, reviews and updates of record keeping plans

Government organisations are required to submit record keeping plans (plans) for approval by the Commission. As part of an ongoing cyclical process, plans must be reviewed within five years of their approval date (or previous review), with a report of the review submitted to the Commission.

A review can take the form of either a review report, or a fully amended plan.

New organisations are required to submit a draft plan for approval within six months of the organisation being created.

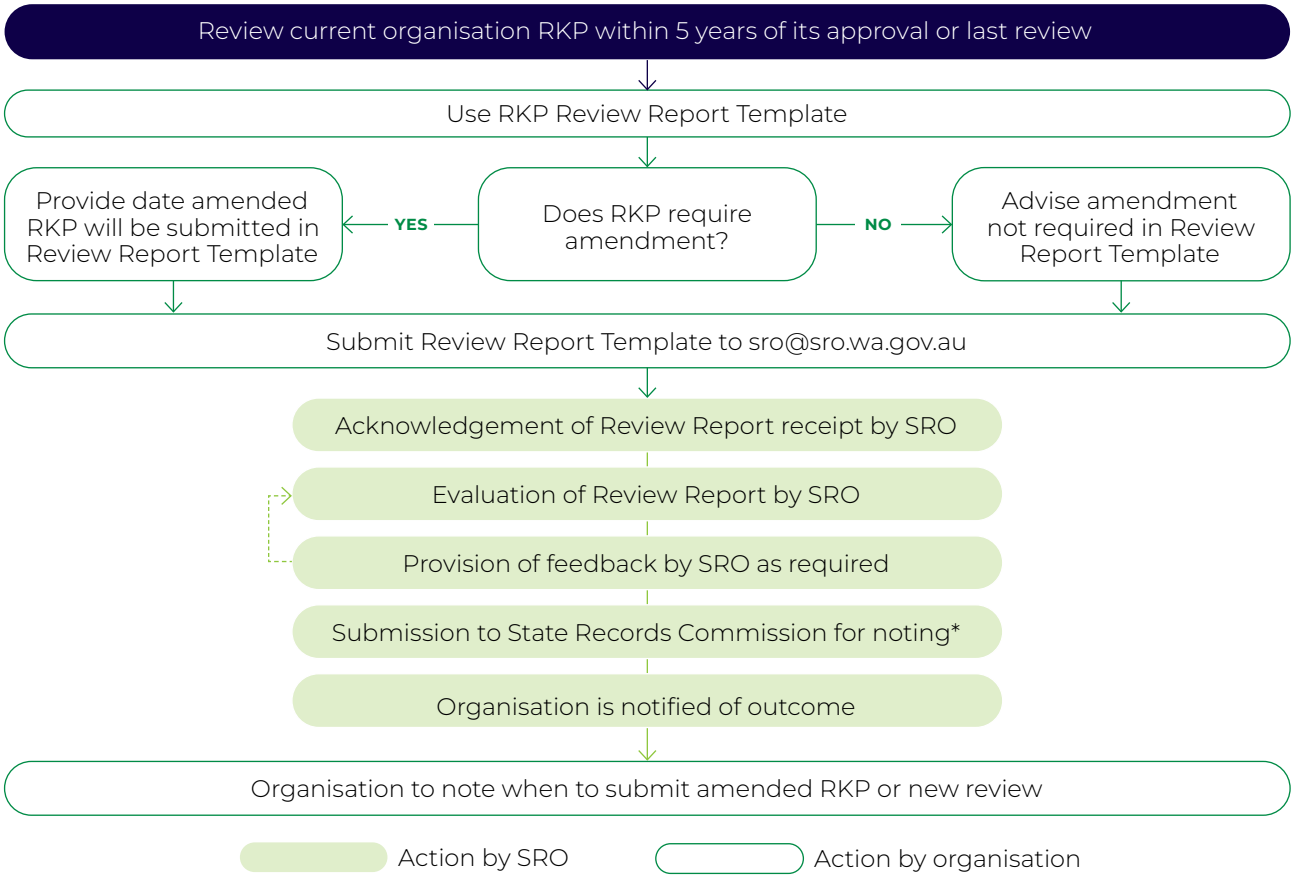
The SRO evaluates plans and review reports and liaises with organisations to finalise them for the Commission's consideration.

This year, 61 organisations were required to review their plans (see Appendix 1). This included nine organisations with significant changes to functions, arising from the Western Australian Government's Public Sector Reform which took effect from 1 July 2025.

Four new organisations were required to submit a plan (Appendix 2), including one established from the Public Sector Reform.

A total of 75 new and amended plans were due for submission in the reporting period and 12 were outstanding from previous reporting periods (Appendix 3).

Process for review of record keeping plans (RKP)



*The Commission meets approximately three times a year. Scheduled dates are updated on the Commission webpage on the SRO website.

Plans Received in 2025–26

51

new or fully amended plans

21

Local government plans

30

State government plans

33

plan review reports

A total of 33 review reports and 51 new or fully amended plans were received during the reporting period. Several were received from the 2024–25 reporting period or received before their due date in the 2026–27 reporting period. Additionally, three amended plans were submitted to external approving bodies as required under the Act.

Eight review reports identified that an amended plan was not required.

Please note:

The number of plans and review reports provided in this section refer to numbers received by the SRO.

The Compliance Report in another section of this Annual Report refers to the numbers of plans approved by the Commission under section 28(5) of the Act, which may be different.

Several organisations also submitted a review report prior to submitting an amended plan during 2025–26.

For the 2026–27 reporting period, a total of 42 organisations will be required to review their plans (Appendix 4). Some of these reviews were received during the 2025–26 reporting period.

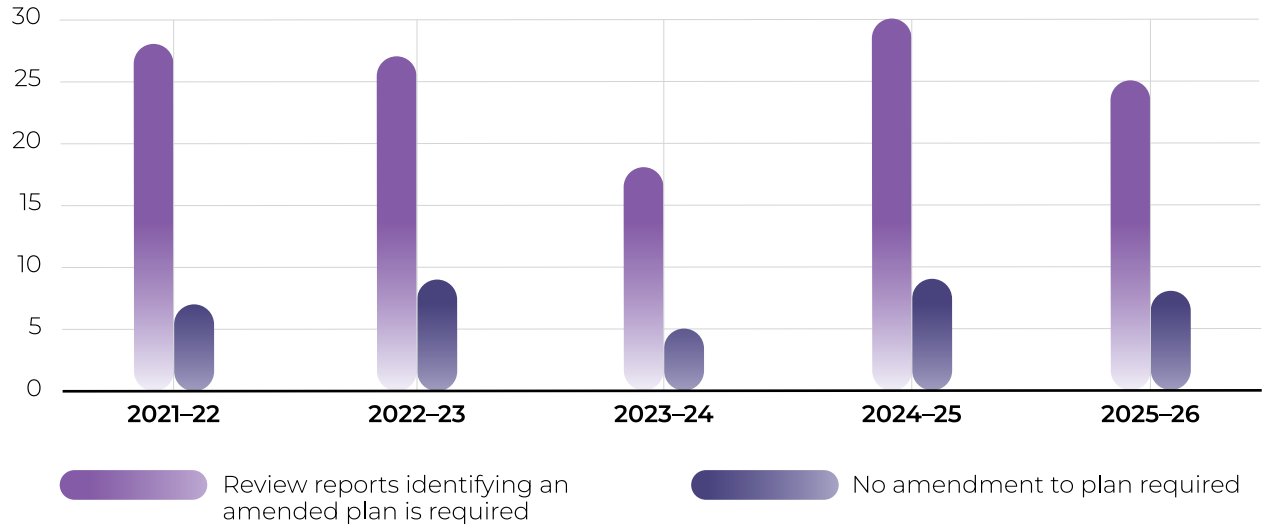
25

identified amendments required and committed to submitting an amended plan

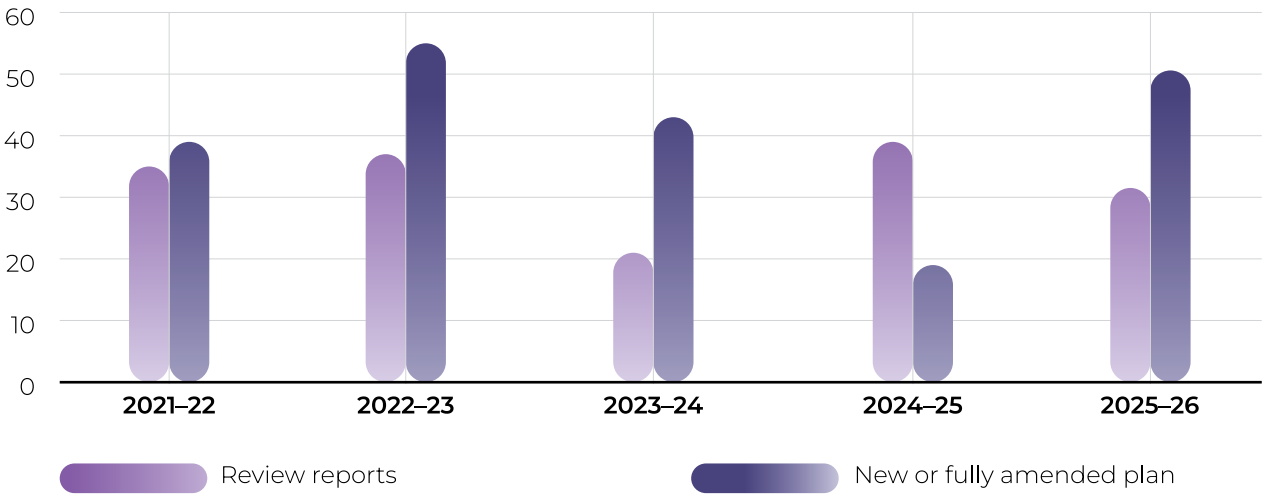
8

reports identified no amendments required

Review reports identifying that an amended plan is required



Record keeping plans and review reports submitted by agencies



State government and local government submissions of amended plans



Updates to retention and disposal authorities

Updates to retention and disposal authorities are an integral part of an organisation's record keeping plan (plan). They fulfil the legal requirement for the plan to identify State archives for permanent retention, and the retention periods for all other records. Appendix 5 provides further detail on the progress of retention and disposal authorities during 2025–26.

All State records must be disposed of in accordance with an approved retention and disposal authority. These authorities may take the form of a:

- General Retention and Disposal Authority
- Sector Disposal Authority
- Organisation Retention and Disposal Authority
- Ad Hoc Disposal Authority and/or
- Disposal List

Retention and disposal authorities received during 2025–26

1	Ad Hoc
3	Disposal Lists
51	Organisation Retention and Disposal Authorities
1	Amended Organisation Retention and Disposal Authority
5	Sector Disposal Authorities

Retention and disposal authorities approved by the Commission during 2025–26

1	Ad Hoc
2	Disposal Lists
1	General Disposal Authority
8	Organisation Retention and Disposal Authorities

General Retention and Disposal Authorities (GRDAs)

These are documents developed by the SRO in consultation with other organisations, enabling the lawful disposal of information that documents the common operations within government.

They provide consistent disposal decisions throughout the State and eliminate the need for each government organisation to prepare individual disposal authorities for a large proportion of records.

During 2025–26, the Commission approved one General Disposal Authority for Reproduced Source records.

Sector Disposal Authorities (SDAs)

These are developed by the SRO in consultation with other organisations across these sectors. They cover records common to a group or sector of like organisations which operate with common functions.

SDAs are approved by the Commission and are developed by organisations in close liaison with the SRO. These include SDAs for Court and Tribunal Services, Western Australian Universities and State Training Providers.

There are currently 11 SDAs covering the core business records of approximately 70 government organisations.

Unless records are covered by a GRDA or SDA, State government organisations are required to develop retention and disposal authorities to authorise the disposal of their core business (or functional) records.

General Retention Authority for Reproduced Source Records

Authority number: 2025-013

The General Disposal Authority for Reproduced Source Records was published in August 2025 following Commission approval. This authority is a review of the previous General Disposal Authority for Source Records 2016-002 and enables the destruction of hard copy source records after digitisation, once certain conditions have been met. It should be applied in tandem with the SRO's Specification for Digitisation of State Records.



STATE RECORDS COMMISSION

General Disposal Authority for Reproduced Source Records

GDA 2025-013

No.	Original Record	Retention
1	Records described in a current retention and disposal authority that have been • reproduced • converted to another format • migrated to another system	Retain original records until all quality control and assurance procedures and checks are successfully completed; to ensure that the original records have been reproduced to a level which maintains authenticity, integrity, reliability and usability. **Note**: This includes records created by an App or mobile phone camera where the reproduction is transferred into a business information management system. Only then may the original record be destroyed.

The SRO **MUST** be consulted about the planned reproduction of any State records not covered by an approved retention and disposal authority and the consequent destruction of original records.

The General Disposal Authority for Reproduced Source Records enables the lawful destruction of original records once reproduced to SRO specifications.

Organisation Retention and Disposal Authorities

Retention and disposal arrangements that are not covered by general or sector retention and disposal authorities covered by organisation retention and disposal authorities. These effectively form part of a record keeping plan. During 2025–26 the Commission approved eight fully amended organisation retention and disposal authorities.

Ad Hoc Disposal Authorities

These are specific instance disposal authorities relating to one or a limited number of series, or an identified part of a series of records. This kind of authority is typically used when old or superseded records are being appraised for disposal. The Commission approved one ad hoc disposal authority in 2025–26.

Disposal Lists

Disposal Lists are considered by the Commission when an organisation has identified the need to approve a one-off disposal of a discrete set of records. This is often in the event of physical damage where the records are deemed irreparable. The Commission approved two disposal lists in 2025–26.



The Online Record Keeping and Disposal Application (ORDA) is a web-based system that allows government organisations to draft and submit their retention and disposal authorities to the SRO for review and subsequent approval processes.

Monitoring compliance with the Act

Under section 60(1) of the Act, the Commission is required to monitor the operation of the Act and government organisations' compliance with their record keeping plans.

Monitoring is achieved through a range of regulatory mechanisms, including education, training and self-evaluation undertaken by government organisations, as well as the SRO's inquiries into reports of alleged non-compliance with (breaches of) the Act on behalf of the Commission.

The SRO received 10 reports of alleged breaches of the Act in the 2025–26 reporting period.

Of these reports, six were by private citizens and four were initiated by the SRO. Historically, reports have also been received via self-reports from organisations, private community organisations, integrity organisations and media reports.

Number of reports of alleged breaches of the *State Records Act 2000*



Source of reports of alleged breaches of the *State Records Act 2000* since 2001



Private Citizen	37%
Organisation (self-report)	20%
Government (integrity agency)	2%
SRO initiated	9%
Private Organisation	4%
Media	4%
Other	5%

Poor organisational record keeping practices

An allegation of poor record keeping practices within a public sector organisation was received by the SRO, prompting a formal investigation on behalf of the State Records Commission (Commission) in accordance with the Act.

The investigation identified significant gaps between the organisation's approved record keeping plan and its actual practices. Key issues included reliance on shared digital environments without adequate access controls or audit capability, weak management of confidential and sensitive physical records, and a lack of centralised oversight and specialist records management capability.

These deficiencies created risks to the integrity, security and accessibility of official records, and indicated non-compliance with statutory obligations and Commission standards.

The organisation acknowledged these shortcomings and has commenced remediation, which includes plans to establish dedicated records management leadership and implement improved information governance tools.

This case highlights the critical importance of aligning record keeping practices with governance frameworks, particularly during digital transformation, and reinforces the need for strong controls, clear accountability and ongoing review to maintain compliance.

It is not just about following rules. Without adequate controls in place, digital information can be susceptible to alteration or deletion, whether intentionally or accidentally. If a business information system lacks audit capabilities it can be difficult to prove what information was accessed or altered, and by whom, and whether these actions were authorised. This can undermine the evidential value of an organisation's records or lead to the unauthorised release of sensitive information, leaving the organisation and its clients open to risk. The Commission's *Standard 8: Managing Digital Information* spells out compliance requirements for information in a digital environment, addressing activities such as storage, security and retention.

Premature destruction of State records and archives

Alleged breaches of the *State Records Act 2000* reported to the Commission and SRO have included reports of destruction or loss of State records and archives for various reasons, including:

- Damage due to water, mould and other causes. This is often due to storage in inappropriate locations, such as rooms exposed to damaged water pipes or flooding, poor environmental conditions or pest infestation.
- Unsafe conditions where records are stored in locations that can no longer be accessed, such as contamination or structural faults.
- Technological issues, including system failures.
- Lack of awareness of appropriate record management practices within the organisation. In some instances, this may relate to managing a specific type, or format, of recorded information.

The SRO makes inquiries into alleged breaches on behalf of the Commission, and where required follows up with organisations to address these issues. The Commission receives reports on the status of these inquiries at each Commission meeting and makes decisions on actions where appropriate. In most cases the issues are addressed through corrective actions or improvements to systems and processes, to avoid similar issues recurring.

However, where the breach is established and considered more serious, the Commission has powers to take other action. This can include making a special report to Parliament about a contravention of the Act by a government organisation.

Division 3 of the Act describes investigative powers of the Commission, which include:

- a right of access to government records
- the power to request a report on record keeping from a government organisation, other than a Schedule 3 organisation
- powers of special inquirer under the *Public Sector Management Act 1994*.

Responsive record keeping practice

A swift and effective response to an accident makes a big difference when it comes to preserving State records. This year, an incident occurred at the WA Country Health Service (WACHS) and the organisation responded quickly to address the issue.

The incident occurred at Albany Health Campus, when a container of formalin (a solution containing formaldehyde) was accidentally spilled onto a specimen register. The situation was complex: specimen registers – which track biological specimens as they await transport to the testing authority – need to be retained for 30 years, and formaldehyde can be toxic if inhaled. The potential risks posed to WACHS staff required careful balancing against the requirement to retain these registers long term.

Following response strategies outlined in their Record Keeping Plan, WACHS contacted the SRO and promptly completed a 'Damage to or loss of records – Incident report form'. The form helped communicate the key steps taken by WACHS to preserve information in the register and safeguard Albany Health Campus staff.

This included:

- photographing all pages in the register and making these accessible within the organisation's digital records management system
- souble-bagging and sealing the unsalvageable register, before storing it in a safe location to await approval of destruction by the State Records Commission
- implementing changes to the future location of the register to reduce the risk of a repeat occurrence.

WACHS submitted its disposal list, seeking approval for early destruction of the register prior to the expiry of its retention period. At their meeting on 25 November 2025 the State Records Commission approved the disposal list, commending WACHS for its proactive approach in photographing the damaged records and ensuring their ongoing availability in their electronic records management system.

The State Records Commission commends WACHS on their actions and for reporting the matter promptly to the Commission.

Key lessons

Environmental controls: Physical records should be stored away from potential chemical or liquid exposure.

Digitisation practices: Prompt photographing and imaging of the damaged record helped preserved important information.

State Records Advisory Committee

The State Records Advisory Committee (SRAC) is established under section 62(1) of the Act to advise the Commission about:

- State records that should be State archives
- retention periods for those records that are not to be State archives
- associated matters (as prescribed by the Commission).

The SRAC plays an important role in assisting the Commission with its responsibility to ensure that principles, standards and other requirements established by the Commission, and guidance developed by the SRO, strike the right balance between the need to meet the requirements of the Act while also being practical for organisations to implement.

The Commission appoints members and deputy members for three-year terms. Members include representatives from the public service and relevant industry bodies.

SRAC expanded its membership in 2025–26 to include representatives from the WA university sector.

SRAC meetings were held on 1 July 2025, 16 October 2025, 10 March 2026 and 30 June 2026.

SRAC Membership during 2025–26:

Chair of SRAC
Mr Damian Shepherd, State Archivist and Executive Director, State Records Office (supported by staff of the SRO)

Aboriginal Interests
Ms Melanie Walley-Stack (Member)

Aboriginal Interests
Ms Gen Gongora-Mesas (Deputy)

Australian Society of Archivists
Mr Tom Reynolds (Member)

Australian Society of Archivists
Ms Michelle Lillico (Deputy)

History Council of WA
Mr Michael Nind (Member)

Institute of Public Administration Australia (WA Division)
Ms Emma Forrest (Member)

Institute of Public Administration Australia (WA Division)
Ms Cassandra Jaeger (Deputy)

Law Society of Western Australia
Mr Daryl Langman (Member)

Local Government CEO (Metropolitan)
Mr Stuart Downing (Member)

Local Government CEO (Metropolitan)
Mr Ben D'Lima (Deputy)

Local Government CEO (Regional)
Mr Stuart Taylor (Member)

Local Government CEO (Regional)
Ms Tamara Clarkson (Deputy)

Local Government Records Management Practitioner
Ms Crystal Gardner (Member)

Local Government Records Management Practitioner
Mr Terry Lyons (Deputy)

Professional Historians Association WA
Ms Sian Ferraz (Member)

Professional Historians Association WA
Ms Prue Griffin (Deputy)

Records and Information Management Practitioners Alliance – Global (RIMPA Global)
Ms Lauren Gray (Member)

Records and Information Management Practitioners Alliance – Global (RIMPA Global)
Ms Tanya Wright (Deputy)

State Government CEO Representative
Ms Michelle Hoad (Member)

WA University sector
Ms Debra Paisley (Member)

WA University sector
Ms Debbie Crudass (Deputy)

Committee Member Profiles

Member: Sian Ferraz



Sian is an expert historian and heritage professional with over 15 years' experience in the heritage industry in Western Australia. She has worked across a broad variety of roles, in both the government and private sector, and is currently a Principal Heritage Consultant at DAR Studio, a boutique heritage and architectural practice based in Perth.

Sian has been a member of SRAC since 2025 representing the Professional Historians Association of Western Australia (PHA WA).

Deputy member: Prue Griffin



Prue is an historian with over 30 years' experience in the heritage sector in Western Australia. She has undertaken historical research for all levels of government, the private sector and individuals. Her research in the heritage field contributes to the preparation of conservation plans, heritage assessments and local heritage surveys. This work requires wide ranging research of local and state government records and local history sources to gain an understanding of the factors that lead to the establishment, growth and development of communities. She is a director of architectural practice Hocking Heritage + Architecture which provides a full range of architectural services, with heritage advice as a particular focus.

Prue has held the role of alternate representative for the PHA WA on SRAC since 2025.



Professional Historians Association WA

PHA WA works to promote professional historians and the concept of professional history in Western Australia. It provides guidance on standards of professional practice and codes of ethics, advises members on prospective employment opportunities, disseminates information, provides professional development opportunities and maintains links with similar organisations.

Vale Michael Nind

The Commission and SRO were saddened to hear of the passing of SRAC member, Mr Michael Nind in June 2026. Mr Nind represented the History Council of WA on the Committee over several years and brought to the Committee his deep expertise and knowledge developed through decades of researching and writing Western Australian history and a long and successful career in the public service.

Mr Nind's contributions to the collections at State Archives, Battye Library, Department of Energy, Mines, Industry Regulation and Safety, and Department of Land Administration were very significant.

Mr Nind also served on several history committees and held positions on many professional organisations. His strength of character, passion for archives and WA history, and warm and congenial regard for his colleagues will be greatly missed.

Publications on records management

During 2025–26 the SRO continued to simplify its published records management guidance. This included a review of publications and other documents to address government requirements and other records management issues, targeting specific activities.

Publication	Date Published	New/ Update
Digitisation of Paper Records	5 September 2025	New
Developing a Retention and Disposal Authority for State Government Organisations	5 September 2025	New
Local Government Council Members' Records	25 September 2025	New
Records Disaster Management Plans	21 November 2025	New
Social Communication Tools	24 November 2025	New
State Records Storage Requirements for Temporary Physical Records	25 November 2025	New
Day batching/Retention batching of State Records	5 December 2025	New
Reporting matters of non-compliance with the *State Records Act 2000*	10 December 2025	New
Reporting damage to or loss of State Records	10 December 2025	New
Working Remotely	11 December 2025	New
Local Government – Management of Medical Practice Records	11 December 2025	New
Artificial Intelligence and Record Keeping	15 January 2026	New
Reporting to the SRO web page	22 January 2026	New
Record Keeping Governance for Microsoft 365	25 March 2026	New
Using Network Drives for Government Records	25 March 2026	New
Records Retention, Disposal and Destruction	25 March 2026	New
State Information Management web page	11 May 2026	New
Cyber Security and Record Keeping	15 September 2025	Update
Document Naming Conventions	22 September 2025	Update
Business Information Systems	3 October 2025	Update

Publication	Date Published	New/ Update
Vital Records	3 October 2025	Update
Destruction of Temporary Records	8 October 2025	Update
Website Content and Record Keeping	22 October 2025	Update
Annual Reporting Requirements	26 November 2025	Update
Metadata	26 November 2025	Update
NAB FlexiPurchase	26 November 2025	Update
Retention of Personal Information	27 November 2025	Update
Guidance for identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse	5 December 2025	Update
Retention and Disposal of COVID-19 Information	9 December 2025	Update
Managing records following administrative change or Ministerial change	9 December 2025	Update
Implementing a Revised Retention and Disposal Authority – Resentencing Records	5 January 2026	Update
SRC Policy: Local Government Council Members' Records	7 January 2026	Update
Student Guild Elected Members Records	27 January 2026	Update
Developing a Retention and Disposal Authority	4 June 2026	Update

For more information about the SRO's published records, visit: **wa.gov.au/government/document-collections/records-management-resources**

Knowledge sharing and training

The SRO receives regular requests for training from State organisations. The table below provides an overview of requests made between 2017 and 2026.

	2017–2018	2019	2020	2021	2022	2023	2024	2025	2026
Training requests referred to other providers	14	8	13	12	4	5	8	2	0

Unfortunately, the SRO does not currently have capacity to provide regular training to organisations. Any requests for training on record keeping have generally been referred to consultants and other non-government providers.

The current approach at the SRO focuses on working with organisations on priorities for record keeping matters, such as Privacy and Responsible Information Sharing (PRIS), Information Classification and Artificial Intelligence, which are largely delivered through interagency working groups and communities of practice.

This aligns with the requirement of the Director State Records under section 73(1)(a) to advise government organisations on record keeping, training their staff in record keeping and to assist in such matters.

As reported previously in the Commission's Annual Report, the Commission considers that additional SRO resourcing is urgently needed to meet organisations' requests for records and information management training, and the SRO should be resourced to provide regular training to State organisations.

The WA Public Sector Learning Initiative – Agency Readiness announced in the 2024–25 State Budget, developed and administered by the Public Sector Commission (PSC), will deliver courses covering a range of skills and functions required of a modern public sector. The SRO is assisting the PSC and other organisations involved to develop course content around record keeping as it relates to every aspect of public sector service delivery.



In the 2025–26 period, the SRO conducted a survey to understand the training needs of the WA public sector. The sector has expressed interest in receiving training resources from a central authority, as well as specialised training for records and information managers.

Whole-of-Government advice and participation

The Executive Director and SRO have supported the Office of Digital Government (DGov) and other organisations throughout the reporting period by providing advice on readiness activities for implementing the PRIS Act 2024, and on other whole-of-government draft strategies, policies and other matters that have record keeping elements. This advice aligns with existing requirements of the *State Records Act 2000* and the Commission's principles and standards.

The SRO also participates in various communities of practice to engage, learn and share.

Information Management Hub

The SRO continued to expand the use of an Information Management (IM) Hub, established in 2023 using Microsoft Teams. By June 2026, the IM Hub had 217 users from 96 State organisations. It includes IM Central, a general channel for information management discussions, and a specialised channel dedicated to information classification. The IM Hub remains a practical resource for improving consistency in government record keeping practices.

Responsible Information Sharing Community of Practice

The SRO was part of a panel at a session on 29 May 2026. The topic discussed 'Balancing Risk: Using and protecting data for community benefit' and explored the tension between requirements to use and make data available, and requirements to control and protect it.



L to R: Mr Peter Bouhlas, Chief Information Security Officer; Department of Premier and Cabinet; Ming Ghee Khoo, acting Executive Director and State Archivist, State Records Office; Ms Annelies Moens, Information Commissioner; Ms Natalie Kacperek, Chief Data Officer, Department of Premier and Cabinet and Mr Greg Italiano, Government Chief Information Officer, Department of Premier and Cabinet.

Engagement and collaboration

In the 2025–26 period, there were rapid and increasingly disruptive changes in information management technology and approaches to the way government and other organisations conduct business.

Council of Australasian Archives and Records Authorities

The Council of Australasian Archives and Records Authorities (CAARA) is the peak body for government archives and records institutions in Australia and New Zealand. It comprises the heads of the government archives and records authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories. The SRO is CAARA's Western Australian representative.

From June 2025, the SRO has chaired a Data Sharing Agreements Working Group. This aims to develop nationally aligned guidance on information governance requirements for data sharing agreements between Australian jurisdictions. For this work, the Executive Director has engaged the Chief Data Officer and DGov, Department of Premier and Cabinet.

From September 2025, the Executive Director chaired the first meeting of the Records and Information Management Professionals Alliance (RIMPA) Global Education Committee. The Executive Director chairs this group in his capacity as the nominated representative to CAARA. The Committee aims to facilitate information sharing and collaboration in development of training and education resources.

In June 2026 CAARA hosted a joint exhibition stand at the annual Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS) Summit on the Gold Coast. The CAARA exhibition stand enabled conference delegates to talk to representatives from across the Australian archives and records authorities about the services these organisations offer for first nations peoples.

The SRO also participates in the Australasian Digital Recordkeeping Initiative (ADRI) Microsoft 365 Working Group, which aims to ensure digital records in this environment are preserved and made accessible for the future. The SRO attended two Microsoft executive briefings in August 2025 and April 2026 to understand the information management functionality of Microsoft SharePoint.

To ensure the Commission continues to support effective records management across WA, it is essential the SRO maintains constructive relationships with public and private sector stakeholders.

Australian Society of Archivists

The Australian Society of Archivists (ASA) is Australia's peak professional body for archivists and recordkeepers. It advocates on behalf of archivists, and the archival and record keeping profession, and seeks to promote the value of archives and records as well as support best practice standards and services.

The Executive Director spoke about "Safeguarding the Memory of State in Western Australia" at the ASA Professional Development Day on 22 May 2026.



Local Government Records Management Group

The SRO continued its engagement with the Local Government Records Management Group (the Group) during 2025–26.

SRO staff members attended in-person meetings held in July, September and December 2025.

At the July meeting, hosted by the Western Australian Local Government Association (WALGA), SRO gave an update covering topics such as new publications, information about the renamed Department of Creative Industries, Tourism and Sport and Commission member changes.

At the September 2025 meeting, held at the City of Joondalup, the SRO provided an update on recent activities, as well as a presentation on the records and information management related services that are provided to WA State government organisations and local governments.

SRO staff members who attended the December meeting, hosted by the City of Perth, provided updates on new and revised SRO publications. This included the new publications covering storage requirements for temporary physical records and key points for storing records safely.

The SRO developed these publications with the aim of assisting small organisations such as regional local governments. Members were also made aware of the tabling of the first Special Report by the Commission. This was the final meeting of the Group in this format.

In February 2026 the first Local Government Alliance Group (LGAG) meeting was held at the City of Armadale. LGAG was established to cover the various information governance obligations of local government with meetings held over a full day. Its agenda covers freedom of information, privacy and responsible information sharing, and the records and information management component of the former Local Government Records Management Group. A second LGAG meeting, incorporating records management, was held in May 2026. The SRO provided written updates to both the February and May LGAG meetings.

These meetings provide an opportunity for local government records and information management staff to ask questions and network, and gives SRO representatives the opportunity to engage and respond to record keeping matters raised by members.

RIMPA (Records and Information Management Practitioners Alliance) Global

The Records and Information Management Practitioners Alliance (RIMPA) Global represents records and information management practitioners. This important group sets industry standards, fosters professional development, and connects people to achieve positive outcomes through information management.

In July 2025, the Executive Director delivered an opening presentation for the Perth Roadshow. In a 'James Bond'-themed event called 'For Your Eyes Only – Archives, FOI and Access to State Archives' he reflected on key challenges and opportunities to improve access to State records and archives in WA.

From 28 to 30 October 2025, a Record Keeping Consultant attended RIMPA's 40th anniversary conference in Melbourne. Key themes explored during the conference included artificial intelligence, data governance, privacy and compliance including generational differences in information use, strategies for improving collaboration, and methods for turning raw data into meaningful, contextual information.

In June 2026 the Executive Director and Program Manager were part of a panel discussion for the Perth Roadshow 'Raiders of the Lost Records'. The panel discussed managing retention and disposal in complex digital environments.



RIMPA Perth Roadshow 2025 Mr Damian Shepherd, State Archivist and Executive Director, State Records Office.



RIMPA Perth Roadshow 2026
Left to right: Ms Debbie Cutts, Manager Corporate Information Services, Perth Mint; Mr Damian Shepherd, State Archivist and Executive Director, State Records Office and Ms Ming Ghee Khoo, Program Manager.

Other engagement

SRO staff also attended regular meetings of the:

- Accountability Agencies Collaborative Forum, hosted on rotation by members of the Forum
- Business and Technology Advisory Committee – Office of Digital Government
- Data and Linkage Advisory Committee – Office of Digital Government
- Digital Innovation and Advisory Group – Department of Creative Industries, Tourism and Sport
- Friends of Battye Library Inc.
- WA Artificial Intelligence Community of Practice – Office of Digital Government
- WA Government Information Governance Guild – Microsoft

Volunteers at the SRO

One of the volunteer projects taking place at the SRO is the physical checking and data processing of Supreme Court Criminal Indictment files held in the State Archives Collection. Throughout the year, the SRO has listed all such files up to 1900 in its online catalogue, providing additional information about persons charged, their offence and sentence. With the help of SRO volunteers, Civil cases are also being added to the SRO catalogue, with almost 30,000 Civil case files listed so far.

Mr David Whiteford, former SRO staff, is now a volunteer contributing his time and expertise.





The work of volunteers at the State Records Office has significant public value in making State archives more accessible to the community.

2025–26 Events

2 SEPTEMBER

Regional Development Commissions (RDCs) Workshop

A SRO Record Keeping Consultant and Advisory Officer provided an introduction to the SRO, information on record keeping responsibilities, record keeping plans, retention and disposal, and source records to executive and administrative officers of the RDCs. It was held at the Department of Primary Industries and Regional Development Office, Perth.

11 SEPTEMBER

Monthly Muffin, State Library of Western Australia

The SRO presented an overview of the history of the *State Records Act 2000* and the SRO, to increase awareness of the work of the office and value of State archives.

15 SEPTEMBER

Engagement with Department of Justice – Registry of Births, Deaths and Marriages, Aboriginal History WA (AHWA) and State Library of WA

Staff from the Registry of Births, Deaths and Marriages met with representatives from the SRO, AHWA and State Library of WA to discuss streamlining access to records of births, deaths and marriages.

13 MARCH

Libraries, Archives, Records and Information Studies program (LARIS) Talk: The AI Frontier: Navigating the New Professional Reality, Curtin University

A SRO Program Manager was a panel speaker at this online event which discussed how information professionals should respond to ethical challenges in AI and the responsibility of helping users understand AI generated information.

3 JUNE

Getting ready for the PRIS Act: Turning policy into action for WA Government agencies

The Executive Director and the Information Commissioner delivered a combined question-and-answer session which discussed PRIS readiness and implementation at the event organised by Grace Information and RecordPoint.

Disability access and inclusion

In the 2025–26 reporting period the SRO continued to deliver its obligations under the Disability Access and Inclusion Plan for the Department of Creative Industries, Tourism and Sport.

The SRO also leveraged improvements to wa.gov.au to check content against international Web Content Accessibility Guidelines to meet Digital Services Policy requirements (Level AA) and higher.

Multicultural plan

In the 2025–26 reporting period the SRO continued to deliver its obligations under the Multicultural Plan for the Department of Creative Industries, Tourism and Sport.

SRO is working towards developing a Culturally and Linguistically Diverse collections (CaLD) identification methodology and implementation plan. Identifying collections within the State archive collection that relate to CaLD communities will preserve and make accessible the documented history of CaLD communities and organisations in Western Australia. This project is aspirational and relies on resourcing and system changes.



State Archives, some dating from the earliest days of settlement, showing the contribution of Chinese Western Australians to the development of this State, are among sources revealed in the Two Centuries of Chinese Heritage exhibition at WA Museum Boola Bardip held in October 2025.

Reconciliation action

The SRO Plan on a Page 2023–2026 supports the Commission's reconciliation action by establishing meaningful and ongoing engagement with Aboriginal people to facilitate access and use of State archives.

The SRO continued to contribute to commitments under the Department of Creative Industries, Tourism and Sport (CITS) Reconciliation Action Plan. The SRO assisted the Department of the Premier and Cabinet in supporting alternative Native Title Agreements with four Central Desert Native Title groups, and continued to assist Aboriginal History WA (AHWA) and the CITS Information Management team with advice on accessing restricted access records created by the Aboriginal Affairs Department and its predecessors.

> *"It was a valuable opportunity to connect with colleagues from across the country and highlight the importance of making records accessible in ways that are respectful and meaningful for Aboriginal people and communities."*
>
> Tiffany Blurton, AHWA

SRO and AHWA showcases WA at AIATSIS Summit 2026

The SRO supported a staff member from the AHWA team, CITS to attend the AIATSIS Summit 2026 on the Gold Coast in June 2026.

Through this national platform, the team showcased Western Australia's archival services and initiatives, including AHWA's free family history research service. This service plays a vital role in supporting Aboriginal people to explore their ancestry and reconnect with family histories.



CAARA Booth AIATSIS Summit.



Left to right: Ms Tara Collier, State Records of South Australia; Nick Gleghorn, National Archives of Australia; Mr Daniel Walshe, ArchivesACT; Ms Tiffany Blurton, AHWA; Ms Becky Bligh, Queensland State Archives.

Compliance Report – *State Records Act 2000*

PART or SECTION	NOTES
Part 2 – Record keeping plans for parliamentary departments	
Section 12 – Parliamentary Departments to have Plans	The Legislative Assembly developed its plan in consultation with the Commission in accordance with section 12(3) and the plan was approved by the Speaker of the Legislative Assembly under Section 12(2) on 26 February 2026. The Legislative Council plan was approved by the President of the Legislative Council under Section 12(2) on 15 October 2025.
Section 13 – Amending plans	The Legislative Assembly submitted a draft amended plan to the Speaker of the Legislative Assembly on 26 February 2026. The Legislative Council submitted a draft amended plan to the President of the Legislative Council on 14 October 2025.
Section 14 – Review of plans	The Legislative Assembly reviewed its plan in December 2025 and determined that the plan required amendment. The Legislative Council reviewed its plan in October 2025 and determined that the plan required amendment.
Part 3 Division 2	
Section 23(1) – approve or refuse to approve record keeping plans	The Commission approved 48 record keeping plans.
Section 23(2) – give reasons for refusal to approve record keeping plans	All approved.
Part 3 Division 3	
Section 25 – Commission to have a plan	Current plan is due to be reviewed by 17 January 2030.
Section 26 – State Records Office to have a plan	Current plan is due to be reviewed by 16 November 2026.
Section 27 – Schedule 3 organisations to have plans	The Busselton Water Corporation's amended plan was approved by the Minister for Water on 19 August 2025. The Bunbury Water Corporation's amended plan was approved by the Minister for Water on 2 June 2026. The Electricity Networks Corporation (Western Power)'s plan, approved by the Minister for Energy in February 2021, was reviewed and an amended plan is due to be submitted in the next reporting period.

approved or completed | ongoing action | issue identified | no action required

Compliance Report – *State Records Act 2000*

PART or SECTION	NOTES
Part 3 Division 4	
Section 28(3) – the Commission may require a government organisation to review its record keeping plan (discretionary)	None required
Section 28(5) – five yearly review of all record keeping plans	The record keeping plans of 61 government organisations were due for review during 2025–26 (see Appendix 1).
Section 29(1) – give directions as to intervals for periodic reporting on record keeping plans (discretionary)	Nil.
Section 30(1) – give Parliament copies of reports received under section 29	Nil.
Part 4	
Section 32 - State archives to be transferred to the State Archives Collection	The SRO is unable to receive transfers of State archives. In 2025–26, the SRO received an emergency transfer of State archives from the Public Transport Authority.
Part 5 Division 2	
Section 37(2)(b) – restricted access archives identified	In 2025–26 there were no applications to restrict records in the State archives collection presented for approval to the Commission.
Section 37(5) – Review of archives restricted under 37(2)(b)	In 2026–26 there was no review of restricted access archives in the State archives collection because it is due by November 2026. It is proposed that future reviews of restricted access archives will comprise part of five-year reviews of the SRO's Archives Keeping Plan.
Section 38 (3) – change in restricted access period for records in the State Archives Collection	There were no changes in restricted access time periods submitted to the Commission for approval in 2025–26.
Part 5 Division 3	
Section 40(2) – approve or refuse to approve the Archives Keeping Plan	The Archives Keeping Plan was approved by the Commission at its 21 November 2024 meeting.
Section 40(3) – give reasons for refusal to approve the Archives Keeping Plan	Not required.
Section 40(4) – direct time for resubmission of the Archives Keeping Plan refused approval under section 40(3)	Not required.
Section 41 – Archives Keeping Plan to be reviewed	The Archives Keeping Plan will be reviewed by 21 November 2029 and a report of the review submitted to the Commission by that date.

approved or completed | ongoing action | issue identified | no action required

Compliance Report – *State Records Act 2000*

PART or SECTION	NOTES
Part 5 Division 4	
Section 43(3), (4) & (5) – deal with applications from the Director to destroy archives	Nil.
Part 6	
Section 48 - Archives containing exceptionally sensitive information	In 2025–26 there were no applications presented to the Commission to restrict records in the State archives collection as exceptionally sensitive under section 48 of the Act. A five year review of these restrictions is due by November 2026 and it is proposed that future reviews will occur as part of the development of the SRO's Archives Keeping Plan.
Part 8 Division 1	
Section 60(1)(a) – monitor the operation of and compliance with the Act	The Commission continues to rely on the record keeping plan review cycle as the chief mechanism for ensuring compliance with the Act.
Section 60(1)(b) – monitor compliance by government organisations with record keeping plans	The SRO evaluated record keeping plan review reports and amended record keeping plans and results were reported to the Commission.
Section 60(1)(c) – inquire into breaches or possible breaches of this Act	**Alleged breaches** / **25–26** / **24–25** / **23–24** / **22–23** Active / 14 / 28 / 18 / 12 Resolved / 8 / 17 / 5 / 8 Carried Forward / 14 / 11 / 13 / 4
Section 61 – establish principles and standards	Throughout 2025–26 the SRO continued development of a draft single new State Records Commission principles and standard for the management of State records, and a supporting framework, with the support and assistance of the Parliamentary Counsel. No new record keeping principles and standards were issued during 2025–26.
Section 62 – establish committees	The State Records Advisory Committee met four times during 2025–26. The Commission established the State Archives Management Committee (SAMC) under Section 62(3) on 21 March 2025 to advise the Commission about State records that should be State archives and associated matters. The SAMC's inaugural meeting was held on 30 April 2026.
Section 64(1) and (3) – submit annual report to Parliament by 1 November each year	Submitted to both Houses of the State Parliament on 27 October 2025. Copies were tabled in both the Legislative Council and the Legislative Assembly on 11 November 2025.

approved or completed | ongoing action | issue identified | no action required

Compliance Report – *State Records Act 2000*

PART or SECTION	NOTES
Part 8 Division 1	
Section 64(2) and (3) – submit reports to Parliament re contraventions of the Act (discretionary)	A written report about a contravention of the Act by a government organisation was submitted to Parliament by the Commission on 14 November 2025 under Section 64(2). The report titled *Special Report: Unauthorised Destruction of Records and State archives at the Department of Education – Student Information System* was given to the President of the Legislative Council and to the Speaker of the Legislative Assembly on 14 November 2025 and was subsequently tabled on 18 November 2025 in accordance with 64(3).
Section 64(4) – give the Minister a copy of any report submitted to Parliament	A copy of the *Special Report: Unauthorised Destruction of Records and State archives at the Department of Education – Student Information System* was delivered to the Minister on 14 November. A copy of the Commission Annual Report was delivered to the Minister on 27 October 2025.
Part 8 Division 2	
Section 65(4) – include in annual report any policy directions given by the Minister	None issued.
Section 66(4) – comply with requests by the Minister for information and make facilities available	None received.
Part 8 Division 3	
Section 68 – Commission may request a government organisation to report about its record keeping or an aspect of its record keeping	No requests issued.

approved or completed | ongoing action | issue identified | no action required

Compliance Report – *State Records Act 2000*

PART or SECTION	NOTES
Compliance with SRC Standard 2, Principle 6	The SRO manages the Commission's records, and therefore the Commission's compliance with SRC Standard 2, Principle 6 is linked to the compliance of the SRO. The Commission's amended record keeping plan (Plan) was approved by the Minister on 17 January 2025. The next review is due 17 January 2030 An amended Plan for the SRO was approved by the Commission in November 2021. This Plan is due for review in November 2026 and will address where amendments are required to the Plan to reflect updates to record keeping practices including any changes to the management and ongoing preservation of the Commission's records. The Commissioners are kept informed about SRO business activities and processes the SRO undertakes to support the Commission in the performance of its functions including record keeping. To that end, the Commission provides strategic guidance to the SRO to ensure processes performed on its behalf are reviewed and record keeping matters are managed effectively. The Commissioners are proactive in their participation and interaction with government organisations and relevant industry bodies and through this uphold and enhance their knowledge and understanding of the current challenges impacting best practice information governance across government.

approved or completed | ongoing action | issue identified | no action required

Appendix 1

Record keeping plans required for review in the 2025–26 reporting period

NAME	DATE DUE TO SRO	DATE RECEIVED
Architects Board of Western Australia	30 August 2025	19 December 2025
Botanic Gardens and Parks Authority	7 August 2025	6 May 2025
Bunbury Water Corporation (Aqwest)	2 June 2026	9 June 2026
Burswood Park Board	22 March 2026	19 March 2026
Child and Adolescent Health Service	26 March 2026	23 March 2026
City of Greater Geraldton	24 October 2025	25 March 2025
City of Kwinana	9 December 2025	17 March 2025
City of Rockingham	7 December 2025	20 October 2025
City of Stirling	26 March 2026	25 March 2026
City of Subiaco	7 August 2025	4 February 2025
Curtin University	7 August 2025	15 July 2025
Department of Communities*	1 January 2026	5 August 2026
Department of Creative Industries, Tourism and Sport	1 January 2026	24 October 2025
Department of Energy and Economic Diversification	1 January 2026	18 December 2025
Department of Health	1 January 2026	6 January 2026
Department of Housing and Works	1 January 2026	26 December 2025
Department of Local Government, Industry Regulation and Safety	1 January 2026	17 November 2025
Department of the Premier and Cabinet	1 January 2026	5 January 2026
Department of Transport and Major Infrastructure	1 January 2026	18 December 2025
Department of Treasury and Finance	1 January 2026	23 December 2025
Development Western Australia	26 March 2026	2 February 2026
District Court of Western Australia	7 August 2025	15 September 2025
Dwellingup Cemetery Board	22 April 2026	13 April 2026
Eastern Metropolitan Regional Council	2 December 2025	2 December 2025

Organisations with function changes as part of the WA Government's Public Sector Reform

*Received after the reporting period.

Appendix 1

Record keeping plans required for review in the 2025–26 reporting period

NAME	DATE DUE TO SRO	DATE RECEIVED
Forest Products Commission	7 August 2025	25 July 2025
Fremantle Port Authority	15 August 2025	15 August 2025
Geraldton Cemetery Board	9 March 2026	24 November 2025
Goldfields Esperance Development Commission	26 March 2026	22 December 2025
Insurance Commission of Western Australia	7 August 2025	5 January 2026
Legal Practice Board of Western Australia	26 March 2026	24 March 2026
Legislative Assembly	28 February 2026	19 December 2025
Legislative Council	16 October 2025	16 October 2025
Local Health Authorities Analytical Committee (LHAAC)	2 December 2025	21 October 2025
Mental Health Advocacy Service (Council of Official Visitors)	10 August 2025	8 August 2025
Mid West Ports Authority	2 December 2025	27 November 2025
Murdoch University Student Guild	2 December 2025	20 October 2025
Office of the Inspector of Custodial Services	7 August 2025	3 October 2025
Parliamentary Commissioner for Administrative Investigations (State Ombudsman)	26 March 2026	24 March 2026
Pilbara Development Commission	17 October 2025	20 February 2026
Rivers Regional Council	7 August 2025	See Rivers Regional Subsidiary (Appendix 3)
Shire of Broomehill Tambellup	7 August 2025	6 August 2025
Shire of Capel	7 August 2025	23 December 2024
Shire of Carnarvon	7 August 2025	10 July 2025
Shire of Chapman Valley	7 August 2025	29 November 2025
Shire of Dardanup	7 August 2025	1 August 2025
Shire of Exmouth	26 March 2026	27 February 2026

Appendix 1

Record keeping plans required for review in the 2025–26 reporting period

NAME	DATE DUE TO SRO	DATE RECEIVED
Shire of Gingin	7 May 2026	7 May 2026
Shire of Halls Creek	2 December 2025	25 November 2025
Shire of Lake Grace	7 August 2025	26 March 2025
Shire of Leonora	7 December 2025	27 October 2025
Shire of Menzies	7 August 2025	11 September 2025
Shire of Quairading	7 August 2025	1 July 2025
Shire of Sandstone	7 August 2025	12 December 2025
Shire of Three Springs	10 August 2025	15 August 2025
Shire of Westonia	2 December 2025	17 December 2025
Shire of Williams	24 October 2025	28 October 2025
Town of Cambridge	7 August 2025	20 November 2023
Town of Claremont	2 December 2025	5 December 2025
Western Australian Treasury Corporation	26 March 2026	8 August 2025
Western Power (Electricity Networks Corporation)	3 February 2026	12 January 2026
WorkCover Western Australia	26 March 2026	17 March 2026

Appendix 2

New organisations required to submit record keeping plans in the 2025–26 reporting period

NAME	DATE DUE TO SRO	DATE RECEIVED BY SRO
Department of Mines, Petroleum and Exploration	1 January 2026	4 November 2025
Keystart	1 January 2026	19 December 2025
Office of the Information Commissioner	1 January 2026	8 December 2025
Special Inquiry into the Planning and Delivery of the 2025 WA State Election *(incorporated into the Public Sector Commission RKP)*	2 October 2025	31 August 2025

Appendix 3

Record keeping plans due and status in the 2025–26 reporting period

Name	Date due to SRO[1]	Date received by SRO	Status at end of reporting period	Original due date[2]
Architects Board of Western Australia	30 August 2025	19 December 2025	Commission approved 8 May 2026	
Bunbury Water Corporation (Aqwest)	30 June 2026	9 June 2026	Approved by Minister on 2 June 2026	
Child and Adolescent Health Service	26 March 2026	23 March 2026	Commission approved 8 May 2026	
City of Albany	30 June 2025	27 August 2025	Commission approved 25 November 2025	
City of Busselton	16 November 2026	4 June 2026	Awaiting organisation	
City of Greater Geraldton	17 October 2025	7 October 2025	Commission approved 25 November 2025	
City of Kalamunda	8 April 2025	4 April 2025	Commission approved 7 August 2025	
City of Kwinana	9 December 2024	17 March 2025	Commission approved 7 August 2025	
City of Melville	8 April 2026	7 April 2026	Awaiting organisation	
City of Rockingham	7 December 2025	20 October 2025	Commission approved 25 November 2025	
City of South Perth	8 April 2025	27 February 2025	Commission approved 7 August 2025	
City of Stirling	26 March 2026	25 March 2026	Commission approved 8 May 2026	
City of Subiaco	31 January 2026	28 January 2026	Commission approved 8 May 2026	

[1]Revised submission date accepted by the SRO.
[2]Original submission date scheduled.

Appendix 3

Record keeping plans due and status in the 2025–26 reporting period

Name	Date due to SRO[1]	Date received by SRO	Status at end of reporting period	Original due date[2]
Corruption and Crime Commission	5 December 2025	5 December 2025	Commission approved 8 May 2026	
Curtin University	30 June 2026	8 June 2026	Awaiting Organisation	
Department of Creative Industries, Tourism and Sport	1 January 2026	24 October 2025	Commission approved 25 November 2025	
Department of Energy and Economic Diversification	1 January 2026	18 December 2025	Awaiting organisation	
Department of Fire and Emergency Services	14 November 2025	30 September 2025	Commission approved 8 May 2026	
Department of Health	1 January 2026	6 January 2026	Commission approved 8 May 2026	
Department of Housing and Works	1 January 2026	26 December 2025	Commission approved 8 May 2026	
Department of Justice	6 June 2025	30 April 2025	Commission approved 25 November 2025	
Department of Local Government, Industry Regulation and Safety	1 January 2026	17 November 2025	Commission approved 8 May 2026	
Department of Mines, Petroleum and Exploration	1 January 2026	4 November 2025	Commission approved 8 May 2026	
Department of the Premier and Cabinet	1 January 2026	5 January 2026	Awaiting organisation	
Department of Transport and Major Infrastructure	1 January 2026	18 December 2025	Commission approved 8 May 2026	
Department of Treasury and Finance	1 January 2026	23 December 2025	Commission approved 8 May 2026	

[1]Revised submission date accepted by the SRO.
[2]Original submission date scheduled.

Appendix 3

Record keeping plans due and status in the 2025–26 reporting period

Name	Date due to SRO[1]	Date received by SRO	Status at end of reporting period	Original due date[2]
Development Western Australia	26 March 2026	2 February 2026	Commission approved 8 May 2026	
Eastern Metropolitan Regional Council	2 December 2025	2 December 2025	Commission approved 8 May 2026	
Fremantle Port Authority	30 April 2026	2 April 2026	Awaiting the Commission	
Gascoyne Development Commission	30 September 2025	1 October 2025	Commission approved 25 November 2025	
Geraldton Cemetery Board	9 March 2026	24 November 2025	Commission approved 8 May 2026	
Insurance Commission of Western Australia	7 August 2025	5 January 2026	Commission approved 8 May 2026	
Keystart	1 January 2026	19 December 2025	Commission approved 8 May 2026	
Legal Practice Board of Western Australia	26 March 2026	24 March 2026	Awaiting organisation	
Legislative Assembly	28 February 2026	19 December 2025	Approved by Speaker 26 February 2026	
Legislative Council	16 October 2025	16 October 2025	Approved by President 15 October 2026	
Local Health Authorities Analytical Committee (LHAAC)	2 December 2025	21 October 2025	Commission approved 25 November 2025	
Mental Health Advocacy Service (Council of Official Visitors)	10 August 2025	8 August 2025	Commission approved 25 November 2025	
Mental Health Commission	28 November 2025	28 November 2025	Commission approved 8 May 2026	

[1]Revised submission date accepted by the SRO.
[2]Original submission date scheduled.

Appendix 3

Record keeping plans due and status in the 2025–26 reporting period

Name	Date due to SRO[1]	Date received by SRO	Status at end of reporting period	Original due date[2]
Mental Health Tribunal	12 December 2025	28 November 2025	Commission approved 8 May 2026	
Mid West Ports Authority	2 December 2025	27 November 2025	Commission approved 8 May 2026	
Murdoch University Student Guild	2 December 2025	20 October 2025	Commission approved 8 May 2026	
National Trust of Australia (Western Australia)	31 March 2025	28 March 2025	Awaiting organisation	
Office of the Information Commissioner	1 January 2026	8 December 2025	Commission approved 8 May 2026	
Public Sector Commission	31 August 2025	14 August 2025	Awaiting organisation	31 July 2025
Rivers Regional Subsidiary	16 June 2025	19 May 2025	Commission approved 25 November 2025	
Rottnest Island Authority	27 April 2026	25 May 2026	Awaiting organisation	01 July 2025
Shire of Capel	1 December 2025	19 December 2025	Commission approved 8 May 2026	
Shire of Carnarvon	7 August 2025	10 July 2025	Commission approved 25 November 2025	
Shire of Chapman Valley	7 August 2025	29 November 2025	Commission approved 8 May 2026	
Shire of Coorow	19 July 2024	28 February 2025	Commission approved 7 August 2025	
Shire of Dalwallinu	8 April 2025	28 April 2025	Commission approved 25 November 2025	
Shire of Dardanup	31 July 2026	2 June 2026	Awaiting the Commission	

[1]Revised submission date accepted by the SRO.
[2]Original submission date scheduled.

Appendix 3

Record keeping plans due and status in the 2025–26 reporting period

Name	Date due to SRO[1]	Date received by SRO	Status at end of reporting period	Original due date[2]
Shire of Derby West Kimberley	7 December 2023	14 December 2023	Commission approved 8 May 2026	
Shire of East Pilbara	1 December 2025	1 December 2025	Commission approved 8 May 2026	
Shire of Esperance	17 March 2026	17 March 2026	Awaiting organisation	
Shire of Gingin	7 May 2026	7 May 2026	Submitted	
Shire of Gnowangerup	12 December 2024	2 December 2024	Commission approved 25 November 2025	
Shire of Harvey	5 April 2027	18 July 2025	Commission approved 25 November 2025	
Shire of Kondinin	30 November 2025	28 November 2025	Awaiting organisation	14 September 2025
Shire of Lake Grace	7 August 2025	26 March 2025	Commission approved 7 August 2025	
Shire of Leonora	2 March 2026	13 February 2026	Commission approved 8 May 2026	
Shire of Mukinbudin	21 November 2025	30 September 2025	Commission approved 8 May 2026	
Shire of Mundaring	8 April 2025	11 April 2025	Commission approved 25 November 2025	
Shire of Narembeen	30 June 2025	27 August 2025	Commission approved 25 November 2025	
Shire of Toodyay	30 June 2025	30 June 2025	Commission approved 7 August 2025	
Shire of Williams	24 October 2025	28 October 2025	Commission approved 8 May 2026	

[1]Revised submission date accepted by the SRO.
[2]Original submission date scheduled.

Appendix 3

Record keeping plans due and status in the 2025–26 reporting period

Name	Date due to SRO[1]	Date received by SRO	Status at end of reporting period	Original due date[2]
Shire of Woodanilling	31 December 2024	6 March 2025	Awaiting organisation	1 June 2023
Swan Bells Foundation Incorporated	31 October 2023	30 September 2023	Commission approved 7 August 2025	31 December 2022
TAFE Sector, including the Department of Training and Workforce Development	26 May 2025	14 May 2025	Commission approved 7 August 2025	
Town of Port Hedland	19 August 2025	29 August 2025	Commission approved 25 November 2025	
University of Western Australia	22 March 2025	18 March 2025	Commission approved 25 November 2025	
Veterinary Practice Board	31 December 2025	22 December 2025	Commission approved 8 May 2026	
Western Australian Country Health Service	1 July 2025	11 June 2025	Commission approved 25 November 2025	
Western Australian Health Promotion Foundation (Healthway)	30 November 2025	26 November 2025	Commission approved 8 May 2026	
Western Australian Treasury Corporation	26 March 2026	30 March 2026	Awaiting Commission	

[1]Revised submission date accepted by the SRO.
[2]Original submission date scheduled.

Appendix 4

Record keeping plans due for review in the 2026–27 reporting period

AGENCY	NEXT REVIEW DUE DATE
City of Belmont	16 Novemtber 2026
City of Busselton	16 November 2026
City of Joondalup	6 July 2026
City of Karratha	5 April 2027
City of Vincent	16 November 2026
Economic Regulation Authority	16 November 2026
Government Employees Superannuation Board	6 July 2026
North Metropolitan Health Service	16 November 2026
Office of the Appeals Convenor	16 November 2026
Peel Development Commission	5 April 2027
Shire of Bridgetown Greenbushes	6 July 2026
Shire of Brookton	16 November 2026
Shire of Carnamah	16 November 2026
Shire of Chittering	16 November 2026
Shire of Cuballing	6 July 2026
Shire of Cunderdin	9 August 2026
Shire of Denmark	6 July 2026
Shire of Harvey	5 April 2027
Shire of Jerramungup	16 November 2026
Shire of Katanning	16 November 2026
Shire of Kent	5 April 2027
Shire of Kojonup	5 April 2027
Shire of Laverton	5 April 2027
Shire of Manjimup	16 November 2026
Shire of Mingenew	16 November 2026
Shire of Murchison	9 August 2026
Shire of Ngaanyatjarraku	16 November 2026
Shire of Perenjori	5 April 2027
Shire of Pingelly	6 July 2026
Shire of Serpentine Jarrahdale	16 November 2026
Shire of Upper Gascoyne	5 April 2027
Shire of Victoria Plains	16 November 2026

Appendix 4

Record keeping plans due for review in the 2026–27 reporting period

AGENCY	NEXT REVIEW DUE DATE
Shire of Wandering	6 July 2026
Shire of York	6 July 2026
Southern Ports Authority	16 November 2026
State Records Office of Western Australia	16 November 2026
University of Western Australia Student Guild	9 August 2026
Western Australian Energy Disputes Arbitrator	5 April 2027
Western Australian Greyhound Racing Association	16 November 2026
Western Australian Land Information Authority (Landgate)	6 July 2026
Western Metropolitan Regional Council	16 November 2026
Zoological Parks Authority (Perth Zoo)	16 November 2026

Appendix 5

Changes to retention and disposal authorities during the 2025–26 reporting period

Organisation	Authority Type	Authority Status
Arts and Culture Trust	RDA	Endorsed by SRAC
Botanic Gardens and Parks Authority	RDA	Endorsed by SRAC
ChemCentre	RDA	Draft
Court and Tribunal Services	SDA	Draft
Department of Biodiversity Conservation and Attractions	RDA	Requires Revision
Department of Communities	RDA	Draft
Department of Creative Industries, Tourism and Sport	RDA	Draft
Department of Education and other Education agencies	RDA	Draft
Department of Fire and Emergency Services (DFES)	RDA	Approved by the Commission
Department of Housing and Works	RDA	Draft
Department of Justice	RDA	Draft
Department of Justice – Corrective Services	RDA	Draft
Department of Mines and Petroleum (continuing and former functions)	RDA	Draft
Department of Planning Lands and Heritage	RDA	Draft
Department of Primary Industries and Regional Development	RDA	Requires Revision
Department of Registrar, Western Australian Industrial Relations Commission	RDA	Endorsed by SRAC
Department of Transport and Major Infrastructure	RDA	Endorsed by SRAC
Department of Treasury and Finance	RDA	Submitted
Equal Opportunity Commission (Department of Justice)	RDA	Requires Revision
Forest Products Commission	RDA	Draft
General Disposal Authority for Reproduced Source Records	GDA	Approved by the Commission
Gold Corporation (Perth Mint)	RDA	Requires Revision

Legend:
Ad Hoc: Ad Hoc Disposal Authorities
DL: Disposal List
GDA: General Disposal Authority
RDA: Organisation level Retention and Disposal Authority
SDA: Sector Disposal Authority

Appendix 5

Changes to retention and disposal authorities during the 2025–26 reporting period

Organisation	Authority Type	Authority Status
Health Services	SDA	Draft
Horizon Power	RDA	Approved by the Commission
Insurance Commission of Western Australia	RDA	Requires Revision
Keystart	RDA	Draft
Law Reform Commission	RDA	Endorsed by SRAC
Legal Aid Western Australia	RDA	Requires Revision
Legal Contribution Trust	RDA	Endorsed by SRAC
Legal Practice Board	RDA	Draft
Legislative Assembly of Western Australia	RDA	Requires Revision
Lotteries Commission (Lotterywest)	DL	Approved by the Commission
Lotteries Commission (Lotterywest)	RDA	Draft
Maritime Security Identification Cards (MSIC) Information	Ad Hoc	Approved by the Commission
Ministerial Records	RDA	Requires Revision
National Registration and Accreditation Scheme for Health Practitioners	RDA	Draft
National Trust of Australia (WA)	RDA	Approved by the Commission
Office of the Auditor General	RDA	Approved by the Commission
Office of Director of Public Prosecutions for Western Australia	RDA	Draft
Office of Information Commissioner	RDA	Draft
Parliamentary Commissioner for Administrative Investigations (State Ombudsman)	RDA	Endorsed by SRAC
Office of the Auditor General	RDA	Approved by the Commission
Office of the Public Advocate (Department of Justice)	RDA	Approved by the Commission
Parliamentary Counsel's Office (Department of Justice)	RDA	Requires Revision
Parliamentary Inspector of the Corruption and Crime Commission	RDA	Approved by the Commission
Parliamentary Services Department	RDA	Requires Revision

Legend:
Ad Hoc: Ad Hoc Disposal Authorities
DL: Disposal List
GDA: General Disposal Authority
RDA: Organisation level Retention and Disposal Authority
SDA: Sector Disposal Authority

Appendix 5

Changes to retention and disposal authorities during the 2025–26 reporting period

Organisation	Authority Type	Authority Status
Patient Information Retention and Disposal Schedule (PIRDS)	SDA	Draft
Public Transport Authority	RDA	Approved by the Commission
Public Trustee (Department of Justice)	RDA	Draft
Racing, Gaming & Wagering, and Liquor Regulators	SDA	Draft
Registry of Births, Deaths and Marriages (Department of Justice)	RDA	Endorsed by SRAC
Salaries and Allowances Tribunal	RDA	Requires Revision
School, College and Campus Records	RDA	Draft
Small Business Development Corporation	RDA	Requires Revision
State Records Office and State Records Commission	RDA	Draft
State Solicitor's Office – Amendment – Criminal Law Mental Impairment	RDA Amendment	Draft
Supreme Court of Western Australia (Department of Justice)	RDA	Draft
University of Western Australia – Contaminated Records	DL	Approved by the Commission
Veterinary Practice Board of Western Australia	RDA	Approved by the Commission
WA Country Health Service Great Southern – Albany Health Campus	DL	Approved by the Commission
Water Services Corporations	SDA	Draft
Western Australian Meat Industry Authority	RDA	Draft
WorkCover WA	RDA	Draft

Legend:
Ad Hoc: Ad Hoc Disposal Authorities
DL: Disposal List
GDA: General Disposal Authority
RDA: Organisation level Retention and Disposal Authority
SDA: Sector Disposal Authority



This annual report is submitted to Parliament in accordance with the obligations of the State Records Commission under section 64(1) of the *State Records Act 2000*.

The Report outlines the activities of the State Records Commission during 2025–26 and comments on matters that pertain to the operations of the State Records Office.

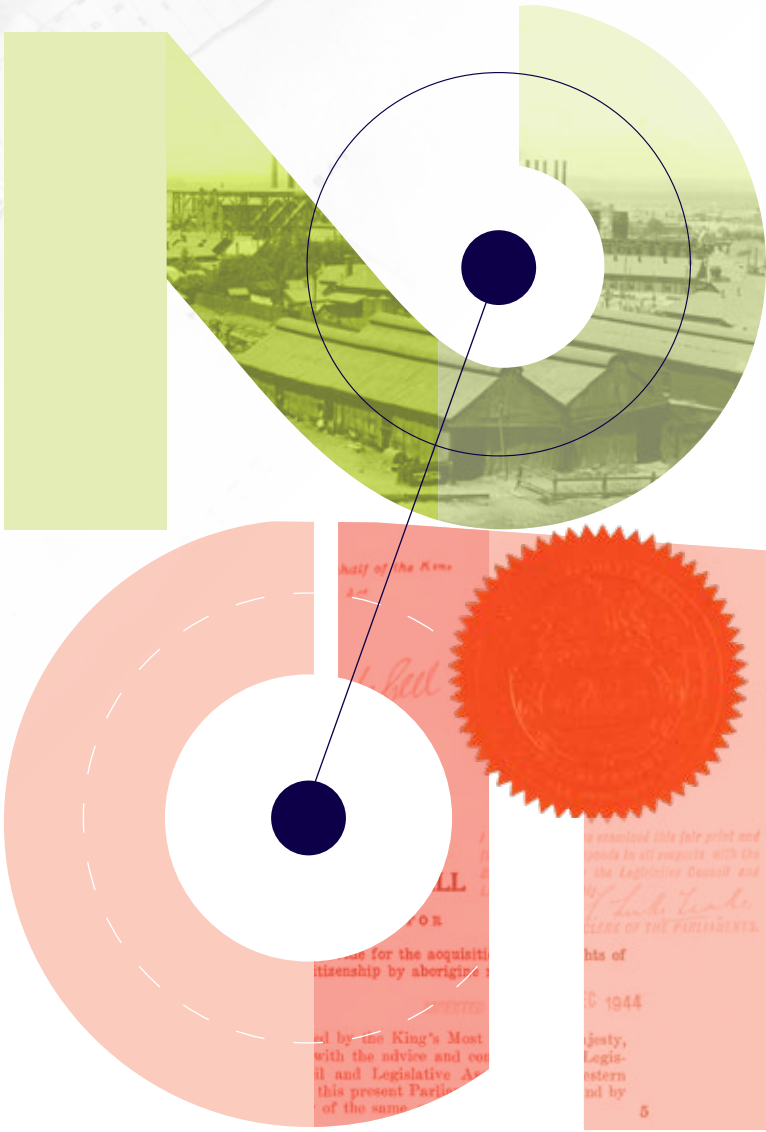
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GOVERNMENT OF
WESTERN AUSTRALIA

ANNUAL REPORT 2025–26

State Records Commission of Western Australia