

State Records Commission

Annual Report
2018/2019



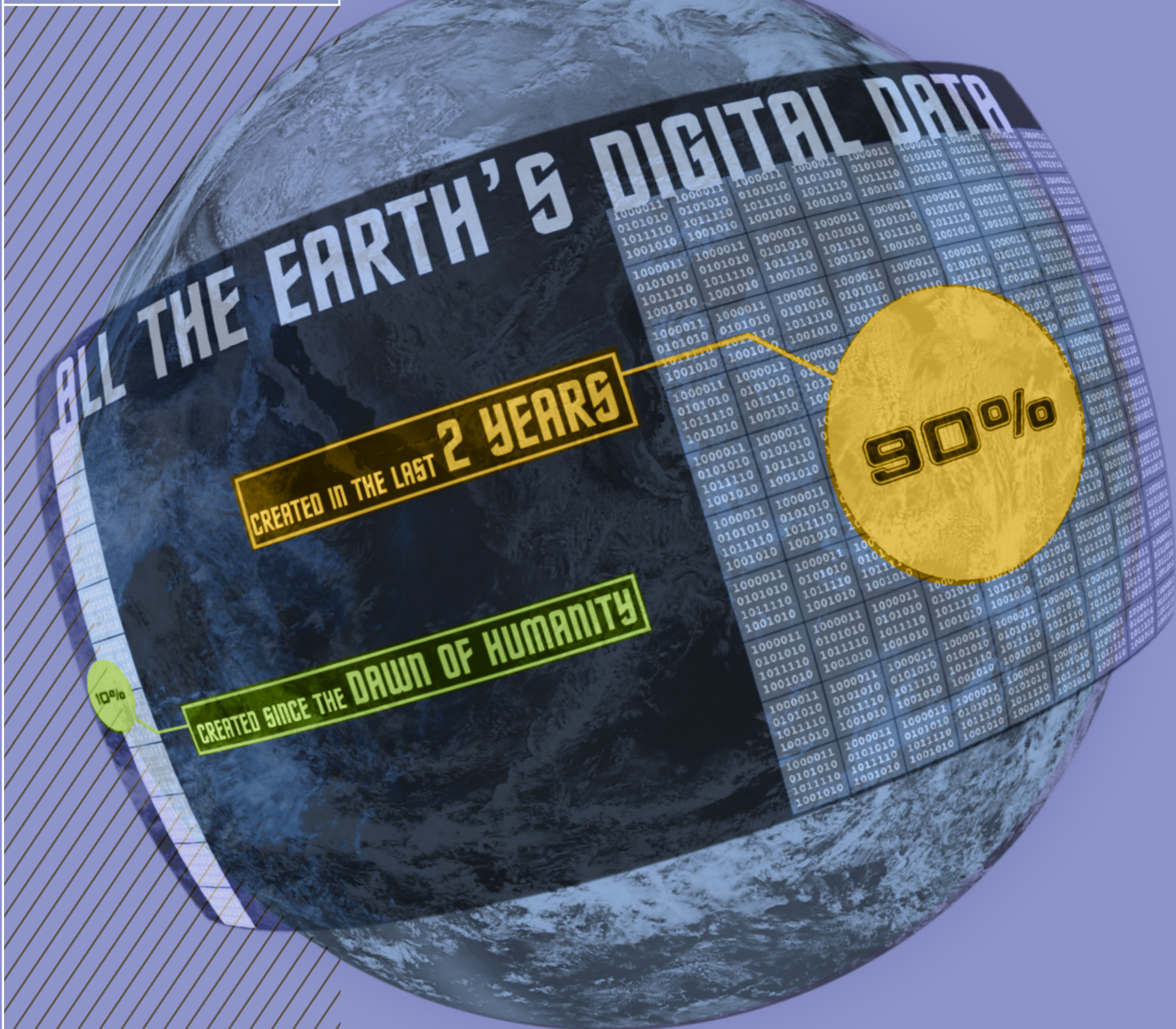
ALL THE EARTH'S DIGITAL DATA

CREATED IN THE LAST 2 YEARS

90%

CREATED SINCE THE DAWN OF HUMANITY

10%



State Records Commission of Western Australia

ANNUAL REPORT 2018/19

Chairperson:
Chris Field, State Ombudsman

Executive Officer to the Commission:
Damian Shepherd, Director State Records

State Records Commission of Western Australia

C/- State Records Office of Western Australia
Alexander Library Building
James Street West Entrance
Perth Cultural Centre
Perth WA 6000

Telephone: +61 8 9427 3636
Fax: +61 8 9427 3638
Email: sro@sro.wa.gov.au
Website: www.sro.wa.gov.au

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Front cover:

A slide from the 2018 Geoffrey Bolton Lecture, delivered by Richard Foy, Chief Archivist and General Manager of Archives New Zealand. For more information please see page 20 of this Report.

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Chairperson's Foreword



I am delighted to present the 18th Annual Report of the State Records Commission (the Commission).

Records are an essential part of society. They are a window on our past, inform our present and future and facilitate accountability, integrity and transparency of government.

I wish to thank my fellow Commissioners for their significant contribution during the year, as well as the staff of the State Records Office for their commitment to excellence. Over the last year, there have been changes to the composition of the State Records Commission and to the leadership of the State Records Office.

Catherine Fletcher, newly appointed Information Commissioner, joined the State Records Commission in July 2018. I am absolutely delighted that Catherine, an outstanding appointment as Information Commissioner, has joined the Commission. A feature on Catherine appears later in this Annual Report.

In December 2018 Justine McDermott's term as the Governor's appointee to the Commission expired. Justine made a highly valued contribution to the Commission over ten years.

I welcome the appointment of Alan Ralph as Justine's successor, with Alan joining the Commission in January 2019. Alan has over 34 years' experience at the National Archives of Australia as a former leader and manager of teams in both Perth and Canberra. Alan has already made valuable contributions to the Commission since his appointment.

In May, Cathrin Cassarchis ended her term as State Archivist and Executive Director State Records. Cathrin commenced as State Archivist in 2008. I wish to express my very sincere appreciation of the extensive contributions made by Cathrin and her dedicated service in leading the State Records Office for more than a decade. In July 2019, Damian Shepherd commenced as the new Director State Records. I and my fellow State Records Commissioners warmly welcome Damian's appointment. We strongly believe that Damian's substantial experience and leadership capabilities will be of enormous value to the State Records Office.

A handwritten signature in black ink, appearing to be 'C Field', written over a faint circular watermark or background.

Chris Field

Chairperson, State Records Commission
September 2019

Key Issues

The Commission reports to Parliament on progress and achievements against the requirements of the *State Records Act 2000* (the Act), including:

- (a) State record keeping is of a standard that best serves the interests of the people of WA; and
- (b) Subject to the law, that government records are accessible to the public.

The Commission contributes to the strategic planning processes of the State Records Office (SRO) and in this context, supports the SRO's priorities.

Royal Commission into Institutional Responses to Child Sexual Abuse

The SRO continues to work with State government to progress the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The Final Report of this Royal Commission was handed down on 15 December 2017, containing 23 recommendations related to recordkeeping and information sharing. The SRO is the lead agency overseeing implementation of four of these recommendations.

During 2018-19, the SRO participated on two State government working groups, coordinated by the Department of the Premier and Cabinet and Department of Communities respectively, to address issues arising from the recommendations contained in the Final Report. The SRO also liaises regularly with other State and Territory archival and records institutions, via the Council of Australasian Archives and Records Authorities Royal Commission Working Group, to achieve a nationally consistent approach.

Relevant State Records Commission standards and disposal authorities are currently being reviewed to ensure they address the recordkeeping requirements outlined in the Royal Commission recommendations. In the interim, the Disposal Freeze issued in April 2018 by the (then) State Archivist remains in force. This freeze covers government agency records documenting the care, education, supervision, and treatment of children, and records of past or current actual or alleged incidents of child sexual abuse.

About Us



Left to right: Alan Ralph, Caroline Spencer, Chris Field and Catherine Fletcher.

The Commission was established in July 2001 under Part 8 of the *State Records Act 2000*. The Commission consists of four members: the Auditor General; the Information Commissioner; the Parliamentary Commissioner for Administrative Investigations (Ombudsman); and an appointee with record keeping experience from outside government. The Governor appoints the fourth Commissioner for a three-year term.

During 2018-19 the Commissioners were:

Ms Caroline Spencer

Auditor General, appointed May 2018.

Mr Chris Field

Parliamentary Commissioner for Administrative Investigations – Chairperson of the Commission since March 2016.

Ms Lisa Ward

Acting Information Commissioner, April 2018 – July 2018.

Ms Catherine Fletcher

Acting Information Commissioner, appointed 16 July 2018.

Ms Justine McDermott

Governor's Appointee to the Commission, March 2009 – December 2018.

Mr Alan Ralph

Governor's Appointee to the Commission, appointed January 2019.

The Commissioners' personal profiles can be viewed on the SRO website at www.sro.wa.gov.au

What We Do

The Commission's functions are set out in the *State Records Act 2000* and include:

- Approving government organizations' Record Keeping Plans;
- Approving the legal disposal of government records;
- Monitoring the operation of and compliance with the Act;
- Monitoring compliance by government organizations with their respective Record Keeping Plans;
- Inquiring into breaches, or possible breaches, of the Act;
- Establishing principles and standards for the governance of record keeping by State organizations; and
- Determining the access status of certain State archives.

The Commission holds regular meetings each year, including one in regional Western Australia when possible.

The minutes of each meeting may be viewed on the SRO website at www.sro.wa.gov.au

The Commissioners also attend events with the aim of enhancing public sector and community awareness of the work of the Commission and the benefits of the Act.

10 August 2018

Commission meeting held in Perth.

12 November 2018

Commissioners Field, Fletcher and McDermott attended the Geoffrey Bolton Lecture, delivered by Richard Foy at the State Theatre Centre.

22 March 2019

Commission meeting held in Perth.

7 December 2018

Commission meeting held in Perth.

29 March 2019

Commissioner Fletcher attended the W.S. Lonnie Awards presentation.

June 2019

Commissioner Fletcher participated in the judging of the 2019 Margaret Medcalf Award.

27 June 2019

Commissioner Fletcher attended the presentation of the 2019 Margaret Medcalf Award.

Commissioner Profile – Catherine Fletcher

Information Commissioner Office of the Information Commissioner



I was appointed the Information Commissioner in July 2019 for a five year term following 12 months as the Acting Information Commissioner. Under the *Freedom of Information Act 1992 (WA)* (FOI Act) my primary function is to undertake independent merits review of government agency decisions made under the FOI Act concerning applications for access to, or amend personal information in, government documents. My other main role under the FOI Act is to raise awareness and understanding of the FOI Act with the public and government agencies. I report annually to the Parliament on the operation of the FOI Act and on my operations as the Information Commissioner.

As a lawyer with more than 25 years' professional experience, mostly in government, I consider that good official record-keeping practices and information accessibility is fundamental to sound democratic values of openness, transparency and accountability of government.

I studied law at the University of Western Australia in the second half of the 1980s. This was a fascinating time to be a law student when inquiries such as the Fitzgerald Inquiry into Police Corruption in Queensland and the WA Royal Commission into the Commercial Activities of Government were occurring. Both of those seminal inquiries precipitated significant public policy and legislative reforms including, in WA, the enactment of the FOI Act and the *State Records Act 2000*. My early years of practice took place at the (then named) Crown Solicitor's Office where I experienced a wide variety of civil law government legal work.

I have also been a long-term prosecutor at both the Commonwealth Director of Public Prosecutions and the State Director of Public Prosecutions. I have also enjoyed short term contracts as a criminal defence lawyer for the Youth Legal Service of WA and Legal Aid WA. In addition to legal practice I have taught law and legal practice for several years in the university sector and at the Articles Training Programme which was operated by the Legal Practice Board.

Throughout my life I have broadened my interests and contacts through a number of voluntary positions with organizations such as Surfing WA, the Women's Sport Foundation, Surfaid International, Women Lawyers of WA, the Law Society of WA and the Law Schools at both UWA and Notre Dame University. I am particularly proud of my involvement over 3 – 4 years with the Women Lawyers of WA 2014 Report on the 20th Anniversary Review of the 1994 Report of the Chief Justice's Task Force on Gender Bias which reported on gender discrimination in the law in Western Australia. I have also represented WA on several occasions at the National Amateur Surfing titles.

I am the youngest member of a large family having been born in Geraldton where I lived for my early years before moving to Perth. As kids and young adults we enjoyed much of the outdoors including surfing, fishing and other sports but were also encouraged by our parents to enjoy books, music and community engagement. I live with my husband (another lawyer) and three children who are currently aged 15, 19 and 22.

Upon my appointment I was very pleased to become an ex-officio State Records Commissioner. I have a longstanding interest and fascination in the evidential value of public records. Through my membership of the Royal WA Historical Society I was acquainted with other people's use of the State archives for historical research. My interest was further piqued when, in my first week as a State Records Commissioner, I was given an insight into some of the most treasured and interesting records held in the State archives. I recently also enjoyed being one of the judges of the 2019 Margaret Medcalf Award recognising excellence in research and referencing utilizing original sources in the State archives collection.

I feel very honoured to have an opportunity to serve the community and the Parliament of Western Australia both as the Information Commissioner and as a State Records Commissioner. My experience to date is that the Director State Records has a wonderful team at the State Records Office and together they do an extraordinary job to carry out their responsibilities under the *State Records Act*. I am immensely proud to have this connection with the State Records Office.

Our Operating Environment

In performing its functions the Commission is responsible for ensuring a high standard of record keeping is maintained in almost 300 government agencies and statutory organizations (including 140 local government authorities), in order to best serve the interests of the people of Western Australia.

These State and local government entities employ over 100,000 people who produce or receive government information in a variety of formats, including conventional paper files, microfilm, maps, plans, photographs, audio recordings and an ever increasing volume of digital records in numerous formats.

In administering the *State Records Act 2000*, the Commission has established a framework which places primary responsibility for effective record keeping on government agencies. The SRO provides support to agencies to ensure compliance through setting and maintaining Standards, Guidelines, templates, fact sheets and advisory services.

Our Clients

The Commission's clients consist of:

- State Parliament;
- Western Australian public sector organizations;
- Government trading enterprises;
- Local government authorities and elected members;
- A range of statutory offices, including the Governor's Establishment; Ministerial offices; Commissions; and Committees of Inquiry; and
- The people of Western Australia, who are able to discover and access information in the State records and State Archives Collection; and ultimately benefit from the principles and standards through which this information is secured and made discoverable and accessible.



The *State Archives and Parliament* exhibition, featuring facsimiles of State Archives documenting historical developments in Western Australia. This exhibition was situated in Parliament House in West Perth from 2015 to 2019 and is now on display at the SRO.

Our Relationship with the State Records Office

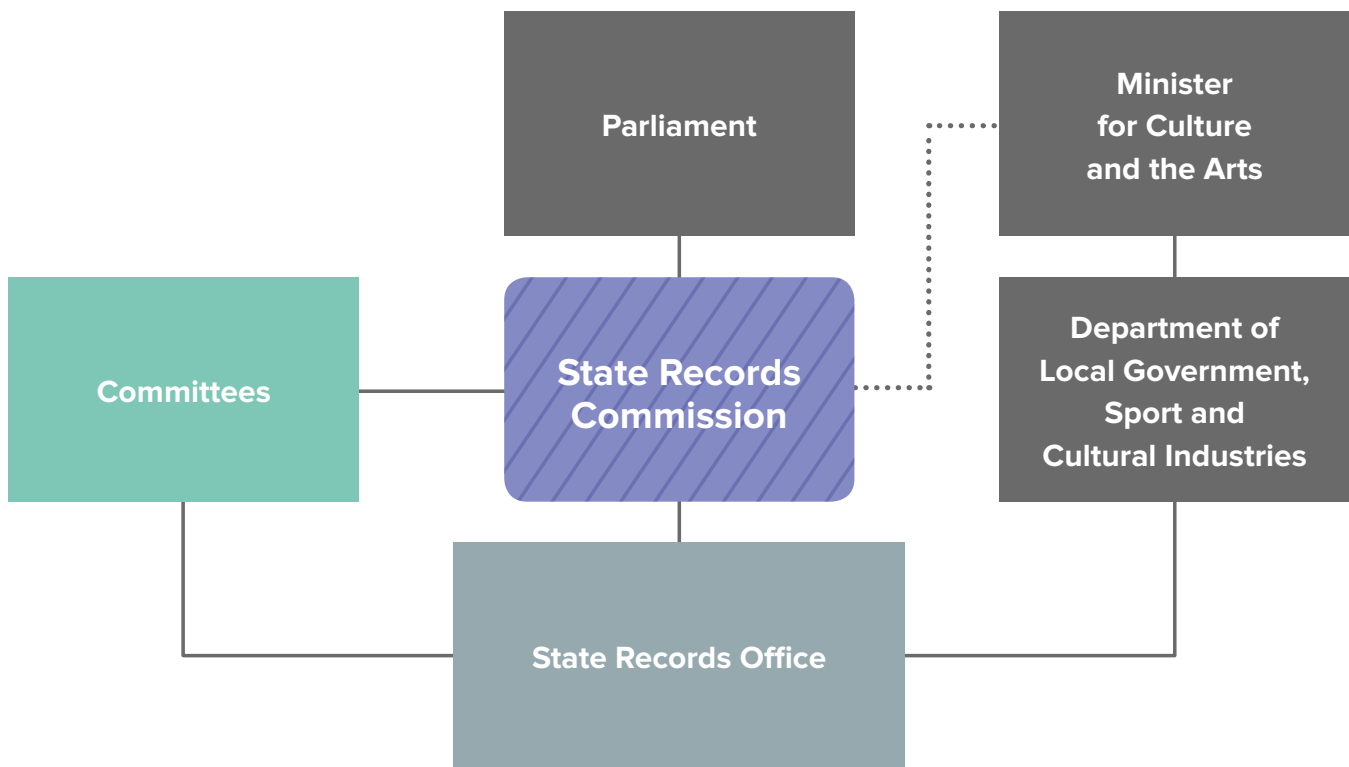


Figure 1: Representation of the Commission’s role in the reporting framework established by the Act

Part 9 of the *State Records Act 2000* establishes the entity called the State Records Office and prescribes the functions and role of the head of the SRO. Alongside other functions under the Act, the Director State Records is the Commission’s Executive Officer, providing advice and support to the Commission.

A cornerstone compliance requirement of the Act is the mandate for each government organization to have a Record Keeping Plan. The value of a Plan is that it enables an agency to appropriately secure and make discoverable and accessible the information it creates and manages.

The Record Keeping Plan must identify all records created and received by the organization; explain the format and content of those records; how they are managed in the

context of organizational functions; specify a retention and disposal action for each type (class) of record; and describe management, security, and legal disposal processes for recorded information in all formats.

Through the SRO, the Director State Records oversees monitoring and evaluation of agency compliance on behalf of the Commission and presents compliance and suspected breach reports to the Commission regarding agency practice.

For further information on the operation of the SRO see the Annual Report for the Department of Local Government, Sport and Cultural Industries.

Key Performance Areas

The following outlines activities carried out by the Commission during 2018-19 in meeting the requirements of the *State Records Act 2000*.

1. Government Record Keeping

Evaluation and Approval of Record Keeping Plans

Record Keeping Plans are documents required to be submitted by every government organization covered by the Act. They contain information about record keeping processes, documentation and systems, planned or in place. Under the Act, each Record Keeping Plan must also set out provisions for the retention periods and ultimate disposal actions for the records created and maintained by the organization. These retention and disposal provisions are stipulated either by a General Disposal Authority covering records common to State or local governments, an organization-specific Retention and Disposal Schedule, a Sector Disposal Authority covering records common to organizations with similar functions, or a combination of the above.

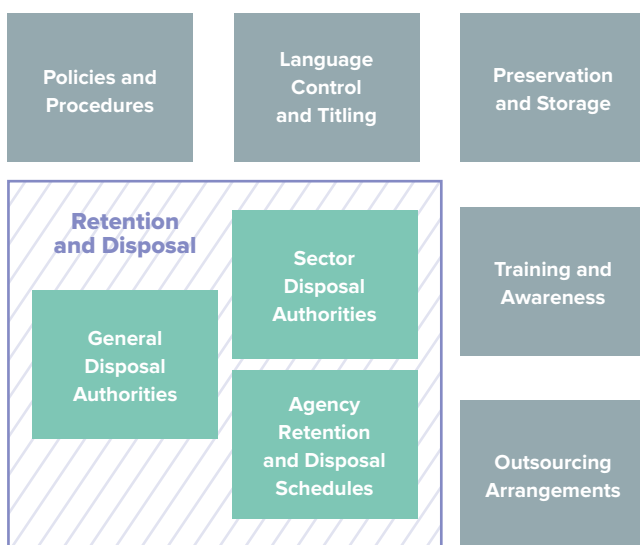


Figure 2: Components of a Record Keeping Plan

Under section 61 of the Act, the Commission must establish principles and standards for the governance of record keeping by State organizations and provide guidelines to assist the compilation of Record Keeping Plans.

Under the Act, government organizations are required to submit Record Keeping Plans for approval by the Commission. As part of a continuous cyclical process, a Record Keeping Plan must be reviewed within five years of its approval date (or previous review), with a report of the review to be submitted to the Commission. This year, 41 agencies were required to review their Plans (see Appendix 1).

During 2018-19 the Commission approved 34 new or amended Record Keeping Plans and the continuation of a further fifteen requiring no amendment (see Figure 3). A total of 41 Record Keeping Plan review reports were considered by the Commission. These figures include 29 amended or reviewed Record Keeping Plans submitted prior to 2018-19 which, due to meeting schedules, the Commission dealt with during the reporting period.

One new organization was required to submit a Record Keeping Plan. This organization complied with the requirement (see Appendix 2).

In the coming year, 2019-20, a total of 59 agencies will be required to review their Record Keeping Plans (see Appendix 3).

Disposal Authorities

Disposal Authorities are an integral part of an organization's Record Keeping Plan, as they fulfil the legal requirement for the Plan to identify State archives for permanent retention, and the retention periods for all other records. All State records must be disposed of in accordance with an approved Disposal Authority. Disposal Authorities may take the form of a:

- General Disposal Authority;
- Retention and Disposal Schedule;
- Sector Disposal Authority;
- Ad Hoc Disposal Authority; or
- Disposal List.

RECORD KEEPING PLANS AND DISPOSAL AUTHORITIES ACTIONED

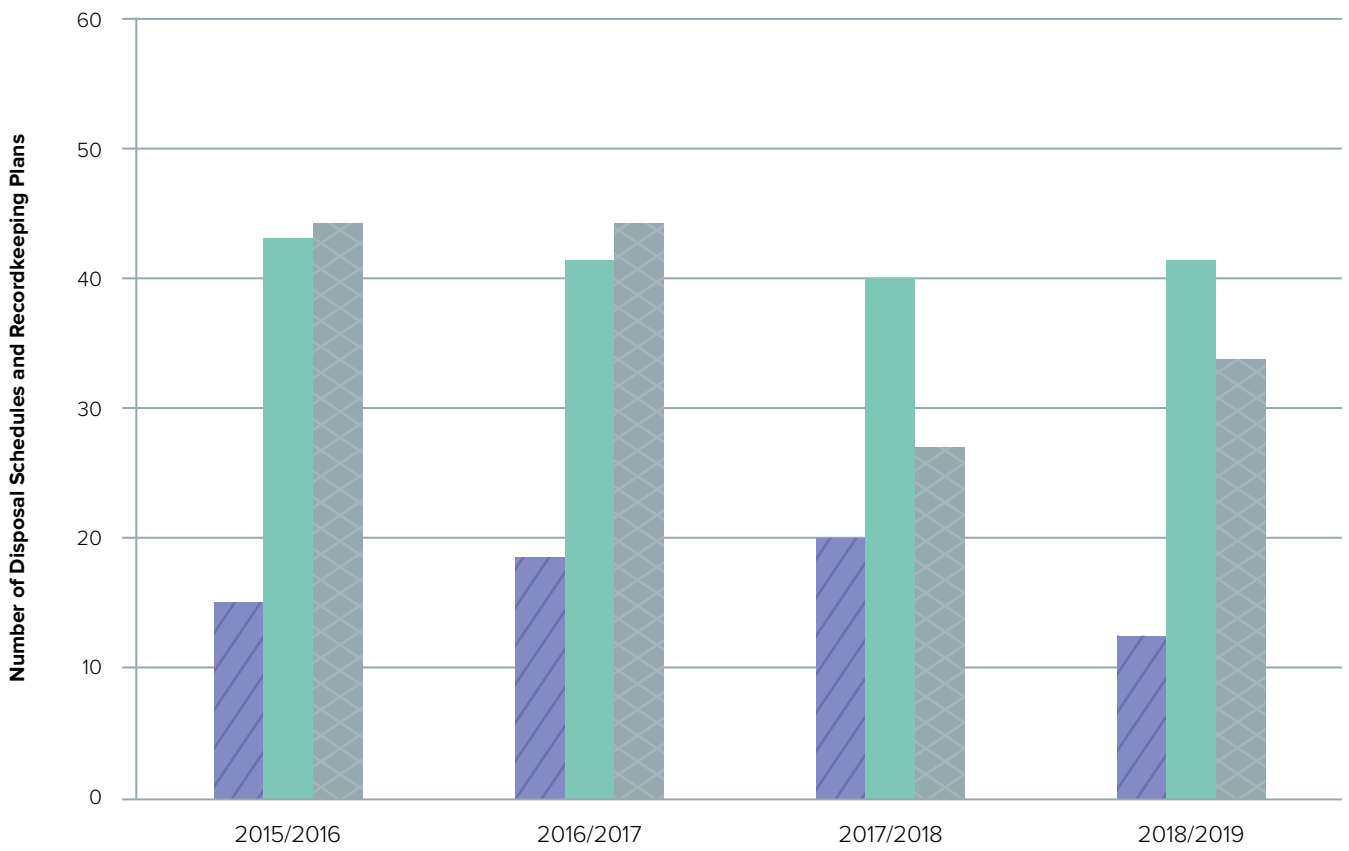


Figure 3: Record Keeping Plans and Disposal Authorities Actioned

-  Disposal Authorities
-  Record Keeping Plans for State Government agencies
-  Record Keeping Plans for Local Government agencies

General Disposal Authorities

General Disposal Authorities (GDAs) are documents, developed by the SRO in consultation with other agencies, for the legal disposal of information documenting the common operations within government. They provide consistent disposal decisions throughout the State and eliminate the need for each government organization to prepare individual disposal authorities for a large proportion of records.

Three general disposal authorities are currently in force to cover the legal disposal of:

- *State Government Information* - covering common administrative records across all State public sector organizations;
- *Local Government Records* - covering all records of all local government organizations in Western Australia; and
- *Source Records* – enabling the destruction of hard copy source records after digitization, once certain conditions have been met.

These GDAs are currently under review to ensure that they comply with relevant business and technical standards, including changes to retention periods in line with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

Sector Disposal Authorities

Sector Disposal Authorities (SDAs) are developed by the SRO, in consultation with other organizations across these sectors, and cover records common to a group or sector of like organizations which operate with common functions.

The sector disposal authority program includes SDAs developed by agencies in close liaison with the SRO. These include SDAs for Court and Tribunal Services, Western Australian Universities and State Training Providers.

Since its inception, the SDA program has realized a total of 12 SDAs which cover the core business records of approximately 70 government organizations (see Figure 4).

During 2018-19, the SRO commenced working with the Health Services sector to develop an SDA to cover the functional records of the Department of Health and eight Health Service Providers established under law.

Retention and Disposal Schedules

Unless records are covered by a General Disposal Authority or a Sector Disposal Authority, State government organizations are required to develop Retention and Disposal Schedules to authorize the disposal of their core business (or functional) records.

Following advice from the SRO and the State Records Advisory Committee (see page 21), the Commission approved nine Retention and Disposal Schedules during 2018-19. The Commission also approved an Ad Hoc Disposal Authority covering a discrete series of records from the Registry of Births, Deaths and Marriages, as well as amendments to one Sector Disposal Authority.

See also Appendix 4 for further detail on the progress of disposal authorities during 2018-19.



Figure 4: Sector Disposal Authorities (SDAs) and government agency coverage

Advice, Consultancy, Training and Publications

Royal Commission into Institutional Responses to Child Sexual Abuse Working Group

On 15 December 2017 the Royal Commission into Institutional Responses to Child Sexual Abuse presented its final report to the Governor-General, the culmination of a five year inquiry into institutional responses to child sexual abuse and related matters.

Volume 8 of the final report examines the records, recordkeeping and information sharing practices of institutions that care for, or provide services to, children. The SRO is responsible for implementing four of these recommendations in the Western Australian environment. These recommendations concern the retention of records documenting, or possibly relevant to, cases or allegations of child sexual abuse and the provision of guidance to government and non-government bodies about creating and maintaining such records.

During 2018-19 the SRO continued its participation on the Council of Australasian Archives and Records Authorities (CAARA) Royal Commission Working Group to discuss issues related to implementing these recommendations. The SRO also participated in meetings of the:

- Department of the Premier and Cabinet Royal Commission and Related Inquiries Sub Group;
- Department of Communities External Implementation Working Group; and the
- Department of Justice's WA Redress Implementation Working Group.

The SRO also contributed information management advice and guidance as a participant on the Catholic Education Office of Western Australia Watch Group.

The SRO's existing disposal authorities, including the General Disposal Authorities for the State and local government sectors, are currently being reviewed to incorporate appropriate retention periods for records documenting, or potentially relevant to, child sexual abuse cases or allegations in line with the Royal Commission's recommendations. In the interim, the SRO's disposal freeze on government agency records relating to children remains in force.

Local Government Records Managers Group

- The SRO hosted a meeting of the Local Government Records Managers Group in June 2019. The meeting included a panel discussion focussing on the Office of the Auditor General's April 2019 Records Management in Local Government audit. The panel included representatives from the audited local government organizations, the SRO and the Office of the Auditor General.

Publications

- **Local Government – Destruction of Temporary Records**
This Information Sheet provides basic steps for destroying temporary records that have reached their minimum retention period.
- **Social Media Content as Government Records**
This Information Sheet was developed to assist government organizations with the capture and management of their social media content.

Record Keeping Training

The Commission notes a sustained level of enquiries and requests for the provision of training for agencies.

The SRO website and a range of other sources can be used by agencies to inform good records management practices. In addition, training is available locally through a number of providers.

Training requests from agencies are currently addressed by referring to appropriate guidance published on the SRO website or other relevant sources.

Monitoring Compliance with the State Records Act 2000

Under section 60(1) of the Act, the Commission is required to monitor the operation of the Act and compliance by government organizations with their Record Keeping Plans.

Section 60 of the *State Records Act 2000* requires the Commission to monitor the operation of, and compliance with, the Act. Monitoring is achieved through a range of regulatory mechanisms, including education, training and self-evaluation undertaken by government agencies, as well as the SRO's investigations into suspected breaches of the Act.

Online Record Keeping Plan Module

In 2012, the SRO developed and commenced using a software system known as the Online Retention and Disposal Application (ORDA). ORDA is a web-based system that allows government agencies to draft and submit their Retention and Disposal Schedules to the SRO for review and which also facilitates associated approval processes. Since 2012, agency Retention and Disposal Schedules have been prepared via this system instead of using traditional document-based submissions.

The SRO has been developing a new module that forms part of ORDA but that is focussed on agency Record Keeping Plans. This module will allow for Plans, and associated information, to be developed, submitted and revised online. This will also allow Record Keeping Plan information to be managed in a database form so that information practices across government - as documented through the Plans – can be better analyzed and reported upon.

Work on finalising the new module for Record Keeping Plans is scheduled for completion later in 2019.

Representatives review and comment on new and reviewed International and Australian Standards, specifically ensuring that WA's professional opinion is considered in industry practice. Industry trends and best business practice developments then inform the advice and assistance provided to the SRO's State and local government clients.

Industry Participation

Standards Australia Committee

The SRO is a member of the Standards Australia IT-021 Records and Document Management Systems Committee, which includes recordkeeping regulatory bodies from across Australia and New Zealand. The Committee meets several times a year.

The IT-021 Committee's area of activity includes:

- Standardization of practices, processes and functions relevant to the management of documents, records and archives;
- Standardization of managerial frameworks to enable the systematic control of creation, capture, registration, classification, access, preservation and disposal of records and documents;
- Specification of frameworks within which technical solutions should exist; and
- Advocacy of recordkeeping and document management as an essential managerial function to other industry bodies (national and international).

2. State Archives Collection

The SRO holds the largest documentary heritage collection in the State, comprising approximately 15 linear kilometres of permanent-value official records from over 2,000 government agencies since colonization in 1829. State archives are the significant records of government business which have ongoing evidential and cultural value. The State Archives Collection provides evidence of government activities and its interaction with citizens. It supports a wide range of research needs, including family history, heritage, legal, scientific and other community purposes. The use and re-use of State archives by government agencies provides ongoing support to the business of government.

The ongoing management and preservation of the State Archives Collection is conducted in accordance with the SRO's approved Archives Keeping Plan which was approved by the Commission in 2014. The Plan sets out how State archives are managed, preserved and made accessible for government and the community.

Preservation and Conservation Services

The Archives Keeping Plan has identified that over the past ten years the delivery of specialized preservation services to help maintain the State Archives Collection has had reduced resources allocation. Last financial year, the SRO commissioned a Preservation Needs Assessment to assess the condition of the State Archives Collection. This Assessment identified that, based on the sampling undertaken, 14% of the Collection was in poor or unacceptable physical condition and that such items were at risk of information loss.

The Preservation Needs Assessment identified rehousing of State archives, and the use of acid-free boxes, as the most useful and cost-effective steps to decrease preservation risks to items in the State Archives Collection.

A paper conservator was engaged by the SRO to prioritize the rehousing of bound volumes in the State Archives Collection. Condition reporting and rehousing of highly fragile plans in storage commenced, and SRO staff were provided refresher training on the handling and transport of archival material. In addition, further work was carried out as part of the SRO's long-term project to re-box the State Archives Collection using acid-free boxes. Approximately 500 boxes were replaced as part of this work in 2019.



Hannah Hoffman, paper conservator, was engaged by the SRO for the rehousing of bound volumes in the State Archives Collection.

State Archives held by Government Organizations

The State Records Office has been unable to accept transfers of State archives from government organizations since 2001 owing to lack of archival-quality storage space. This backlog of State archives awaiting transfer remains generally inaccessible to the Western Australian community.

There remains approximately 58 linear kilometres of State archives, comprising millions of individual files, plans and other records (some dating back to the 1800s), in the custody of individual government organizations.

The annual increase of State archives awaiting transfer to the SRO is estimated to be between 1.5 to 2 linear kilometres. The accumulation of State archives within organizations means vital information of personal, business and community importance is significantly less accessible to the public.

The Commission also notes the requirement for a Digital Archive solution to accept transfer of increasing quantities of data held across government organizations, although it is pleasing to see some progress towards this with the installation of a basic digital preservation system that will allow a series of pilot transfers.

State Archives in the custody of the State Library of Western Australia

When the *State Records Act* was first enacted in 2001, arrangements for the transfer of government archives from the State Library of Western Australia to the State Archives Collection were established through the *State Records (Consequential Provisions) Act 2000*. However some State archives, such as government photographic collections, remained in State Library custody. Under the transitional provisions of the Act, these archives were required to be transferred to the custody of the SRO.

In 2015-16 the SRO and the State Library established a project to transfer custody of those State archives still held by the State Library of Western Australia to the SRO. The project will ensure that legislative requirements have been fulfilled and that government archives with the State Library are united with other relevant State archives to preserve their context and provide improved accessibility to government and the community.

In 2018-19 working parties from the SRO and State Library met on a regular basis to progress transfers of government archives to the custodianship of the SRO. The transfer of material, including some government photographs, generated administrative, rehousing, preservation and descriptive work for the SRO. New agency, series, and consignment information was prepared and uploaded to the SRO's catalogue, enabling public access to this material.

3. Broaden Access to our Services

The SRO continues to provide a State-wide access to archives service to the community through its Perth-based Search Room and the digitization-on-request program.

Managing the online catalogue

In March 2019, the SRO implemented a new version of its online catalogue. The updated catalogue provides easier-to-use search capabilities as well as improved display of search results for public clients.

During the year, the SRO also added a Zotero translator for its online catalogue. Zotero is open source referencing software which can be added to a web browser to capture the title and other details from online resources and catalogues. Zotero is widely used, particularly in the academic sector, as a free and simple tool for organising and citing research material. The Zotero translator developed by the SRO allows external users to easily create automated citations when referencing items listed on the SRO's online catalogue.

In June 2019, the SRO also completed a long-standing project with the National Library of Australia (NLA) so that series entries for records in the State Archives Collection were harvested and published to the NLA's popular Trove service. This means that State archives have a greater visibility and can be more easily identified via the NLA's national service. This work aligns with the SRO's strategic objectives of maximising online access to the State Archives Collection and ensuring that such access reaches broader audiences.

Public Seminars and Workshops

The SRO provides free public seminars throughout the year designed to inform researchers about the SRO, the State Archives Collection and research based on archival sources. These seminars also provide public clients with an opportunity to meet fellow researchers and provide a forum for questions and discussions in a relaxed and friendly environment.

During 2018-19, the SRO hosted the following public seminars:

The Story of Jaal, presented as part of NAIDOC week by Dr Robin Barrington, Centre for Aboriginal Studies, Curtin University, 10 July 2018.

The In's and Out's of Government Photography, presented by Dr Joanna Sassoon, author of "Agents of Empire. How E.L. Mitchell's photographs shaped Australia", 3 October 2018.

The A to Z of Research and Reference Online at SRO, presented by SRO staff members Dr Lise Summers and Dr Michael O'Connor, 20 March 2019

After the War: World War One and Returned Soldiers in Western Australia, presented by Dr Leigh Straw, Senior Lecturer in Aboriginal Studies and History, Notre Dame University, 17 April 2019

A two day workshop, held at the SRO in conjunction with Notre Dame University, took place on 11 and 12 February 2019. Called *Lives in Archives - using archives at the SRO*, it was designed to provide skills to those wishing to research and understand archives, and in particular to gain knowledge of methods of access to the State Archives Collection held by the SRO. This fee-based workshop was attended by 14 people, many participants coming from local government and community archives sectors.

In addition, the SRO also provided public presentations to the Nedlands Public Library, Geo-Rabble (public presentations on geo-spatial projects), the West Perth Rotary Club and the Bayswater Historical Society.

State Cabinet Papers Release

To mark Western Australia Day, each year the SRO produces an online guide to the State Cabinet records from 30 years ago. On 3 June 2019, the SRO published its guide to the 1988 State Cabinet records which were released from their 30-year access embargo and which are now open access archives.

The *Guide to the 1988 State Cabinet Records* is available through the SRO website at sro.wa.gov.au.

State Records Commission Award for Excellence in Compliance Reporting

The W.S. Lonnie Awards were established by the Institute of Public Administration Australia – WA Division (IPAA WA) to recognize excellence in annual reporting by public sector organizations. Since 2006, the Commission has sponsored a specialist Lonnie Award to acknowledge excellence in reporting about organizational records management programs.

The annual reports of all State government organizations were considered for this award, with an initial shortlist yielding the reports of 40 organizations. A final shortlist of ten reports was considered by a judging panel. The panel's evaluation of the annual report statements focussed on the compliance requirements of Commission's Standard 2, Principle 6, as follows:

- The efficiency and effectiveness of the organization's record keeping systems are evaluated not less than once every five years;
- The organization conducts a record keeping training program;
- The efficiency and effectiveness of the record keeping training program are reviewed from time to time; and
- The organization's induction program addresses employees' roles and responsibilities in regard to their compliance with the organization's Record Keeping Plan.

At the W S Lonnie Awards function on 29 March 2019, the Commission's Award was presented to the **Department of Justice**. The judging panel considered that the Department presented an excellent account of its work to improve processes and maintain staff skillsets, against a backdrop of major Machinery of Government changes.

The Department's 2017-18 annual report provided a clearly structured account of the ongoing review of its information management, which included consolidation of corporate records management software systems inherited from the former Departments of the Attorney General and Corrective Services.

The reporting period saw the further configuration of systems to meet business requirements, and the development of tools to enable future automated capture of data from the Department's offender management system, a substantial and complex body of information.

The judging panel was pleased to note that records management processes and training material also addressed the management of legacy records from the Department's predecessor agencies.

A special commendation was also awarded to **Main Roads Western Australia**. As a previous winner of the State Records Commission Award in 2016 and two previous commendations, Main Roads has long demonstrated a commitment to excellence in its annual reporting. Alongside a comprehensive account of its training program, backed up by statistical data, Main Roads' 2017-18 report described the agency's ongoing program for review and improvement. Specific initiatives include review and amendment of training material and records management tools; site inspections; and the expansion of the use of specialised software for bulk document scanning and processing to enable easier capture into the corporate records management system.



Cathrin Cassarchis, (then) State Archivist, left, presents the State Records Commission Award for Excellence in Compliance Reporting to Pauline Bagdonavicius, Public Advocate.

Photograph: IPAA WA

Margaret Medcalf Award

The Margaret Medcalf Award is hosted by the SRO and is presented for excellence in referencing and research of the State Archives Collection. This annual award was established by the State Records Commission in 2003. It honours Ms Margaret Medcalf OAM, the second State Archivist for Western Australia (from 1971 to 1989), for her valuable contribution to the development of archives in Western Australia. The award includes a \$1000 prize.

To be eligible for the award works nominated must demonstrate use of the State Archives Collection, but these works can be published or unpublished, fiction or non-fiction and may comprise any format. Therefore, the award is distinctive in that it allows unpublished works, journal articles, moving image productions, websites, blogs, indexes, - including entries submitted by students - to be judged alongside popular publications by established authors. The judging selection criteria not only emphasise the presentation and the contribution to knowledge of nominated works, but also demand excellence in referencing and archival research, requiring judgements about the ease, or otherwise, of following the research trails of authors. In 2019, ten works were nominated for the award.

The judging criteria for the award comprise:

- Level of use of the State Archives Collection
- Use of referencing
- Level of contribution to knowledge
- Original use of the State Archives Collection
- Presentation



Left to right: Dr Robin Barrington, Margaret Medcalf Award recipient for 2019; Miss Margaret Medcalf; Mr Leigh Hays, Acting State Archivist; the Hon. David Templeman MLA.

On 27 June 2019, the Hon. David Templeman MLA, Minister for Culture and the Arts, announced the winner of the 2019 Margaret Medcalf Award at a presentation ceremony before invited guests.

The winner was **Dr Robin Barrington**, for her article ***A Race War: Tracing emotions on the Murchison frontier in Western Australia 1880-1915*** in volume 32 of *Studies in Western Australian History*, published by the Centre of Western Australian History at the University of Western Australia.

The judges described Dr Barrington's work as:

"a sophisticated piece of scholarship integrating Yamaji experiences and emotions with scholarly debates, producing an innovative work. The article makes a significant and unique contribution to the history of frontier violence from an indigenous perspective. The judicious use of visual material plays an integral and active role in furthering the author's argument. The judges also commented on the high level of use of State Archives and the exemplary referencing throughout the work."

Three Special Commendations were also announced at the award presentation ceremony:

- **Anna Haebich** for her book ***Dancing in shadows: histories of Nyungar performance***, published by UWA Publishing.
- **Louis Marshall** for his University of Western Australia PhD thesis ***Surviving the Colony: the impact of the Western Australian convict system on prisoner health, 1850-1877***.
- **Sue Taffe** for her book ***A white hot flame: Mary Montgomerie Bennett – author, educator, activist for Indigenous justice***, published by Monash University Publishing.

The Award judges in 2019 were Ms Catherine Fletcher, State Records Commissioner and Acting Information Commissioner; Professor Jane Lydon, holder of the Wesfarmers Chair in Australian History at the University of Western Australia; and Ms Cathrin Cassarchis, then State Archivist and Executive Director State Records.

Geoffrey Bolton Lecture

Digital Assimilation: Resistance is Futile! was the topic of the 2018 Geoffrey Bolton Lecture which was delivered by Mr Richard Foy, Chief Archivist and General Manager of Archives New Zealand, at the State Theatre Centre on Monday evening 12 November 2018.

Honouring the distinguished Australian historian Emeritus Professor Geoffrey Bolton AO (1931-2015), the SRO has hosted this annual lecture series since 2004. Its aims are to encourage the expression of ideas and debate about the meaning and nature of history, culture and society, grounded in archival research; and to provide archival and historical context to national debate on contemporary issues. Over the years the lecture series has lifted the profile of archives, record keeping, history and culture in Australia, also promoting discussion about the use and interpretation of archives, in what is now a nationally important forum.

The title of the 2018 lecture reflected many current concerns about data breaches, information privacy, digital disruption, and what some see as societal dystopia. Over 250 lecture attendees were treated to an entertaining and thought-provoking presentation which drew on science fiction, Richard Foy's own personal and family history, as well as his experiences working with digital technology and services. The "digital deluge"; the risks to privacy and security of uncontrolled digital information; the "digital black hole"; easy manipulation of digital information; and the rise of social media were some of the issues addressed in the lecture, as well as the role for digital technology to allow us to interrogate the past and review the present.

Richard Foy's lecture proved a compelling description of, and provided context to, the issues that society is facing in this digital age. In finishing he stated that archival institutions should not be thought of "as just museums of paper", but that in the future government archives will be "cathedrals of data".

Audio from the lecture was recorded and is available via the [SRO's website](#).



Left to right: Ms Cathrin Cassarchis, (then) State Archivist and Executive Director State Records; Mr Richard Foy, Chief Archivist and General Manager of Archives New Zealand; Mr Chris Field, Ombudsman and Chairperson of the State Records Commission.



Richard Foy delivers the 2018 Geoffrey Bolton Lecture at the State Theatre Centre.

Committees of the Commission

Under section 62(l) of the *State Records Act 2000* the Commission is required to establish a committee to assist the Commission with the selection of records to be maintained permanently as State archives, and propose retention periods for all other State records.

State Records Advisory Committee

The State Records Advisory Committee (the Committee) was established to advise the Commission about:

- State records that should be State archives;
- Retention periods for those State records that are not to be State archives; and
- Associated matters (as prescribed by the Commission).

The Committee meets regularly to consider the retention and disposal components of Record Keeping Plans, a critical element of the comprehensive records management framework established by the Act. The SRO leads and provides administrative support to the Committee and recommendations are presented to the Commission following each meeting.

The Committee met once during the reporting period, on 28 November 2018.

Members and deputy members are appointed for three-year terms by the Commission and include representatives from the public service and record keeping bodies.

Membership of the Committee during 2018-19

Chair of the Committee

Mr Leigh Hays – Director Archives, SRO

Executive Secretary

Mr Martin Fordham – Record Keeping Consultant, SRO

Minutes Secretary

Ms Gillian Hodson – Administrative Assistant, SRO

Department of Aboriginal Affairs

Ms Tanya Butler
(Deputy: vacant)

Historical Interests

Mr Neil Foley
(Deputy: Ms Bobbie Oliver – appointed August 2018)

Law Society of Western Australia

Mr Robert O'Connor QC
(Deputy: Mr David Bruns)

Local Government Records Management Group

Ms Julie Mathieson
(Deputy: Ms Julie Coxall – appointed August 2018)

State Government CEO Representative

Mr Mike Rowe
(Deputy: Ms Terry Durant)

Australian Society of Archivists

Ms Rita Edwards
(Deputy: Ms Maria Carvalho)

Records and Information Management Professionals Australasia

Ms Suparna Chatterjee
(Deputy: Ms Mimma Sardi - appointed December 2018)

The Commissioners extend their appreciation and thanks to all members and deputies for their valuable contribution to the important work of the Committee. The dedication with which they approach this work bears witness to their commitment to selecting and preserving of Western Australia's archival heritage.

Committee member profile – Maria Carvalho

Maria Carvalho has served on the State Records Advisory Committee since August 2006 as Deputy representing the WA Branch of the Australian Society of Archivists (ASA).

Maria has been the University Archivist at the University of Western Australia (UWA) since 2005. Maria has a long history in archives, dating from 1996 when she joined the State Records Office, where she acquired invaluable skills and knowledge in archival theory and practice that she continues to employ today to assist in the Committee’s decision making processes. As the Archivist at UWA Maria’s field of expertise spans the provision of reference services to staff, students and members of the community, as well as training in the appraisal, sentencing and disposal and the legal destruction of University records. Maria was a contributor to the Western Australia University Sector Disposal Authority approved in 2011, which has provided for consistent disposal actions throughout the Public University sector in Western Australia.

Maria is an Accredited Professional member of the Australian Society of Archivists and has been involved in the Society since 2000. She has also served terms as Convenor of the ASA University Archives Special Interest Group. In 2018 Maria was the recipient of the prestigious UWA Convocation Council medal for services to preserving and promoting UWA’s history. She is also an Ex-officio Committee member of the UWA Historical Society that she was active in establishing in 2008.



Committee Remuneration 2017-18

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration
Member	Mr Robert O'Connor	Per meeting / half day	3 years	\$150
				Total: \$150

Compliance Report – *State Records Act 2000*

Section 60 of the *State Records Act 2000* requires the Commission to monitor the operation of, and compliance with, the Act. Monitoring is achieved through a range of regulatory mechanisms, including education, training, self-evaluation undertaken by government agencies, as well as the SRO's investigations into suspected breaches of the Act.

Part 8 of the Act establishes the Commission. A compliance statement on the Commission's 2018-19 activities is presented below.

PART or SECTION	NOTES
Part 2 Record keeping plans for parliamentary departments	
Section 13 – Amending plans	The Parliamentary Services Department (PSD) amended its Plan in February 2019 in consultation with the Commission in accordance with Section 12(3). The Plan was approved by the relevant person under Section 12(2) on 15 February 2019.
Section 14 (2) – Review of plans	The PSD reviewed its Plan in February 2019 and determined that the Plan required amendment.

PART or SECTION	NOTES
Part 3 Division 2	
Section 20(2) – gazette orders prescribing timing for submission of organizations' Record Keeping Plans	Nil
Section 23(1) – approve or refuse to approve Record Keeping Plans	Approved 49 Record Keeping Plans.
Section 23(2) – give reasons for refusal to approve Record Keeping Plans	All approved

PART or SECTION	NOTES
Part 3 Division 3	
Section 25 – Commission to have a plan	An amended Plan was endorsed by the Commission at its meeting in December 2018. The Plan was submitted to the Minister on 14 December 2018 and approved by the Minister on 16 April 2019.
Section 26 – State Records Office to have a plan	The SRO reviewed its Plan in December 2018 and determined that the Plan required amendment. The Commission noted at its 7 December 2018 meeting that the SRO will submit an amended Plan by 20 December 2019.
Section 27 – Schedule 3 organizations to have plans	Nil

PART or SECTION	NOTES
Part 3 Division 4	
Section 28(3) – the Commission may require an agency 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 41 organizations were due for review during 2018-19 (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 or SECTION	NOTES
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 agency compliance with the Act.
Section 60(1)(b) – monitor compliance by government organizations with Record Keeping Plans	The SRO evaluated Record Keeping Plan review reports and amended Record Keeping Plans and results were reported to the Commission.

PART or SECTION	NOTES												
Part 8 Division 1 (<i>continued</i>)													
Section 60(1)(c) – inquire into breaches or possible breaches of this Act	<table border="1"> <thead> <tr> <th></th> <th>18-19</th> <th>17-18</th> </tr> </thead> <tbody> <tr> <td>Active</td> <td>5</td> <td>3</td> </tr> <tr> <td>Resolved</td> <td>2</td> <td>2</td> </tr> <tr> <td>Carried Forward</td> <td>3</td> <td>1</td> </tr> </tbody> </table>		18-19	17-18	Active	5	3	Resolved	2	2	Carried Forward	3	1
		18-19	17-18										
Active	5	3											
Resolved	2	2											
Carried Forward	3	1											
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	16-17	15-16											
Active	4	4											
Resolved	2	3											
Carried Forward	2	1											
Section 61 – establish principles and standards	No new record keeping principles and standards were issued during 2018-19.												
Section 62 – establish committees	The State Records Advisory Committee met once during 2018-19. No new Committees were established.												
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 September 2018. Copies tabled in both the Legislative Assembly and the Legislative Council on 9 October 2018.												

PART or SECTION	NOTES
Part 8 Division 1 (<i>continued</i>)	
Section 64(2) and (3) – submit reports to Parliament re contraventions of the Act (discretionary)	Nil
Section 64(4) – give the Minister a copy of any report submitted to Parliament	Commission Annual Report delivered to the Minister 27 September 2018.
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 or SECTION	NOTES
Part 8 Division 3	
Section 68 – Commission may request a government organization to report about its record keeping or an aspect of its record keeping	No requests issued.
Compliance with SRC Standard 2, Principle 6	<p>The SRO manages the Commission's records, and therefore its compliance with SRC Standard 2 Principle 6 is linked to the compliance of the SRO. The following action was taken this year to ensure the Commission's compliance:</p> <ul style="list-style-type: none"> In accordance with section 28(5) of the Act, the Commission reviewed their Record Keeping Plan in March 2018. The review determined that the Commission's Plan required amendment. An amended Record Keeping Plan was submitted to the Minister by December 2018 and subsequently approved by the Minister in April 2019. All new Commissioners have undergone induction programs with the Director following their appointment; and The Commissioners have continued to develop their knowledge of current record keeping issues through interaction with government clients.

Appendix 1

Record Keeping Plans Required for Review and Received 1 July 2018 – 30 June 2019

AGENCY NAME	REVIEW DATE
Albany Cemetery Board	3 Jun 2019
Building and Construction Industry Training Fund	5 Dec 2018
Chemistry Centre	2 Aug 2018
Construction Industry Long Service Leave Payments Board (MyLeave)	2 Aug 2018
Corruption and Crime Commission	6 Dec 2018
Department of Finance	6 Dec 2018
Department of Fire and Emergency Services	2 Aug 2018
Department of Health	6 Dec 2018
Dwellingup Cemetery Board	22 Apr 2019
Gascoyne Development Commission	10 Oct 2018
Geraldton Cemetery Board	9 Mar 2019
Kalgoorlie-Boulder Cemetery Board	22 Apr 2019
Law Reform Commission of Western Australia	22 Apr 2019
Mental Health Commission	6 Dec 2018
Metropolitan Redevelopment Authority	6 Dec 2018
Office of the Auditor General	6 Dec 2018
Parliamentary Services Department*	3 Feb 2019
Salaries and Allowances Tribunal	6 Dec 2018
Shire of Brookton	23 Mar 2019
Shire of Broome	21 Mar 2019

AGENCY NAME	REVIEW DATE
Shire of Chittering	22 Jun 2019
Shire of Coolgardie	21 Mar 2019
Shire of Cranbrook	2 Aug 2018
Shire of Cunderdin	23 Mar 2019
Shire of Dalwallinu	22 Jun 2019
Shire of Denmark	21 Mar 2019
Shire of Dowerin	23 Mar 2019
Shire of Goomalling	2 Aug 2018
Shire of Halls Creek	21 Mar 2019
Shire of Kulin	6 Dec 2018
Shire of Murchison	21 Mar 2019
Shire of Northam	2 Aug 2018
Shire of Quairading	2 Aug 2018
State Records Office of Western Australia	6 Dec 2018
Supreme Court of Western Australia	21 Mar 2019
Town of Bassendean	2 Aug 2018
Town of East Fremantle	21 Mar 2019
Town of Port Hedland	21 Mar 2019
Western Australian Country Health Service	2 Aug 2018
Western Australian Health Promotion Foundation (Healthway)	2 Aug 2018
Western Australian Tourism Commission	2 Aug 2018

* Review submitted to a body other than the Commission

Appendix 2

New Organizations required to submit Record Keeping Plans on or before 30 June 2019


AGENCY NAME	DUE DATE	SUBMISSION DATE
Mental Health Tribunal	26 April 2019	24 April 2019

Appendix 3

Record Keeping Plans due for Review 1 July 2018 – 30 June 2019

AGENCY NAME	REVIEW DATE
Botanic Gardens and Parks Authority	7 Apr 20
Bunbury Cemetery Board	20 Mar 20
Bunbury Water Corporation (Aqwest)*	22 Sep 19
Busselton Water Corporation*	22 Sep 19
Chowerup Cemetery Board	18 Nov 19
City of Canning	5 Dec 19
City of Kalamunda (formerly Shire of Kalamunda)	5 Dec 19
City of Kalgoorlie Boulder	1 Aug 19
City of Melville	5 Dec 19
City of South Perth	20 Mar 20
City of Subiaco	20 Mar 20
Coal Miners' Welfare Board of Western Australia	7 Apr 20
Commissioner for Children and Young People	5 Dec 19
Curtin University of Technology	1 Aug 19
Department of the Premier and Cabinet	7 Apr 20
Economic Regulation Authority	5 Dec 19
Fremantle Port Authority	1 Aug 19
Goldfields Esperance Development Commission	20 Mar 20
Insurance Commission of Western Australia (including State Government Insurance Corporation)	4 Dec 19
Kimberley Development Commission	1 Aug 19
Kimberley Ports Authority	5 Dec 19
Minerals Research Institute of Western Australia	5 Dec 19
Office of the Information Commissioner	5 Dec 19
Office of the Inspector of Custodial Services	5 Dec 19
Pilbara Ports Authority	20 Mar 20
Public Sector Commission	4 Dec 19
Rivers Regional Council	20 Mar 20
Shire of Augusta-Margaret River	20 Mar 20
Shire of Beverley	5 Dec 19

AGENCY NAME	REVIEW DATE
Shire of Broomehill-Tambellup	20 Mar 20
Shire of Capel	4 Dec 19
Shire of Carnarvon	20 Mar 20
Shire of Chapman Valley	7 Apr 20
Shire of Dardanup	20 Mar 20
Shire of East Pilbara	1 Aug 19
Shire of Exmouth	5 Dec 19
Shire of Harvey	20 Mar 20
Shire of Irwin	20 Mar 20
Shire of Katanning	20 Mar 20
Shire of Kent	18 Jun 20
Shire of Kondinin	20 Mar 20
Shire of Manjimup	7 Apr 20
Shire of Menzies	20 Mar 20
Shire of Moora	1 Aug 19
Shire of Morawa	5 Dec 19
Shire of Mundaring	5 Dec 19
Shire of Murray	1 Aug 19
Shire of Toodyay	1 Aug 19
Shire of Upper Gascoyne	4 Dec 19
Shire of Victoria Plains	2 Oct 19
Shire of Westonia	7 Apr 20
Shire of Wyalkatchem	1 Aug 19
Shire of Yilgarn	20 Mar 20
Small Business Development Corporation	1 Aug 19
South Metropolitan Health Service	20 Mar 20
Western Australian Energy Disputes Arbitrator	5 Dec 19
Water Corporation*	17 Sep 19
Western Australian Treasury Corporation	5 Dec 19
Western Metropolitan Regional Council	20 Mar 20

 = received during the 2018-19 reporting period

* Review submitted to a body other than the Commission

Appendix 4

Disposal Authorities status during 2018-2019

Note – The State Records Advisory Committee reviews and endorses Disposal Authorities which are then submitted to the State Records Commission for approval.

AGENCY NAME	TYPE OF DISPOSAL AUTHORITY	STATUS
All local government	GDA	In progress
All State government	GDA	In progress
Art Gallery of Western Australia	R&D	In progress
ChemCentre	R&D	In progress
Corruption and Crime Commission	R&D	In progress
Department of Education - School, College and Campus Records	R&D	In progress
Department of Education and other Education agencies	R&D	In progress
Department of Finance	R&D	In progress
Department of Health	R&D	Cancelled 1 May 2019*
Department of Justice	R&D - Amendment	In progress
Department of Local Government, Sport and Cultural Industries – Culture and the Arts (WA) Division	R&D	Approved 10 August 2018
Department of Mines, Industry Regulation and Safety – Consumer Protection Division	R&D	Approved 10 August 2018
Department of Mines, Industry Regulation and Safety – Energy Safety Division	R&D	Approved 10 August 2018
Department of Mines, Industry Regulation and Safety – Labour Relations Division	R&D	Approved 10 August 2018
Department of Mines, Industry Regulation and Safety – Worksafe Division	R&D	Approved 10 August 2018
Department of the Registrar, Western Australian Industrial Relations Commission	R&D	Approved 10 August 2018
Department of Transport	R&D	In progress
Department of Treasury	R&D	In progress

Appendix 4 (continued)

AGENCY NAME	TYPE OF DISPOSAL AUTHORITY	STATUS
Equal Opportunity Commission	R&D Amendment	In progress
Gold Corporation	R&D	In progress
Health Service Providers	SDA	In progress
Horizon Power (Regional Power Corporation)	R&D	Endorsed by the Commission 7 December 2018 **
Lotteries Commission	R&D	Approved 7 December 2018
Parliamentary Services Department	R&D	In progress **
Port Authorities	SDA - Amendment	Approved 10 August 2018
Public Transport Authority	R&D	In progress
Registry of Births, Deaths and Marriages	Ad Hoc	Approved 10 August 2018
Rottneest Island Authority	R&D	Approved 10 August 2018
Solicitor General's Office	R&D	Approved 10 August 2018
State Records Commission	R&D	Approved by Minister 16 April 2019**
State Solicitor's Office	R&D	In progress
Western Australia Universities	SDA	In progress
Western Australian Institute of Sport	R&D	In progress
Zoological Parks Authority	R&D	In progress

* Records that were intended to be covered under this Disposal Authority will now be covered by the SDA for Health Service Providers.

** Disposal Authority is approved by a body other than the Commission.

Type of Disposal Authority

R&D
GDA

Retention and Disposal Schedule
General Disposal Authority

SDA
Ad Hoc
DL

Sector Disposal Authority
Ad Hoc Disposal Authority
Disposal List

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 2018-19 and comments on matters that pertain to the operations of the State Records Office.

Note: The State Records Commission is not an accountable agency with respect to the requirements of the *Financial Management Act 2006*.

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Published by the State Records Commission of Western Australia, October 2019

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