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State Records
of South Australia



Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2010

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The Hon Paul Holloway MLC

Minister Assisting the Premier in Public Sector Management

Dear Minister

I have pleasure in providing you with the fourteenth report on the administration of the *State Records Act 1997* for you to present to both Houses of Parliament.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Terry Ryan', with a stylized flourish at the end.

Terry Ryan
DIRECTOR
STATE RECORDS OF SOUTH AUSTRALIA

30 September 2010

1. Overview

State Records was part of the Department of the Premier and Cabinet during 2009-10 and is referenced in its annual report. The *State Records Act 1997* (the Act) prescribes the functions of State Records and this annual report documents the administration of the Act in terms of those functions for the year ended 30 June 2010. The Honourable Jay Weatherill MP, Minister Assisting the Premier in Cabinet Business and Public Sector Management, was responsible for the Act and State Records until 25 March 2010, when the Honourable Paul Holloway MLC, Minister Assisting the Premier in Public Sector Management, assumed responsibility.

The activities of State Records contribute to a number of targets in South Australia's Strategic Plan 2007. The continued work on improving records management practices and systems contributes to the achievement of targets T1.8 and T1.9 related to transparency of decision-making and administrative efficiency across government. The organisation's activities also contribute to improved wellbeing of Aboriginal people (T6.1) and the cultural heritage of the State.

During 2009-10 over 3200 shelf metres of archival records were transferred by agencies to the State Government's archives repository, resulting in the repository reaching 96.5% capacity. Options for maintaining the capability to store archival records were identified and assessed during the year and a proposal was being formulated for consideration by the Government.

The State Records training program continues to be a highlight and attracts attention both nationally and internationally. Some courses are now delivered via correspondence and this is of great value to those outside the metropolitan area. The pool of appropriately trained staff within government is increasing, providing the opportunity for agencies to operate more efficiently and effectively.

During the reporting year a survey of the records management practices of State Government agencies and Local Government authorities was undertaken. The findings will be used to identify areas needing improvement and inform the revision of the Across-Government Records Management Strategy.

In November 2009 the National Archives of Australia announced plans to close its Adelaide, Darwin and Hobart offices. Following significant backlash from the community the Commonwealth Government revised its plans announcing a desire to pursue options for co-locating with similar institutions. State Records continues to liaise with National Archives and stakeholders to establish a means of co-locating access and storage functions and thereby improve services to South Australians.

State Records is proud of its achievements and acknowledges key contributions of the State Records Council, the Privacy Committee of South Australia, the Across-Government Information and Records Management Strategy Group, Local Government authorities, the Crown Solicitor's Office and SA Link-up Nunkuwarrin Yunti.

In addition, collaborative relationships with the State Library of South Australia, University of South Australia, Fuji Xerox, TAFE SA, the History Trust of South Australia, the National Archives of Australia, the Office of the Chief Information Officer, Public Records Office of Victoria and the Council of Australasian Archives and Records Authorities have also contributed to the success of the organisation.

2. Role of State Records of South Australia

State Records has general responsibility for administration of the Act under the Minister Assisting the Premier in Public Sector Management.

The Objects of the Act are to establish State Records as the principal repository for official records, ensure official records of enduring value are preserved, promote best practice in records management by all State Government agencies and Local Government authorities (referred to as agencies herein) and provide access to official records for the public and agencies.

The Act prescribes the following functions for State Records under section 7:

- a) receive official records into its custody
- b) ensure the organisation, retention, conservation and repair of official records in its custody
- c) make determinations (with the approval of the State Records Council) as to the disposal of official records
- d) publish, or assist in the publication of, indexes of, and other guides to, the official records in the custody of State Records or official records whose delivery into State Records' custody has been postponed or is subject to an exemption granted by the Director of State Records
- e) provide for public and agency access to the official records in the custody of State Records
- f) assist in identifying official records in the custody of State Records, the disclosure of which might constitute a contravention of Aboriginal tradition
- g) provide advice and assistance to agencies with respect to their records management practices
- h) issue standards (following consultation with the State Records Council) relating to records management and assist in ensuring that agencies observe best practice in records management
- i) promote awareness of State Records and its functions
- j) perform any other functions assigned to State Records by this or any other Act or by the Minister.

State Records is also required to survey agency records management practices and approve notifications to destroy records.

In accordance with section 7 (j) of the Act, State Records also:

- supports the Minister in the administration of the *Freedom of Information Act 1991* and the Information Privacy Principles;
- supports the Privacy Committee of South Australia and the State Records Council; and
- administers the State's Copyright use agreements.

3. The Organisation

To achieve its legislated functions State Records has a staff of 44.1 full time equivalents comprising 49 staff some of whom are part-time. The organisation is structured into six teams:

- Records Management Services – provides records management advice and assistance to agencies through: direct communications; development and delivery of records management training; development of standards, policies and guidelines; administration of across-government records-related procurement mechanisms; records destruction approvals and surveys of agency performance;
- Collection Management Services – provides support to the State Records Council; makes determinations on the disposal of official records; provides archival advice and assistance to agencies; receives archival records into the collection; documents information about the archival records transferred to the collection database; and is responsible for the conservation of archival records in the repository;
- Reference and Access Services – provides access to the archives; provides advice and assistance to the public about research methodologies; advises agencies about the making of access determinations; develops indexes to the records; and improves accessibility to records related to Aboriginal people;
- Business Operations Support Services – provides support to the organisation in the areas of: business systems; human resources; records management; financial processing; office equipment procurement; building facility management and maintenance; travel and accommodation arrangements; website maintenance and coordination; and corporate reporting on OHS&W, sustainability, disability and reconciliation activities;
- Freedom of Information and Privacy – provides advice and assistance to the Minister, agencies and the public; provides executive support to the Privacy Committee of South Australia; develops and promulgates policies and guidelines; administers the across-government freedom of information management system; and develops and delivers training for Accredited FOI Officers; and
- Executive – leads and manages the organisation; manages the budget; negotiates and administers the State's agreements under the Commonwealth's Copyright Act.

State Records has implemented family-friendly work practices that include: part-time employment; job-share; and work-from-home.

Significant re-engineering of business processes has achieved efficiencies within the organisation over a number of years.

4. Functions

The functions defined under the Act are listed in section 2 of this report. The following information provides a summary of key activities undertaken during the reporting year and priorities for 2010-11.

4.1 Receive records

4.1.1 Transfers

Agencies are required to transfer their official records to State Records if they no longer require them for administrative purposes or if fifteen years have passed since they were created – which ever occurs first. Official records can be temporary (kept for certain periods) or permanent (kept forever). Temporary records are stored with private sector storage providers and permanent records stored at the State's archival records repository.

During the reporting year 711 consignments of permanent value records were transferred to State Records – 539 from State Government agencies and 172 from Local Government authorities. These records now occupy 3239 metres of shelf space in the repository.

The Public Trustee Office was the biggest contributor with approximately 1367 shelf metres of its permanent records transferred to the custody of State Records. These transfers comprised mainly 'Estate Files' c1915 - 2010. The transfer was initiated by changes in their office accommodation. Other large transfers were received from the Supreme Court (323 shelf metres) and the District Court of South Australia (126 shelf metres).

The trend of large quantities of records being transferred following changes to accommodation that reduce storage space is expected to continue during 2010-11.

Transfers of historical interest received this financial year include:

- Land Grant Books, 1836 - 1979 from Land Services Group,
- Admission registers, c1913-c1974 from 17 defunct schools from the districts surrounding Loxton,
- Employee registers - Municipal Tramways Trust, 1907 - 1975 from TransAdelaide and
- Admission registers - Mount Gambier Hospital, 1869 - 1980 from Mount Gambier and Districts Health Service Inc.; the earliest volume of which records patients' place of birth, country of origin, by what ship arrived and length of time in the Colony.

For a detailed list of records transferred to the custody of State Records during 2009-10 please see <http://www.archives.sa.gov.au/archivesearch/transfersofinterest.html>

4.1.2 Storage

4.1.2.1. Official records of permanent value

State Records takes custody of archival records of permanent value that have been transferred by agencies. They are housed in the State's repository at Gepps Cross.

At the end of 2009-10 the Gepps Cross repository was at 96.5% capacity and current transfer rates (250% increase in annual rate since 2004) mean it is rapidly reaching

capacity. State Records has investigated options for ensuring the capability to receive and store permanent official records and a proposal was being formulated for consideration by the Government.

Approximately 2450 shelf metres of remaining free space was available in the repository at the end of the reporting year. This space comprised numerous small pockets that are not large enough to efficiently store new consignments. Interim measures have been implemented to maximise the use of the remaining space and ensure agencies can fulfill their legal obligations to transfer archival records, including:

- rearranging archival records to utilise small gaps;
- installing temporary shelving in non-traditional storage areas;
- prioritising transfers to ensure older records are stored and protected; and
- removing remnant temporary records.

4.1.2.2. Official records of temporary value

Official records of temporary value are stored by agencies with private sector storage providers that are part of the Approved Service Provider List (ASPL) established by State Records.

All service providers on the panel have been assessed as satisfying minimum compliance requirements including: the physical nature of the storage facilities; environmental conditions; security; safety; information systems; and processes. The ASPL enables fees to be capped, ensuring smaller agencies are not disadvantaged due to their size.

The ASPL facilitates new vendors being added and existing members being removed if they fail to uphold the requirements. During 2009-10 a fourth service provider was added to the panel; meaning that agencies can now choose from:

- Recall Information Management;
- Iron Mountain Australia;
- Fort Knox Records Management (formerly DocStore); and
- Grace Records Management.

At the end of the reporting year agencies stored 102 611 shelf metres of temporary records with private sector providers.

During 2009-10 State Records began evaluating a fifth potential service provider. A decision on suitability will be finalised in 2010-11.

4.2 Organisation and repair of records

4.2.1 Arrangement and description

Permanent records transferred to State Records' custody are organised to protect their context, and manage both their physical and intellectual control, to ensure they can be located efficiently for reference by agencies and the public. This descriptive information is gathered, analysed and entered into the collection management system – ArchivesOne, and includes title, creator/s, date range, contents and systems of arrangement.

During 2009-10, 645 new series (groups of related records) were registered by the Collection Management Services team and 199 460 new descriptive items were created

and added to the ArchivesOne system in the course of processing transfers of records, taking the total number of quality entries added since 2004 to over 1 300 000.

In addition, a further 20 000 items already in the collection were made available to researchers as a result of improvements to existing descriptive information.

4.2.2 Conservation and repair

The collection includes records dating back to 1834. Some are fragile due to their age while others due to being accessed regularly by the public and agencies. Records received into the collection can also be in poor condition if they have been recovered from inadequate storage facilities. State Records applies a range of strategies to ensure the records will be available for future reference.

Interim preservation measures for improving storage conditions of records is undertaken on an ongoing basis, comprising re-boxing and or re-packaging of records.

State Records has commenced digitising archival records where continued access to the original would threaten its survival. This enables customers to meet their needs by viewing the digitised image while protecting the original.

State Records continues to identify and list records requiring conservation when they are accessed by the public and agencies. This provides an inventory of records requiring conservation treatment. In recent years there has been limited investment in conservation, however, this financial year a pilot to identify and conserve at-risk records has been explored in partnership with ArtLab. It is intended that an arrangement be put in place during 2010-11.

4.3 Disposal of records

Agencies can only dispose of official records in accordance with a disposal determination made by the Director State Records that has been approved by the State Records Council. Determinations are obtained through the use of approved disposal schedules that document the link between the official records of an agency and their disposal timeframes.

There are two main types of disposal schedules:

- General Disposal Schedules (GDS) that cover functions and related records common to a number of agencies (eg GDS 15 for State Government agencies); and
- Records Disposal Schedules (RDS) that cover functions and related records specific to an agency.

The review of the General Disposal Schedule for Local Government was completed in late 2009 and the new edition was approved for use in January 2010. To assist Local Government apply the revised Schedule, State Records issued: an updated thesaurus; a version of the schedule that can be loaded into records management software; and a document that shows the changes between editions.

The General Disposal Schedule for State Government expires on 30 June 2011. During the 2010-11 financial year State Records will review the Schedule to establish whether any updating is required.

State Records checks agency notifications to destroy records of temporary value and provides approval where appropriate. In 2009-10 there was a 22% increase in the number

of *Intention to Destroy Records Reports* received by State Records (from 1236 in 2008-09 to 1507 in 2009-10). The continued increase in the number of records being destroyed by agencies results from the ongoing rationalisation of accommodation and subsequent lack of storage space, and the realisation that retaining temporary records beyond the legally mandated requirement is inefficient.

During 2009-10 State Records commenced a review of the disposal process that seeks to improve efficiency and effectiveness. The Project will analyse current disposal methodologies and programs and investigate new approaches.

Information is being gathered and consultation with key stakeholders has commenced. The Project will be completed in 2011-12.

4.4 Indexes

Indexes to the collection of archival records in the repository are published to assist the public and agencies efficiently access the records they need. The most useful index is the collection catalogue ArchivesOne and is available via the State Records website using the search engine ArchivesSearch. This system enables records of interest to be identified and ordered for viewing.

During the reporting year an electronic version of existing hardcopy indexes was compiled to reduce the amount of time the public and agencies spend searching for relevant records. During 2010-11 this spreadsheet will be made available via the State Records website.

4.5 Access

The records of State and Local government are accessed in a variety of ways. When records are transferred to State Records the agency responsible provides a determination about the accessibility of the record. They can be open for viewing by the public, or they may require an approach to the agency to gain approval. Access to permanent records in the State's repository is provided at the two State Records Research Centres (City and Gepps Cross). Agencies also release information and records routinely over the counter, by post and via their websites. They also provide access to records in response to applications under the *Freedom of Information Act 1991*.

The records of government can assist with: establishing personal entitlements; tracing family history; researching government policy development and implementation; discovering evidence for court proceedings; and researching historical information. At the Research Centres customers are able to obtain copies of records.

In recent years the growth in television programs featuring stories about family members discovering information about their forebears, often with the assistance of official government records, continues to encourage the public to research their family history.

State Records has made significant efforts to raise awareness of the value of using the records in the archives collection as primary source information for research projects for students in the education system. In combination with the increase in emphasis on history in the secondary and tertiary sectors, this increased awareness has created more interest in the collection from tertiary students and secondary school teachers. To support this interest State Records hosted a workshop at the History Teachers of South Australia's annual conference.

The provision of copies of records where the format is not suited to making hardcopies, such as large plans and bound volumes, is difficult. In 2009-10 State Records introduced a service that provides copies of records in these formats by digitising the record and providing a hardcopy to the customer. This service also provides the opportunity to supply high quality digital copies of records for exhibitions and publications.

Key statistics relating to access:

	2007-08	2008-09	2009-10
Research Centres			
Number of visitors	3 499	3 271	3 100
Issues of records for viewing in Research Centre	6 574	8 794	7 352
Records viewed on microfilm/microfiche	4 039	3 501	3 995
Number of public enquiries by telephone, email and letter	4 181	4 150	4 756
Issues of records to agencies	9 138	8 444	12 654

The statistics above show a general consistency over the last three years. The number of records viewed in the Research Centres ebbs and flows depending on the number of large-scale research projects underway. The increase in the number of records issued to agencies can be attributed to enquiries flowing from the Commission of Inquiry into Children in State Care and the retrieval of records that are still required for administrative purposes.

4.6 Records related to Aboriginal people

The State's archives collection contains many unique records documenting interactions between Aboriginal people and government. These records are a valuable resource for research related to Native Title, the Stolen Generation and for Aboriginal people interested in tracing their family history.

In line with the State Government's response to the *Bringing Them Home Report*, State Records continues to examine the archival records related to Aboriginal people and load key search data into the Aboriginal Information Management System. This improves the chance and efficiency of finding relevant records that can help with family re-unification. During the reporting year 11 300 entries were added to the System.

To raise awareness of the records in the collection and how they can be of assistance to Aboriginal people, members of the Aboriginal Access Team participate in relevant events. In 2009-10 members visited the south-east of the State during NAIDOC Week and met with Aboriginal people in Millicent, Naracoorte, Mount Gambier and Kingston. They also staffed an information booth at a Reconciliation Week event in Noarlunga.

Members also attended and presented at a one day 'Innovation and Excellence Conference' held by the Department of Education and Children's Services for teachers of Aboriginal students. The Aboriginal Access Team has also established a relationship with the Adelaide University's Wilto Yerlo program, raising awareness of State Records' functions to students interested in indigenous studies at a tertiary level.

These outreach activities appear to be having an impact. During 2009-10 State Records experienced an increase in the number of Aboriginal tertiary student groups visiting the Research Centres.

4.7 Records management advice and assistance

4.7.1 Across-Government Records Management Strategy

In 2009-10 State Records undertook to revise the *Across-Government Records Management Strategy* (2005) that expires in 2010. The revision will reflect the interdependencies of records management, archives management, freedom of information and personal information privacy. It will also take account of the results of the Survey of State and Local government agency records management practices undertaken during 2009-10.

The Strategy will provide direction to Government in the appropriate management of public sector records and aim to progressively improve those practices. Improved management of public sector records will deliver savings to agencies, facilitate openness and accountability, and support greater engagement with citizens. Consultation on the revised Strategy is currently underway and it is anticipated that it will be completed during 2010-11.

A summary of progress for the goals of the 2005 Strategy follows.

Goal 1 Establishment of records management education and training program

State Records' education and training program provides a range of records management courses that are not available elsewhere in the State. They range from basic awareness to tertiary level and support records managers, archivists and support staff achieve their role of ensuring knowledge is preserved and transmitted.

The intended 2009-10 review of the *Training and Education Strategy* has been postponed until 2010-11 to take account of the revised *Across-Government Records Management Strategy* and the results of the survey of agency records management practices.

Basic awareness

State Records provides free online basic awareness training in records management and freedom of information.

During the reporting year more than 380 people successfully undertook the online training. In many instances agencies use this training to support their in-house training or employee induction processes.

Operational training

State Records delivers a number of short courses that focus on practical and operational records management skills. These include:

- General Disposal Schedule 15 for State Government Agencies in South Australia;
- General Disposal Schedule 20 for Local Government Authorities in South Australia;
- Records Series Identification and Transfer;
- Keyword AAA Thesaurus; and
- Using the Local Government Thesaurus.

During 2009-10 over 200 students successfully completed one or more of the short courses.

Certificate program

State Records continues to partner with TAFE SA to deliver nationally accredited Vocational Education Training in Certificate III and IV in Recordkeeping. In March 2010, 51 students graduated from the program.

The 2010 intake consists of 41 students, 19 undertaking face-to-face study and 22 studying via correspondence.

University education

In collaboration with the University of South Australia, the State Library of South Australia and Fuji Xerox, State Records continues to support the Business Information Management (BIM) Program. The program offers a unique opportunity for students in that it brings together a number of inter-related information management disciplines so that students are able to gain an understanding of the profession as a whole. It also offers online learning that incorporates experiential learning unmatched by other programs.

Now in its fourth year the program continues to be well attended. In 2009 there were 53 students participating across the BIM program. This number has increased to 67 in 2010, with students coming from around Australia and also from overseas.

Accreditation from the Records Management Association of Australasia and Australian Society of Archivists will be sought for the BIM program in 2010-11.

Goal 2 Develop a guideline on records management resourcing within agencies

In 2009 State Records began a comprehensive review and restructure of the guideline and following extensive investigation and consultation with key stakeholders this review is nearing completion. The revised guideline provides practical tools that can assist agencies determine resource requirements, necessary skills, roles and responsibilities.

The guideline and toolkit will be completed during 2010-11.

Goal 3 Audit agency records management performance

The assessment and auditing of agency records management practices identifies what areas need attention and how improvements can be achieved.

In December 2010 State Records undertook an *Assessment Survey of Agency Records Management Practices*. Online survey technology was utilised to make completion and analysis less resource intensive. The Survey uses the benchmark criteria from the State Government's *Adequate Records Management Standard* to assess performance.

By May 2010 Survey responses were received from 140 State Government agencies and 66 Local Government authorities. At the end of the reporting year, State Records was evaluating the responses.

Goal 4 Establish a panel of systems to manage official electronic and hardcopy records

Between 2004 and 2009 State Records administered the Panel of electronic document and records management systems (EDRMS) that had been assessed as meeting the Government's minimum compliance requirements. A number of agencies procured from the Panel and gained the benefits it offered.

The Panel arrangement lapsed in July 2009 and from 1 August 2009 State Records replaced the Panel with a framework of standards and guidelines that: limit procurement of systems to those that satisfy the standards; define the Government's compliance requirements; and provide direction for agencies on how implementation should occur.

During 2009-10 State Records collaborated with vendors and the Office of the Chief Information Officer to develop Master Licence Agreements that will make the procurement process more efficient for agencies.

In 2010-11 State Records will continue to promulgate the importance of managing electronic records, the utilisation of compliant technology and promote the potential efficiency gains.

Goal 5 Develop records management standards to assist agencies

See section 4.8.

Goal 6 Assist regional and smaller agencies improve their records management

State Records continues to investigate approaches to service delivery that enable improved engagement with regional and smaller agencies. In recent years State Records has improved access to its Certificate III and IV in Recordkeeping programs through delivery via correspondence. In 2010 seven regional participants are studying via correspondence. State Records also continues to provide ad-hoc training to regional areas upon request.

During 2010-11 State Records will investigate the expansion of online training programs, including consideration of a new e-learning tool that will improve efficiency and effectiveness. This facility will support both regional and smaller agencies where staff find it difficult to attend face-to-face courses at State Records' City training room.

4.8 Standards

State Records develops standards, guidelines and information sheets to assist agencies meet their responsibilities under the Act and to provide best practice advice. The documents are subject to a comprehensive range of consultative processes.

The following documents were promulgated in 2009-10:

Standards

- Document and Records Management Systems (version 2)
- South Australian Recordkeeping Metadata (version 4.1)
- EDRMS Design (version 1)
- EDRMS Functional Specification (version 3)
- Management and Storage of Temporary Value Records with an Approved Service Provider (version 4)

Guidelines

- Management and Storage of Temporary Value Records with an Approved Service Provider (version 4)
- Digitisation of Official Records and Management of Source Documents (version 3)

Information Sheets

- Microsoft SharePoint Server and EDRMS (version 3)
- Managing Normal Administrative Practice in an EDRMS (version 1.1)
- Onsite Storage of Temporary Value Records (version 1)
- Assessment and Audit of Records Management Practices (version 1.2)
- Records Management Responsibilities for Ministerial Offices during Caretaker Period (version 1)

4.9 Promote awareness of State Records

State Records uses a variety of means to promote awareness of State Records and its functions, including: the website; interactions with State and Local Government agencies; presentations at conferences; and involvement in relevant across-government or Departmental committees, workshops and seminars.

There were more than 2 798 000 hits to the website during the reporting year.

During 2009-10 tours of the Gepps Cross repository were conducted in conjunction with History Week, Public Sector Week and for agency staff. Positive feedback was received from participants.

State Records continued its modest sponsorship contribution to the State History Conference and provided brochures for attendee information bags. This year a staff member from the Aboriginal Access Team presented a paper on the River Murray and the local Aboriginal people using records from the collection. State Records staff also attended the Conference for development purposes and to network with existing and potential customers.

State Records schedules at least one public program activity each month to raise awareness of the role and functions of State Records. During 2009-10 State Records, in conjunction with the universities, delivered a range of workshops for tertiary students to highlight the value of working with records from the collection.

This reporting year State Records had a presence at the Glendi Festival for the first time. The State Records information booth and display were well received and resulted in over 130 contacts being made.

4.10 Other functions

In accordance with section 7(j) of the Act, State Records has responsibilities for the administration of the FOI Act, the Information Privacy Principles and the State's Copyright use agreements.

4.10.1 Freedom of Information

State Records supports the Minister responsible for the administration of the *Freedom of Information Act 1991* (FOI Act). This support includes policy and legislative advice, development of FOI related resources and regular and adhoc reporting.

Key FOI initiatives undertaken by State Records during the reporting year included:

- development of the Government's policy to reduce the Cabinet documents exemption from twenty to ten years;
- implementation of the revised training for Accredited FOI Officers; and
- development and revision of a number of FOI guidelines and information sheets.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2009-10*.

4.10.2 Privacy

State Records supports the Minister responsible for the administration of the South Australian Government's Information Privacy Principles (the IPPs), including supporting the Privacy Committee of South Australia (the Committee). The IPPs were introduced in July 1989 by means of *Cabinet Administrative Instruction 1/89*, issued as *Premier and Cabinet Circular No. 12*. The Director State Records is the Presiding Member of the Committee.

Key initiatives undertaken by the Committee during the reporting year included:

- promulgating amendments to the IPPs to ensure third party providers contracted for government services treat personal information consistent with the IPPs;
- hosting the 32nd Asia Pacific Privacy Authorities meeting in Adelaide;
- hosting a Government Forum on *Privacy, Identity and E-Crime*; and
- providing advice on the Commonwealth Government's Exposure Draft of the Australian Privacy Principles and national electronic health reform.

For further information on the administration of the IPPs, please refer to the *Privacy Committee of South Australia Annual Report, 2009-10*.

4.10.3 Copyright

State Records has responsibility for negotiating and the ongoing administration of the State Government's copyright use licence agreements with copyright collecting societies.

Negotiations with the copyright collecting societies Screenrights and Copyright Agency Limited continued during the reporting year. It is expected that agreements for past liabilities will be finalised with both collecting societies in the 2010-11 financial year.

5. State Records Council

The role and membership categories of the State Records Council (the Council) are described in section 9 of the Act. The Council's two main functions are to:

- approve all records disposal determinations; and
- provide advice to the Minister responsible for the Act or the Director State Records on policies relating to records management or access to official records.

Other situations where Council is to be advised or consulted are the:

- development of standards;
- acceptance of non-official records into the custody of State Records; and
- withholding of access to records for preservation or administrative reasons.

The Council is required to meet at least every three months but in practice has a scheduled meeting at least once every two months. State Records provides executive officer support to the Council.

5.1 Composition

The current Council is the fourth since the establishment of the Act. Members were appointed for a three-year term from 23 November 2007 to 22 November 2010. The Act prescribes membership requirements.

During the year Council was advised of the resignation of Eric Cook, the representative nominated by the Executive Director of the Aboriginal Affairs and Reconciliation Division. This position currently remains vacant.

Membership of the Council is shown below.

Chair

Michael Moore, *as a person with practical business experience.*

Members

Margaret Anderson, Chief Executive of the History Trust of South Australia – *a historian nominated by the Minister to whom the administration of the History Trust of South Australia Act 1981 is committed.*

Peter Crush, Archival Consultant – *a person eligible for professional membership of the Australian Society of Archivists.*

Sue Vreugdenburg, Senior Records Management Officer, Department of Treasury and Finance, Shared Services SA – *a person eligible for membership of the Records Management Association of Australasia.*

Simon Froude, Manager Records Management Services, State Records of South Australia, Department of the Premier and Cabinet – *a chief executive of an agency nominated by the Commissioner for Public Employment, or delegate of the chief executive.*

Tammy Watson, Records Management Coordinator, City of Port Adelaide Enfield – *a person with experience in local government...nominated by the Local Government Association of South Australia.*

Gary Thompson, State Courts Administrator and Chief Executive Officer, Courts Administration Authority – *a person nominated by the Chief Justice of the Supreme Court.*

Vacant – *an Aboriginal person engaged in historical research involving the use of official records, nominated by the Chief Executive of the administrative unit...that is under a Minister, responsible for the administration of the Aboriginal Heritage Act 1988.*

Susan Marsden, Historian – *a person who, as a member of the public, makes use of official records in the custody of State Records for research purposes.*

5.2 Functions

5.2.1 Approve disposal determinations

The Council approves timeframes for the disposal of official records following consideration of disposal recommendations made by the Director State Records. The instruments that document these timeframes are disposal schedules (refer 4.3).

During the reporting year Council approved thirty-six schedules.

Council approved the reactivation and/or extension of the following schedules:

- RDS 2000/05 South Australian Community Housing Authority – reactivated and extended;
- RDS 2000/12 Version 1 Public Hospitals of South Australia – extended;
- RDS 2000/13 Version 1 Community Health and Special Needs Services in South Australia – extended;
- RDS 1999/02 South Australian Meat Corporation - reactivated and extended; and
- RDS 2000/20 Version 1 Office of the Liquor and Gambling Commissioner – extended.

Council also approved new versions of existing schedules as follows:

- GDS 20 Version 4 for Local Government;
- GDS 21 Version 3 for Management and disposal of source documents and digitised versions after digitisation;
- GDS 18 Version 4 for Ministerial Offices;
- RDS 1519 Version 3 Department of Primary Industries and Resources South Australia – Division of Minerals and Energy Resources (and predecessor agencies);
- RDS 1520 Version 2 Department of Primary Industries and Resources South Australia – Division of Minerals and Energy Resources (and predecessor agencies);
- RDS 1521 Version 5 Department of Primary Industries and Resources South Australia – Division of Minerals and Energy Resources – Mineral Resources Group (and predecessor agencies);
- RDS 1522 Version 3 Department of Primary Industries and Resources South Australia – Division of Minerals and Energy Resources – Mineral Resources Group (and predecessor agencies);

- RDS 1523 Version 3 Department of Primary Industries and Resources South Australia – Division of Minerals and Energy Resources – Petroleum and Geothermal Group (and predecessor agencies);
- RDS 1524 Version 2 Department of Primary Industries and Resources South Australia – Division of Minerals and Energy Resources (and predecessor agencies);
- RDS 1456 Version 3 Multifunction Polis Development Corporation (defunct) (and predecessor agencies);
- RDS 1999/12 Version 3 Nursing and Midwifery Board of South Australia (and predecessor agencies);
- RDS 2003/23 Version 2 Department for Transport, Energy & Infrastructure – Land Services Group (and predecessor agencies); and
- RDS 2005/07 Version 2 Attorney General’s Department – The Office of Parliamentary Counsel.

In addition, Council approved the following new schedules:

- GDS 24 Version 1 for South Australian Universities;
- GDS 25 Version 1 for Health Practitioner Boards in South Australia;
- RDS 2009/03 Version 1 South Australian Industrial Relations Tribunals (including the Industrial Relations Commission, Industrial Relations Court, Industrial Registrars, Workers Compensation Tribunal) (and predecessor agencies);
- RDS 2009/05 Version 1 South Australian Industrial Relations Tribunals (including the Industrial Relations Commission, Industrial Relations Court, Industrial Registrars, Workers Compensation Tribunal) (and predecessor agencies);
- RDS 2009/08 Version 1 Attorney-General’s Department – Office for Recreation and Sport (and predecessor agencies);
- RDS 2009/14 Version 1 Legal Services Commission of South Australia (and predecessor agencies);
- RDS 2009/10 Version 1 Adelaide Festival Centre Trust;
- RDS 2008/13 Version 1 History Trust of South Australia (and predecessor agencies);
- RDS 2009/16 Version 1 Mid-Murray Council – Destruction of records over 50 years;
- RDS 2009/07 Version 1 Teachers Registration Board of South Australia;
- RDS 2009/09 Version 1 South Australia Police;
- RDS 2008/14 Version 1 Superannuation Funds Management Corporation of South Australia (Funds SA) (and predecessor agencies);
- RDS 2009/19 Version 1 Disposal of older than 50 years records of the former District Council of Riverton;
- RDS 2009/11 Version 1 Medical Board of South Australia – Disposal of records over 50 years;
- RDS 2010/02 Version 1 – District Council of Kangaroo Island - Disposal of records older than 50 years of the former District Councils of Dudley and Kingscote;
- RDS 2009/15 Version 1 Essential Services Commission of South Australia (and predecessor agencies);
- RDS 2009/12 Version 1 Department of the Premier and Cabinet – ArtsSA (and predecessor agencies); and
- RDS 2000/13 Version 1 Community Health and Special Needs Services – Use of by Department for Families and Communities.

5.2.2 Advice to Minister or Director State Records

On 15 September 2009 Council met with the Hon Jay Weatherill, as the then Minister responsible for the Act, as a follow up to correspondence regarding the findings of the *Commission of Inquiry into Children in State Care* (Mullighan Inquiry). The meeting focussed on: improved and accountable government recordkeeping; the role of State Records as the 'Lead Agency'; documenting the administration of Government over time; and public access to the records of Government now and in the future. It was intended to be exchange of information and ideas on records management issues and to address Council's concerns in relation to the findings of the Mullighan Inquiry.

5.2.3 Consultation

Under section 7(h) of the Act, State Records consults with the Council on standards, strategies, policies or guidelines.

During 2009-2010 the following revised Standards were endorsed:

- Management and Storage of Temporary Value Records with an Approved Service Provider; and
- Managing Official Records of Online Resources and Services.

The following revised Guidelines were noted:

- Management and Storage of Temporary Value Records with an Approved Service Provider; and
- Digitisation of Official Records and Management of Source Documents.

The Council also received briefings from State Records on a range of issues.

- At the meeting on 8 December 2009 Council was provided with a briefing advising of the need to amend GDS 20 4th Edition to ensure consistency with the provisions of the *Fair Work Act 2009*. The changes essentially included adding legislative references to the Fair Work Act and amending relevant disposal actions. Council approved the necessary amendments.
- At the meeting on 13 April 2010 Council noted a briefing advising that public access to GRS 6201 – GRS 6207 and GRS 6216 had been temporarily closed in accordance with section 26(2) of the Act. An inspection of the series had identified issues with both the serialisation and the provenance of the records. It was expected that the work would take some time to complete, due to the large number of records and the research required.
- At the meeting on 8 June 2010 Council noted a briefing providing an overview of the Records Disposal Review Project being undertaken by State Records. Council was advised that it would be regularly updated on the project as it progressed.
- Inadvertent destructions during 2009-10:
 - one box of permanent records held in the custody of State Records as GRS 3265/1/P Unit 5 Citizenship Ceremonies – City of Enfield, 1954-1986;
 - three boxes of permanent records created by the former Minister for Industry and Trade, 1997-1999, held in the custody of the Office of the Deputy Premier; and
 - three boxes of temporary but not due for destruction records of Skills Recognition Services, DFEEST, 1997-2006, held in the custody of DFEEST.

6. Legislative Reporting

6.1 Amendments

The Act had a consequential amendment to section 9(2) during the reporting year as a result of the enactment of the *Public Sector Act 2009* and the *Public Sector Management (Consequential) Amendment Act 2009*. The amendment updated the reference to the South Australian Government agency responsible for nominating the State Records Council representative that is an Aboriginal person engaged in historical research.

6.2 Amendments to the State Records Regulation 1998

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2009, in line with the 4.2% Consumer Price Index. There were no further amendments made to the Regulations during the reporting year.

6.3 Alleged Breaches

City of Burnside

In late 2009 State Records received a complaint about the City of Burnside's (Burnside) records management practices from a member of the public. Following consideration of the issue and upon receiving advice from the Crown Solicitor's Office, State Records decided it was appropriate to exercise its power under section 15(1) of the Act to conduct a survey of Burnside's official records and record management practices.

With the assistance of Burnside's staff, State Records conducted the survey on 25 February 2010. The survey focused on the capture and disposal of official records and consisted of:

- interviews with staff;
- investigation of internal processes and practices;
- review of policies, procedures and training material; and
- analysis of the records management system – Dataworks.

Following the survey an interim report was provided to Burnside on 4 March 2010.

At the end of the reporting year State Records was finalising a report on the findings of the survey. That report will comprise of a series of recommendations aimed at assisting Burnside improve its record management practices. The report will request an action plan be developed showing how those recommendations are to be implemented.

Actions taken by Burnside to respond to the recommendations will be reported in next year's annual report.