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State Records
of South Australia



Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2016

Photograph on cover page:

King William Street looking South (c1910) (GRG35/58/7/214)

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The Hon John Rau MP
Attorney-General

Dear Attorney-General

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

Yours sincerely



Simon Froude
DIRECTOR
STATE RECORDS OF SOUTH AUSTRALIA

30 September 2016

1. Overview

State Records was part of the Attorney-General's Department (AGD) during 2015-16 and is referenced in its annual report. State Records transitioned to AGD on 1 July 2015 and continues to build strong relationships within that department.

The *State Records Act 1997* (the Act) prescribes the functions of State Records and this Annual Report documents the administration of the Act and those functions for the year ended 30 June 2016. The Attorney-General, Honourable John Rau MP, was responsible for the Act during this period.

During the year the collection of official records of permanent value continued to grow with agencies transferring 941 linear-metres of records to State Records custody; a reduction from previous years due to a refocussing of priorities during the reporting year.

Over 69 000 new descriptive items were created and added to the collection catalogue, ArchivesOne, during the reporting year, and a further 391 series and/or items already in the collection had description information improved. As a result, the public and agencies can request additional records through the catalogue search engine, ArchivesSearch. Access to the collection was also improved through the ongoing digitisation of images and documents.

During 2015-16 State Records resolved the future management of copyright payments to declared collecting societies through the Government's approval of a user pays funding strategy (decentralised billing). This new approach sees individual agencies meeting the cost of copyrighted material based on full time equivalent numbers.

In August 2014 Alan Moss, Retired Judge of the District Court, who was commissioned by the Attorney-General to undertake a review of the Act, delivered his Final Report. In 2015-16 State Records finalised a proposal that considers a response to the recommendations outlined in that Final Report.

Following a review, State Records closed its Research Centre at the State Library on 24 December 2015 and reopened the Research Centre at Gepps Cross on 19 January 2016. The relocation of the Research Centre has brought renewed benefits to State Records' customers and the State's archival collection, including the consolidation of State Records accommodation footprint and the reduction in the number of sites staff work across.

In August 2015 State Records commenced a review of its operations and service delivery mechanisms, with a view to developing options for reform needed to enable service delivery in a cohesive, supportive and sustainable manner. At the end of the reporting year, consideration was being given to the feedback obtained to determine reform measures.

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

In addition, collaborative relationships with the Council of Australasian Archives and Records Authorities and the Australasian Digital Recordkeeping Initiative have also contributed to the success of the organisation.

In February 2016 Mr Simon Froude was appointed as Director of State Records.

2. Role of State Records of South Australia

State Records has general responsibility for administration of the Act under the Attorney-General.

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 also approves agency notifications to destroy temporary value records and can survey agency records management practices.

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

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

3. The Organisation

To achieve its legislated functions State Records operated with 43 staff, some of whom are part-time, on maternity leave or working off-line on projects. The organisation is structured into six teams.

- Government Recordkeeping – provides records management advice and assistance to agencies through direct communications; develops educational material; develops standards, policies and guidelines; administers across-government records-related procurement mechanisms; undertakes records destruction approvals; and conducts surveys of agency performance.
- Collection Management Services – provides support, through the State Archivist, 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 and creates indexes of those records; manages the arrangement and description of data in the Archives Management System; and is responsible for the preservation, including conservation, of the State's archival collection.
- Reference and Access Services – provides access to the archives including a digitisation service; provides advice and assistance to the public about research methodologies that facilitate their research; provides advice to agencies on access determinations; improves accessibility of records related to Aboriginal people; and delivers public programs to targeted audiences to enhance knowledge of State Records and its collection.
- Business Services – provides support to the organisation in the areas of business systems; human resources; workplace health and safety; records management; budget management and financial processing; building facility management and maintenance; coordination of training; website maintenance; and corporate reporting.
- Freedom of Information (FOI) and Privacy – provides advice and assistance to the Minister, agencies and the public; undertakes legislative reviews; provides executive support to the Privacy Committee of South Australia; develops and promulgates across-government initiatives, policies and guidelines; administers the across-government freedom of information management system; and develops and delivers training for Accredited and Non-Accredited FOI Officers.
- Executive – leads the organisation; manages the budget; coordinates and responds to departmental and ministerial requests; negotiates and administers the State's copyright use agreements under the Commonwealth's *Copyright Act 1968*.

State Records has implemented a range of family-friendly work practices that include part-time employment, job-share, work-from-home, paternity leave, transition back to work following maternity leave, and purchased leave.

4. Functions

The functions defined under the Act are described in section 2 of this report. The following information provides a summary of priorities and key activities undertaken during the 2015-16 reporting year.

4.1 Receive records

4.1.1 Transfers

Official records can be temporary (kept for certain periods) or permanent (kept forever). Temporary records are stored in agencies and with private sector storage providers and permanent records are stored in the two repositories managed by State Records.

Agencies are required to transfer their permanent official records to State Records if they are no longer required for administrative purposes or if 15 years have passed since they were created – whichever occurs first. In many instances, the transfer of records to State Records' custody is driven by a reduction of storage space within government office accommodation.

Key Statistics Relating to the Transfer of Records	2013/2014	2014/2015	2015/2016
Consignments of records transferred by agencies	622	808	440
Linear metres of records transferred by State Government	2 154	1 976	757
Linear metres of records transferred by Local Government	224	193	104
Linear metres of records transferred by Minister's Offices	Not reported	Not reported	8
Linear metres of records transferred by Universities	Not reported	Not reported	32
Total linear metres of records transferred	2 378	2 169	941
Linear metres of internal processing undertaken	Not reported	Not reported	40
No of stray items and volumes accepted into the collection	Not reported	Not reported	55

During the reporting year 440 consignments of permanent value records were transferred to State Records. These transfers culminated in the accessioning (formal acceptance into the State's archival collection) of 941 linear metres of records. Acceptance of records into State Records' custody is based on an approach which prioritises high value / high risk records.

The five State Government agencies which transferred the largest volume of records are as follows:

- Supreme Court 129 linear metres
- Crown Solicitor’s Office 80 linear metres
- Director of Public Prosecutions 52 linear metres
- Coroner’s Office 51 linear metres
- Public Trustee 47 linear metres

Agencies associated with the justice sector continue to be those with the largest quantity of paper records to transfer to archival custody.

There remains in the custody of State Records an amount of records which have not been categorised and are inaccessible (see table below).

Key Statistics Relating to Unaccessioned Records	2013/2014	2014/2015	2015/2016
Linear metres of unaccessioned records held by State Records	Not reported	1 435 (approximate)	1 668 (approximate)

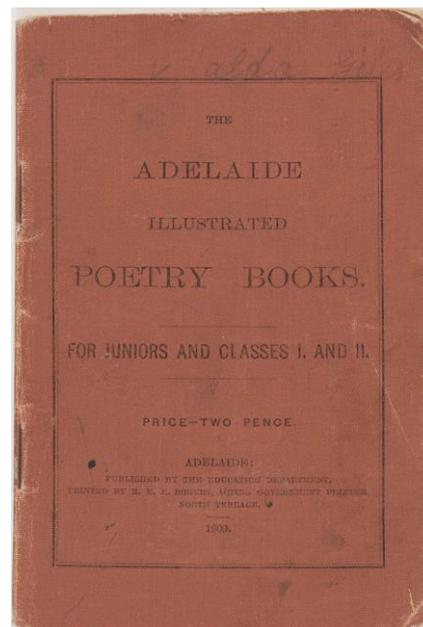
There exists across the public sector official records that are currently being transferred into the archival collection but which remain unavailable as archives. The statistics below, relating to transfers not yet finalised, show the linear metre quantity of records which are either in custody but not available for access until the transfer process is finished, or where records are in the custody of agencies and are ready to be brought into custody, but are waiting on State Records to check and approve submitted paperwork.

Key Statistics Relating to transfers not yet finalised	2013/2014	2014/2015	2015/2016
Linear metres of transfers held by State Records, not yet finalised	Not reported	Not reported	365 (approximate)
Linear metres of records in agency, where transfer paperwork has been received	Not reported	Not reported	989

Transfers of records of historical interest received this financial year include:

- 'Myalla' newsletter - South Australian Rural Youth Movement, 1971-1975 (GRS14536/1)
- Corporate files, alpha-numeric series - Multi-Function Polis Development Corporation, 1963-2007 (GRS14327/2)
- Correspondence envelopes, single number series - Chief Justice, Supreme Court, 1876-1918 (GRS15000/1)
- Register of Broken Hill patients - Adelaide Lunatic Asylum; Parkside Lunatic Asylum, later Parkside Mental Hospital, 1895-1918 (GRS16052/1)
- Minute book - Parkside Mental Hospital Cricket Club, 1928-1936 (GRS16111/1)

- Record of all patients admitted - Enfield Receiving House, later Enfield Hospital, 1938-1981 (GRS12214/1)
- Minutes of patients' government meetings - Enfield Hospital, 1971-1976 (GRS16027/1)
- Minute book and monthly reports - Seaforth Home, 1955-1974 (GRS16090/1)
- Admission registers – North Adelaide Primary School, 1893-1996 (GRS16147/1)
- Admission registers – Point McLeay, later Raukkan Aboriginal School, 1965-1994 (GRS16154/1)
- Minutes - University Council, The Flinders University of South Australia, 1966-2008 (GRS16032/1)
- ‘Adelaide Readers for School Children’ – Education Department, 1899-1944 (GRS16343/1).



*Adelaide Readers for School Children
(GRS 16343 unit 1)*

For a detailed list of records transferred to the custody of State Records during 2015-16 please visit the State Records website (www.archives.sa.gov.au).

4.1.2 De-accessioning

The need to de-accession an item from archival custody can occur for a variety of reasons. The most common reason is the need to reactivate a file (often case files). State Records intends to closely monitor the volume of items de-accessioned over coming years.

Key statistics relating to records removed from custody	2013/2014	2014/2015	2015/2016
No of items de-accessioned	Not reported	Not reported	155
Linear metres of whole consignments de-accessioned	Not reported	Not reported	111

4.1.3 Storage

Official records of permanent value

State Records takes custody of archival records of permanent value once transferred by agencies. Records are stored in State Records' repositories at Gepps Cross and Collinswood.

Key Statistics Relating to Repository Capacity	2013/2014	2014/2015	2015/2016
Records stored as a percentage of total capacity across both repositories	79%	81%	81%

Current storage capacity reflects continuing pressure on State Records to improve the existing collection as well as bring in new transfers. In 2015-16, support for initiatives such as FamilySearch and in-house digitisation services has impacted on the rate of transfers.

Official records of temporary value

State Records has established an Approved Service Provider List (the list) for Temporary Records Storage and Related Services to enable agencies to appropriately store official records of temporary value.

The providers on the list have been assessed by State Records as satisfying requirements, including the physical nature of the storage facilities; environmental conditions; security; safety; information systems; and processes. The agreement with providers enables fees to be capped, ensuring smaller agencies are not disadvantaged due to their size.

During the reporting year the list included:

- Grace Records Management
- Iron Mountain Australia
- Recall Information Management
- Databank Technologies (Archive Security).

At the end of the reporting year agencies stored 302,116 shelf metres of temporary records with private sector providers, a decrease of 144,748 shelf metres from 2014-15. The cost to government for the storage of temporary records with providers was in excess of \$5 million.

4.2 Organisation and repair of records

4.2.1 Arrangement and description

It is essential for the State's archival collection to be arranged and described in order for the public and agencies to access records of interest. State Records, like other Australian archival institutions, uses the 'series system' to achieve this. This system provides information about which agency created the record, its subject, format and when it was created.

Key Statistics Relating to Arrangement & Description	2013/2014	2014/2015	2015/2016
New agencies registered (GA)	59	66	40
New series registered (GRS)	605	605	361
New units created	14 166	12 379	6,490
New items created	140 903	147 007	69,073
Proportion of total series in the collection reported as 'finalised'	Not reported	15%	17%

During 2015-16, 40 new agencies and 361 new series were registered. A further 391 existing series and/or items were improved largely due to public requests for access or digitised copies, a doubling of the effort on the existing collection from last year. 69,073 new record items were catalogued and added to ArchivesOne.

In the 2015-16 year, State Records prioritised the arrangement and description of the historic records of the Parkside Mental Hospital, transferred from Glenside Hospital during its redevelopment. This work resulted in 54 new series being created and a further 78 reviewed and added to.

4.2.2 Preservation

The State's archival collection includes records dating back to 1834. Some are fragile due to their age and 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.

Regular environmental monitoring occurs at both the Gepps Cross and Collinswood repositories. Monthly Environmental Monitoring reports were prepared for each repository sector using the temperature and relative humidity data collected by electronic data loggers. Areas within the Gepps Cross repository have been identified as not being environmentally controlled and monitoring has demonstrated that the collection is at risk due to fluctuating temperatures and humidity in the areas. The risks associated with the limited environmental controls has been recognised by State Records.

State Records has a conservator who performs treatments such as paper repair, rehousing and repair of volumes. In 2015-16 treatment included the reattachment of 500 black and white photographs and the repair of their torn and creased pages. The pages are now stored in acid free boxes made by the conservator. Another 8 volumes (various series) had their covers, spines and pages repaired. The conservator also provided handling advice to new volunteers, provided a procedure for staff to follow should mould be discovered, and researched repository lighting as part of a review of the Gepps Cross Repository.



GRG 54/43 unit 2, before treatment



GRG 54/43 unit 2, after treatment

Key Statistics Relating to Conservation	2013/2014	2014/2015	2015/2016
Condition assessments/reports and handling advice	435	424	526
Conservation treatment (items)	Not reported	Not reported	548
Entries added to the 'Needing Conservation' register	Not reported	Not reported	311
Custom-made acid free storage boxes	Not reported	Not reported	19

4.3 Access

State Records is mandated to provide the public and agencies with access to the records in its custody. This is done in person at the Research Centre, via loans to agencies and through the provision of digital and printed copies of records. State Records also loans official records to other institutions for the purposes of exhibitions and displays.

4.3.1 Public Access Determinations

When records of enduring value are transferred to State Records, the agency responsible may determine any conditions excluding or restricting access. Conditions are applied under a scheme of formal Public Access Determinations and are made with respect to the objects of the Act and in light of relevant clauses in other acts. Public Access Determinations are usually applied as timeframes after which records can be accessed in the Research Centre, and take into account considerations such as privacy of personal information, legal advice, commercial confidentiality and cultural sensitivity. Restrictions do not prevent applications for access under the *Freedom of Information Act 1991* or other legislative arrangements.

At the time of the introduction of the Act, the previous arrangement for determining restrictions to records was overwritten with the current scheme of Public Access Determinations. Conditions for existing records were highlighted for review, though many series remain without formal determinations. State Records continues to review the application of Public Access Determinations and 2015-16 saw an increase in the volume of series and consignments covered by formal determinations. See the table on page 17 for an assessment of the proportion of the collection (consignments) with a formal Public Access Determination.

4.3.2 Research Centre

Between August 2014 and December 2015 State Records provided Research Centre services within the State Library of South Australia (State Library) premises, as part of a colocation arrangement with the State Library and the National Archives of Australia.

Following a review, State Records relocated its Research Centre services back to its Gepps Cross premises. The Research Centre at the State Library closed on 24 December 2015 and the Gepps Cross Research Centre reopened on 19 January 2016.

The relocation of the Research Centre has brought renewed benefits to State Records' customers and the State's archival collection, which enables State Records to consolidate its accommodation footprint and reduce the number of sites staff work across. Customers have regained onsite access to the archival collection, which can now be better preserved as there is a reduced need to transport records offsite.



Research Centre at 115 Cavan Road, Gepps Cross

4.3.3 Reference enquiries

State Records offers a reference enquiry service to the public, with enquiries received via email, webform, letter, telephone and social media platforms. This service includes assistance with State Records' catalogue *ArchivesSearch* and hard copy indexes, as well as guidance and advice about records that may be relevant.

The most popular enquiry topics continue to include education, health, immigration and criminal matters, as well as enquiries about copying services. This year has seen an increase in enquiries received via electronic communications such as email, webform and social media platforms, comprising almost 63% of requests compared to 55% in 2014-15.

State Records is working to provide researchers with more tools to conduct research work independently and remotely. This includes access to an increasing number of indexes and Special Lists via the State Records website.

4.3.4 Digitisation

State Records continued to direct researchers to its digitisation service for copies of records. The reporting year saw a 20% increase in images digitised, mostly in response to customer requests. State Records' proactive program has continued during 2015-16, focussing on digitising images within the following series:

- Photographic portraits of South Australian soldiers, sailors and nurses who took part in World War One (c1918-c1952) (GRG 26/5/4)
- Index to succession duty 'Old Act' and 'New Act' files (1876-1980) (GRG 84/10 and GRG 84/11)
- Field note books of G.W. Goyder as Assistant Surveyor General, later Surveyor General (c1856-1893) (GRG 35/256)
- Minutes – Aborigines' Protection Board (1940-1958) (GRS 12564)
- Applications for admission – Archives Department (1921-1942) (GRG 56/27)

4.3.5 Loans to other institutions

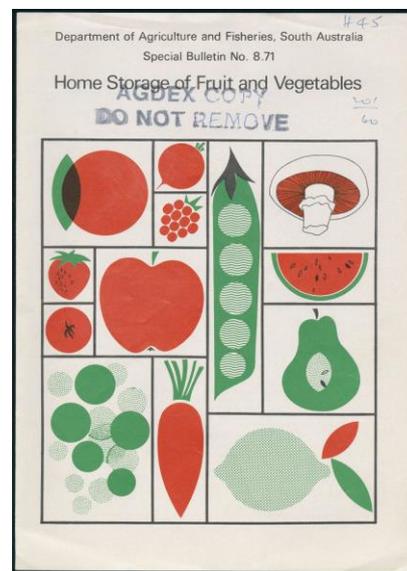
State Records administers loans of original records in its custody to other institutions, for the purposes of events and exhibitions. Requests for loans are expected to increase in coming years as State Records expands its collaboration with cultural institutions.

In 2015-16 State Records administered the loan of three items. The following item from GRG 2/55 Acts signed by the Governor (1870-1982) was loaned to the State Library for its exhibition *An open and shut case? A celebration of 40 years of gay law reform in South Australia*:

- Act 66 of 9175 An Act to amend Criminal Law Consolidation Act, 1935-1974, and the Police Offences Act, 1953-1974

The following two items from 'Special Bulletins' - Department of Agriculture (1968-1976) (GRS 14504) were loaned to the Migration Museum for its exhibition *Losing the Plot: food gardening in South Australia*:

- 'Special Bulletins' - Department of Agriculture - item 12.72 Drying and storage of fruit from the garden
- 'Special Bulletins' - Department of Agriculture - item 8.71 Home storage of fruit and vegetables



Department of Agriculture, Home storage of fruit and vegetables (GRS 14504 unit 1)

4.3.6 Third party providers

State Records entered in to an agreement with FamilySearch this year which sees archival records of the South Australian Government digitised, indexed, published and preserved. FamilySearch is a not-for-profit family history organisation with the purpose of helping people connect with their ancestors through easy to access historical records. Social welfare records and passenger lists have been among the first records digitised under this agreement, with around 10 000 images digitised by FamilySearch throughout the year.

State Records has commenced discussions with other third party providers to support the ongoing digitisation program with State Records.

4.3.7 Volunteers

State Records' internal digitisation program and that of third parties is supported through the use of volunteers. During 2015-16 State Records expanded its volunteer program to 12 people. Volunteers have been involved in a range of projects, including:

- Digitisation of Photographic portraits of South Australian soldiers, sailors and nurses who took part in World War One (c1918-c1952) (GRG 26/5/4)
- Indexing of Probate files – Testamentary Causes Jurisdiction, Supreme Court of South Australia (1844-1891) (GRS 1334/1)
- Transcription of Index to insolvencies – Insolvency Court, Adelaide (1841-1923) (GRG 66/3)
- Indexing of Indictments, annual single number by month of sitting series – Supreme Court of South Australia (1837-1924) (GRG 36/1)

- Indexing of Mandates committing children to the custody of the Department – Destitute Persons Department and successors (1875-1972) (GRG 29/121)
- Transcription of Indexes to registers of prisoners – Adelaide Gaol (c1841-1955) (GRS 2749)
- Indexing of Visitors’ permit book – Point Pearce Aboriginal Reserve (1964-1969) to the Aboriginal Information Management System (AIMS) (GRG 52/83)
- Listing of names from Aboriginal personal files registers in Alphabetical index to personal files (c1900-c1968) (GRG 52/4), Numerical index to personal files (c1900-c1968) (GRG 52/5) and Control register of personal files (c1968-c972) (GRG 52/6)

Key statistics relating to access	2013/14	2014/15	2015/16
Visits by the public	3 253	3 300	2 500
Records retrieved for viewing by the public in the Research Centre*	5 906	*5 036	4 655
Records viewed on microfilm/microfiche by the public	2 747	1 946	1 100
Enquiries from the public by telephone, email and letter	5 828	2 056	2 516
Records retrieved for viewing by an agency within the agency	7 143	5 571	5 092
Records retrieved for viewing by an agency in the Research Centre	1 339	717	861
Number of digital images created of items in the collection	5 952	7 744	19 315 (incl 10 000 by FamilySearch)
Proportion of the collection (consignments) with a formal Access Determination	37.57%	52.71%	54.71%

* State Records has increased the amount of digitised records available to view in the Research Centre on its standalone PCs. This has reduced the need for some records to be retrieved from the repository and viewed in their original format.

4.4 Indexes and Finding Aids

State Records compile and publish indexes and finding aids to assist public and agency customers quickly and efficiently access the records within the State’s archival collection.

A range of indexes known as Special Lists are available in State Records’ Research Centre and act as a useful starting point for access to some of the highest use series in the collection. A project aimed at digitising and publishing Special Lists has progressed, with almost 1 000 Lists digitised, and 250 published to the State Records website. This has resulted in an increased number of digitisation requests, for records identified with the aid of the Lists.

The most comprehensive and heavily used index is the online collection catalogue *ArchivesSearch* which is accessible via the State Records website. *ArchivesSearch* enables the public and agencies to identify and order records for viewing. State Records continues to investigate a potential replacement system as the *ArchivesSearch* technology is no longer supported.

State Records continues to develop and update Fact Sheets, most of which are created to assist family historians.

The following Fact Sheets were created in the reporting year:

- Citation
- Schools

The following Fact Sheets were revised in the reporting year:

- Researching the History of Your House (version 1.4)
- Immigration (version 5)
- Teachers (version 2)
- Boarding-Out (version 2)

The following Fact Sheets will be issued in 2016-17:

- Gaols
- Land
- Railways

4.5 Records related to Aboriginal people

The State's archival collection contains many unique records documenting interactions between Aboriginal people and the 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 support of the State Government's response to the *Bringing Them Home Report*, State Records commenced a volunteer project in early 2016 to continue the examination of archival records related to Aboriginal people and to enter key search data into the Aboriginal Information Management System. This initiative increases the accessibility of the records.

State Records is supporting the State Government's Stolen Generation Reparation Scheme, through provision of a records discovery service for applicants to the Scheme. State Records is working closely with Aboriginal Affairs and Reconciliation, Department of State Development, as administrators of the Scheme, to deliver this service.

State Records has continued to provide a service to Link-Up SA, the community based organisation that works on behalf of those Aboriginal people who have been separated from their families and seeks to reunite them. The Memorandum of Understanding between State Records and Link-Up SA, which provides access to information in records free of charge to Link-Up SA clients for the purpose of reunification, has been finalised and will be reissued in 2016-17.

State Records took part in the following events in 2015-16:

- The Stolen Generations Conference, November 2015
- National Sorry Day, May 2016



Attendance at National Sorry Day in Victoria Square, May 2016

4.6 Records management advice and assistance

4.6.1 Training and Education

In 2015-16 State Records provided the following training:

Basic Awareness

State Records provides online awareness training in the following categories:

- Induction to Records Management
- Freedom of Information General Awareness

Induction to Records Management, which had 340 participants in 2015-16, and Freedom of Information General Awareness, which had 36 participants enrol, are suitable for inclusion in an agency's general induction program. These courses are available via our online education platform (<http://edge.archives.sa.gov.au/>) that offers an enhanced learning experience for students.

Operational Courses - Freedom of Information

State Records regularly conducts Freedom of Information for Accredited and Non-Accredited FOI Officers courses for State and Local Government employees. This course is separated into four modules. Completion of all four modules enables relevant participants to be designated as an Accredited FOI Officer under the *Freedom of Information Act 1991*.

In 2015-16, 168 participants enrolled in the Accredited and Non-Accredited FOI Officer training.

University education

In collaboration with the University of South Australia and the State Library, State Records continues to support the Archives and Records Management (ARM) and Library Information Management postgraduate programs. The programs allow students to gain a comprehensive understanding of the information management profession through a unique blending of a number of inter-related disciplines. It is available online and includes practical learning

unavailable within similar programs. State Records provides both administrative support and delivery of specialised course content.

Now in its tenth year the ARM program continues to attract enrolments, with 28 students participating across the program in 2016.

4.7 Promote awareness of State Records

State Records uses a variety of means to promote awareness of its role and functions, including tours of the repository and Research Centre, information on the website, social media platforms, interactions with agencies, presentations at conferences, and delivery of workshops to the public. State Records is also involved in relevant cross-government and departmental committees.

4.7.1 Social Media

2015-16 represented a further consolidation of State Records' social media program following a number of years marked by experimentation and establishment. State Records employed a suite of social media tools, including Facebook, Twitter and Flickr to promote awareness of access, reference services and the archival collection, and to engage with the online community. State Records more than doubled its Facebook followers, increasing from 785 to 1666. State Records also increased its Twitter followers from 1733 to 2270. This was in part due to the increased engagement on posts received from our social media community.

On Remembrance Day 2015 State Records used Facebook and Twitter to tell the stories of four soldiers from the series of photographs of South Australian soldiers, sailors and nurses who took part in World War One. This generated a high level of interest from the public and media. In the seven days prior to ANZAC Day 2016 a further seven soldier stories were shared in this way.

Facebook and Twitter were used to run four Question and Answer (Q&A) sessions throughout the year. Each session ran for two hours and consisted of live online responses to researchers' questions. The sessions were successful, with around 12 enquiries answered each time. Q&As will be repeated in 2016-17.

In February 2016 State Records ran 'Crime Week' using Facebook, Twitter and Flickr to highlight stories from our records on crime. Crime stories were sourced from:

- Description and photographs of convicted persons - South Australian Police Department 1919-1965 (GRG 5/58)
- Register of prisoners - Yatala Labour Prison 1866-1931 (GRG 54/41)
- Criminal record books, chronological series - Supreme Court of South Australia 1845-2001 (GRS/12820/1).



Lena Stevens (GRG5/58 Vol. 8 no. 8/75)

It was highly successful in increasing reach and interactions on social media. It also attracted the interest of The Advertiser which ran a feature story in both its online and print editions.

State Records' blog 'The Reading Room' continued to expand with new posts on school Admission Registers and the mysterious death of the Somerton Man.

The following new sets of images and documents were digitised and added to the State Records Flickr site:

- 1 096 images of South Australian Soldiers, Sailors and Nurses. 896 were released to commemorate Remembrance Day 2015 and further images were released in 2016, including 100 to commemorate ANZAC Day.
- Over 100 images from a variety of series showing a visual history of South Australia were added to the new album 'Scenes of South Australia'.
- Images including the Letters patent erecting and establishing the province of South Australia and fixing its boundaries, and the original water colour of the Piping Shrike were added to the new album 'State Treasures'.
- Images relating to the South East of South Australia, to tie in with the 2015 State History Conference which was held in Robe, were added to the Album 'The South East of South Australia'.
- Images which related to State Records Social Media Crime week, including mug shots from Description and photographs of convicted persons - South Australian Police Department (GRG 5/58), Register of prisoners - Yatala Labour Prison (GRG 54/41).

4.7.2 Website

During the reporting year, the State Records website received over 266 497 page views from members of the public and agencies. Each day saw approximately 555 visitors to the site. There were also over 69 603 downloads from the website, the highest being the FOI Fact Sheet *FOI Request for Access*.

4.7.3 Tours, Visits and Events

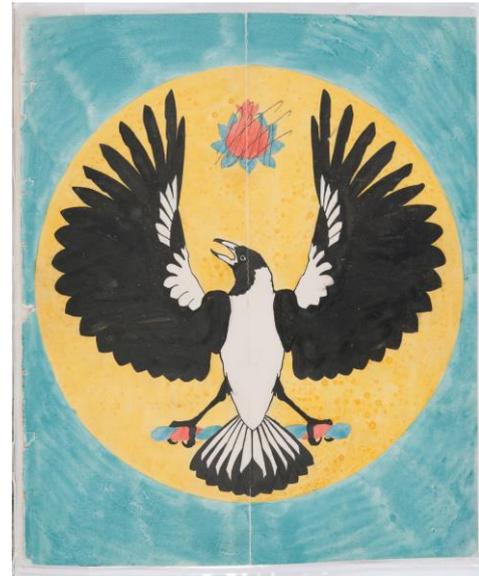
A number of public programs were run during the reporting year, including regular public information sessions in partnership with National Archives of Australia. These sessions focussed on promoting awareness of the organisations' collections and services.

In addition to these regular talks, State Records also delivered:

- A talk about family history records as part of the State Library's 'Genealogy Gems' series
- A talk about family history records to Genealogy SA
- A tour of the Research Centre for the Northern Districts Family History Group
- A tour of the Records Research Centre for hearing impaired TAFE SA students
- A visit by Adelaide University honours history students.

State Records participated in the State’s History Festival in May. State Records delivered six events, all of which were booked out:

- Two public tours of our Gepps Cross site which comprised of a talk about our public services, a digitisation demonstration, display of records and a tour of our repository and conservation area.
- Two talks as part of the Bar Yarns series ‘A Present of Bullets: Crime in the Archives’ based on Crime Week.
- Two joint talks with the National Archives of Australia on ‘Gems and Oddities’ in our collections. Records featured in these talks included the original water colour of the Piping Shrike, a recipe book from the 1700’s and specimens of rabbit furs.



Original water colour painting of the Piping Shrike (GRG 2/1/66 no. 86/1903)

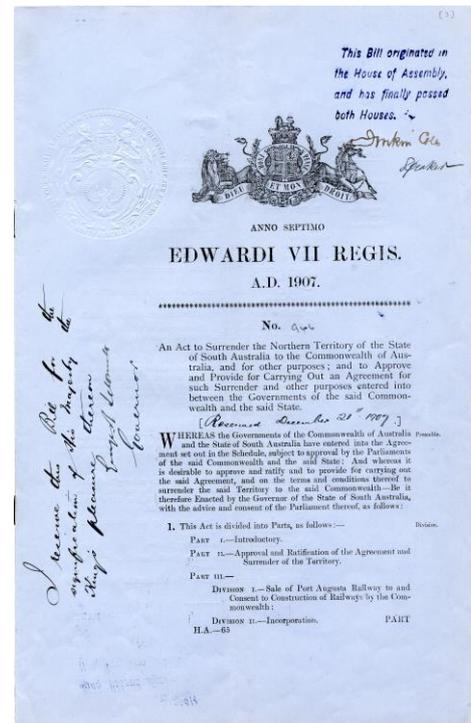
State Records staff, together with the National Archives of Australia, presented at the 2015 History Teachers Association conference where they discussed using archives with students.

State Records staff also delivered a paper ‘The Success of Social Media: Adding Value to Archives’ at the 2015 State History Conference, held in Robe. The paper looked at State Records’ use of social media to deliver public services as well as opportunities for social media use by cultural institutions.

In May State Records contributed a printed image of the first page of the *Northern Territory Surrender Act 1907* for the Premier’s meeting with the Northern Territory Chief Minister.

4.7.4 Media

This year State Records collaborated with The Advertiser on Crime Week. The Advertiser featured a selection of the crime stories uncovered from crime records within the State’s archival collection. The collaboration featured an online digital gallery of images and stories on The Advertiser website as well as a feature article within the published edition of The Advertiser.



Northern Territory Surrender Act (GRG 2/55 unit 9)

State Records also assisted The Advertiser in researching a story on the reformatory hulk the “Fitzjames”. This article appeared in both the digital and print editions of The Advertiser.

4.7.5 Exhibitions

State Records contributed research and digital images to the following exhibitions:

- Adelaide Gaol ‘175th Anniversary Exhibition’ at the Adelaide Airport which featured mug shots from Description and photographs of convicted persons - South Australian Police Department 1919-1965 (GRG 5/58)
- South Australian Museum ‘Aboriginal ANZACS: from South Australia to the Great War’ which featured records from Photographic portraits of South Australian soldiers, sailors and nurses who took part in World War One c.1918-c.1952 (GRG 26/5/4)
- Migration Museum ‘In This Place: The History of the Migration Museum Site’ exhibition featured records from Register of admissions - Destitute Asylum 1870-1924 (GRG 28/5).

4.8 Other functions

In accordance with section 7(j) of the Act, State Records has responsibilities for the administration of the *Freedom of Information Act 1991* (FOI Act), the Information Privacy Principles Instruction (IPPI) and the State’s Copyright use agreements.

4.8.1 Freedom of Information

State Records supports the Minister responsible for the administration of the FOI Act. This support includes policy and legislative advice and review, development of FOI related resources, training and regular and ad hoc reporting.

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

- progressing a proposal for FOI reform.
- responding to various requests for advice from agencies and the public.
- maintaining the Freedom of Information Management System across-government database and exploring options to replace the system using up-to-date software.
- updating Premier and Cabinet Circular 35 (PC035), Proactive Disclosure of Regularly Requested Information, to include the publication of domestic travel arrangements for Ministers and chief executives and copies of itineraries and receipts associated with both overseas and domestic travel.
- developing a new FOI information sheet for PC035.
- delivering four Accredited and Non-Accredited FOI Officer training courses and one specialised FOI awareness session for an agency. Another five Accredited and Non-Accredited FOI courses are planned for 2016-17.
- developing further online training courses, including a ‘refresher’ course for experienced FOI officers. It is expected that this course will be available in 2016-17.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2015-16*.

4.8.2 Information Privacy

State Records supports the Minister responsible for the administration of the South Australian Government's administrative scheme for privacy, the IPPI. This includes providing executive support to the Privacy Committee of South Australia (Committee). The IPPI was 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.

The work undertaken by the Committee during the reporting year included:

- responding to various requests for advice from agencies and the public
- concluding two complaints
- granting 24 exemptions from the IPPI across five subject areas
- keeping itself informed about privacy developments in other jurisdictions.

For further information on the administration of the IPPI and the work of the Committee, please refer to the *Privacy Committee of South Australia Annual Report, 2015-16*.

4.8.3 Copyright

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

The State Government has dealings with three collecting societies: Copyright Agency (CA) for print and electronic publications, Screenrights for radio and television broadcasts and the Australasian Performing Right Association (APRA) for the performance of music.

In December 2015 the Government approved a user pays funding strategy (decentralised billing) with individual agencies meeting the cost of copyrighted material based on full time equivalent (FTE) numbers. Previously these costs have been met centrally by State Records' parent agency.

During the year State Records, on behalf of the State Government, reached a remuneration agreement with CA for the 2015-16 licence period. This agreement permitted the implementation of decentralised billing with CA for the 2015-16 licence period prior to the close of the 2015-16 financial year.

At the close of the financial year State Records was progressing the necessary amendments to agreements with Screenrights and APRA in order to implement decentralised billing.

During 2016-17, in addition to implementing decentralised billing with Screenrights and APRA, State Records will give priority to progressing discussions with CA, jointly with other jurisdictions, on the development of a sampling survey to determine the State's use of print and electronic publications.

5. State Records Council

The role and membership 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
- provide advice to the Minister responsible for the Act or the Manager [Director] of 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
- withholding of access to records in State Records' custody 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 support to the Council.

5.1 Composition

The current Council is the sixth since the establishment of the Act, with members appointed for a three-year term from November 2013 until November 2016. During the reporting year, three members resigned and one new member was appointed.

As at 30 June the Council consisted of:

Chair

Helen Onopko, Records Management Consultant – *a person eligible for membership of the Records and Information Management Professionals Australasia* – appointed 5 January 2016.

Members

Vacant – *a historian nominated by the Minister to whom the administration of the History Trust of South Australia Act 1981 is committed.*

Ian Sutherland, Archivist Consultant – *a person eligible for professional membership of the Australian Society of Archivists.*

Keith Nicholas, Senior Ishare Rollout Officer – *a chief executive of an agency nominated by the Commissioner for Public Sector Employment, or delegate of the chief executive.*

Jane Fetherstonhaugh, Director of Finance and Community Services/Deputy CEO, District Council of Grant – *a person with experience in local government...nominated by the Local Government Association of South Australia.*

Tony Leviston, Information Management Consultant – *a person with practical business experience.*

Vacant – *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 determinations made by the Director, State Records. The instruments that document these timeframes are disposal schedules.

During the reporting year Council approved 23 disposal schedules.

For records more than 50 years old:

- RDS 2015/16 Version 1 Over 50 Years Tender, Contract and Specification Records of Southern Mallee District Council
- RDS 2016/01 Version 1 Over 50 Years Old Records of Yorke Peninsula Council

New schedules or new versions of existing schedules:

- RDS 2003/06 Version 2 State Library of South Australia (SLSA)
- RDS 2003/18 Version 2 Motor Accident Commission (MAC)
- RDS 2001/42 Version 2 Motor Accident Commission (MAC)
- RDS 2014/18 Version 2 Shared Services SA
- RDS 2015/10 Version 1 Department of State Development – Aboriginal Affairs & Reconciliation (AAR) (and predecessor agencies) (and also including the Commissioner for Aboriginal Engagement)
- RDS 2014/10 Version 1 Health Services Charitable Gifts Board (HSCGB)
- RDS 2015/08 Version 1 Department for Correctional Services (DCS)
- RDS 2015/05 Version 1 Lifetime Support Authority (LSA) – Participant Care
- RDS 2015/13 Version 1 Attorney-General’s Department-Fines Enforcement & Recovery Unit (FERU)
- RDS 2015/20 Version 1 City of Burnside CCTV Surveillance Records
- RDS 2015/21 Version 1 TAFE SA (and predecessor agencies)
- RDS 2014/07 Version 1 Construction Industry Training Board
- RDS 2016/03 Version 1 Video Surveillance (CCTV) Records of City of Norwood, Payneham and St Peters
- RDS 2015/25 Version 1 Electoral Districts Boundaries Commission
- RDS 2015/09 Version 1 Commissioner for Victims’ Rights

General Disposal Schedules (GDS):

- GDS 30 Version 1 for State Government Agencies in South Australia
- GDS 18 Version 4.1 for Ministers’ Offices

- GDS 22 Version 4 for Public Primary and Secondary Schools
- GDS 31 Version 3 for Department for Education and Child Development (DECD) – Early Childhood Services (and predecessor agencies)

Transfer of Ownership and Custody (TOCS):

- TOCS 2015/02 Version 1 City of West Torrens – St Martins Aged Care Facility
- TOCS 2015/04 Version 1 – Forestry SA

Council also approved the following:

- RDS 2004/13 Version 1 – Forestry SA - reactivation and extension
- GDS 35 for State Government Boards and Committees - reactivation and extension
- GDS 18 (4th Edition) for Ministerial Offices - extension
- RDS 2005/15 Version 1 for State Records of SA - extension
- RDS 2012/24 Version 1 Burnside Council Investigation Records and Use of GDS 26 for Royal Commissions and Commissions of Inquiry
- GDS 24 for Universities (3rd Edition) – correction of typographical error. Council noted the briefing and approved the correction
- a general disposal determination 1 for Video Surveillance (CCTV) records for all local councils until approval of GDS 20 (6th Edition).

5.2.2 Advice to Minister or Director State Records

During the reporting period Council submitted a letter to the Minister in response to the following issue:

- Independent Review of the *State Records Act 1997* - final report by Retired Judge Mr Alan Moss.

5.2.3 Consultation

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

There were no standards, strategies, policies or guidelines for noting or endorsing during the reporting year.

Council received briefings from State Records on a range of issues, including:

- Application of the State Records Act to Incorporated Bodies – noted
- Deaccession of GRG 138/3 and GRS 535 – Department of State Development – Aboriginal Affairs & Reconciliation (AAR) – noted and endorsed

Council also received and noted briefings from Members on the following issues:

- Targeting Records Converted from Temporary to Permanent in GDS 30 – noted
- South Australian Institutes – Access Arrangements (GRG 58) – noted
- Mothers' and Babies' Health Association Inc – Access Arrangements (GA 351) – noted

- Public Role and Responsibilities of State Records and the State Records Council – noted.

Council was advised of:

- the formal appointment of Mr Simon Froude as Director, State Records
- the resignation of Council members including the Acting Chair and the Aboriginal representative
- the formal appointment of Helen Onopko as Chair, State Records Council, effective from 5 January 2016
- progress of issues impacting on State Records business such as State Records Legislative Reform
- State Records Business Review/Reform Project.

During the reporting period Council was provided with verbal updates on various issues raised by Council including:

- the amended registration for government record series (GRS) 8102 and the registration for government agency (GA) 973
- the management of records of the former Office of the Employee Ombudsman
- State Records investigation of any existing control records for the Education and Early Childhood Services Registration and Standards Board (EECSRSB)
- progress on making RDS' available online via the State Records website
- consideration of the application of Creative Commons Licences to State Records publications
- State Records visit to SA Water to view water lease records
- State Records' liaison with DECD to determine what control records exist for the former Licensing and Standards Unit of the department
- incorporated bodies and the State Records Act.

6. Legislative Reporting

6.1 Amendments to the *State Records Regulations 2013*

On 20 August 2015 the *State Records Variation Regulations 2015* (the Regulations) were published in the South Australian Government Gazette, to come into effect on 20 December 2015. The Regulations remove reference to the Transmission Lessor Corporation (TLC) in section 4(2) of the *State Records Regulations 2013*, with the effect that the TLC is now subject to the provisions of the *State Records Act 1997*, as are the Distribution Lessor Corporation and Generation Lessor Corporation.

6.2 Amendments to the *State Records Regulation 1998*

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2015, in line with the 1.7% Consumer Price Index.

6.3 Alleged Breaches

Northern Adelaide Local Health Network

In July 2015 it came to State Records' attention that the Northern Adelaide Local Health Network (NAHLN) had potentially breached patient confidentiality, when a compendium belonging to a midwife which contained a client list of 137 antenatal and 28 postnatal women was found by a member of the public.

NAHLN was proactive and contacted State Records to advise of this potential breach and, consistent with the requirement of the Act, State Records undertook a survey of the recordkeeping practices of NAHLN in relation to the incident. The investigation highlighted that NAHLN had made the necessary changes to improve its records management practices after the incident occurred.

7. Initiatives

7.1 Review of the State Records Act

On 9 September 2013, the Attorney-General announced the appointment of Mr Alan Moss, a retired Judge of the District Court, to conduct an independent review of the operation of the Act. Mr Moss was asked to report on whether the existing legislative framework was appropriately managed, or realistically capable of being so managed, including an examination of the destruction and retention regime, and to report on the need for change in the records management of agencies and/or the legislative framework.

Mr Moss submitted his Final Report on 28 August 2014, which considered the issues raised during consultation and proposed a range of options for reform, including changes to the Act.

In 2015-16 State Records finalised a proposal that considers a response to the recommendations.

7.2 State Records Reform

In August 2015 State Records commenced a review of its operations and service delivery mechanisms, with a view to developing options for reform needed to enable service delivery in a cohesive, supportive and sustainable manner.

The need to reform was driven by many factors, including the transition to digital, increased expectations around access to information and a trend towards decreasing the number of experienced agency records management resources.

Between September 2015 and February 2016 State Records sought feedback from staff, stakeholders and customers through a series of workshops, surveys and face-to-face meetings.

The review has to date considered State Records' services and strategy, structure, systems and skill-sets as well as our vision and purpose.

Analysis of the feedback highlighted a number of consistent themes that, at the end of the reporting year, were being considered to determine reform measures.

7.3 Assessment of Risk

During 2015-16, State Records continued to progress a number of related risk management initiatives for the State's archival collection. These initiatives included:

- a security upgrade at State Records' Gepps Cross site, further to the 2013-14 security risk assessment of this site by SAPOL
- a second pilot valuation exercise involving further sample items from the archival collection
- review of State Records' current insurance coverage for the State's archival collection
- commenced development of a Deed for the provision of recovery and salvage services by third party providers in the event of a disaster that affects the archives collection
- ongoing monitoring of risks identified in the risk register.