



What to expect at a meeting of the State Records Council

What is the State Records Council?

The State Records Council is established by section 9 of the *State Records Act 1997*. The Council is established to represent key stakeholders with an interest in the management and disposal of official records in South Australia.

The Council consists of nine members appointed by the Minister, as follows:

- an historian
- a person eligible for professional membership of the Australian Society of Archivists
- a person eligible for professional membership of the Records Management Association of Australasia
- a chief executive officer (or a delegate of the chief executive) of an agency
- a person with experience in local government
- a person with practical business experience
- a person nominated by the Chief Justice of the Supreme Court
- an Aboriginal person engaged in historical research
- a member of the public who makes use of official records for research purposes.

What does the Council have to do with my schedule?

Section 23 of the State Records Act assigns the Council the legal responsibility of approving determinations under the Act relating to the disposal of official records.

A determination relating to the disposal of official records under the Act takes the form of a Disposal Schedule.

Therefore the Council has the legal power and responsibility to approve your agency's Disposal Schedule.

When and where do I attend a State Records Council meeting?

The State Records Council Executive Officer will contact you with the details of the time and place of the Council meeting. Your schedule will be assigned a specific time for consideration during the meeting.

The Council meets during office hours and normally on the second Tuesday of every second month in the CBD. It usually defers, however, a meeting over the Christmas/New Year period.

Who goes to the Council meeting from my agency?

The question of who from your agency will attend a meeting of the Council will be resolved by State Records in consultation with your agency at the State Records internal disposal meeting.

Usually the officer responsible for either developing the schedule or coordinating with the consultant or State Records' archivist developing the schedule will be required to attend the meeting.

If a schedule contains records of a specific technical nature then a member of staff from the agency with experience and understanding of the issues may be asked to attend. This will be resolved at the internal disposal meeting.

The relevant line manager may also be asked to attend, depending on their interest, willingness and need to participate in the approval process. This will be negotiated during the internal disposal meeting process. As a general rule line managers are not required to attend Council meetings.

What do I take to a State Records Council meeting?

This issue will be addressed at the State Records internal disposal meeting. Normally you need to take a copy of the submitted schedule for reference purposes. In some instances State Records may advise that samples of specific records may need to be taken to help the Council in considering the schedule.

What do I do at the Council meeting?

The person responsible for developing the schedule will brief the Council on the background to the schedule, the records to which it applies and the broad reasons for the proposed disposal actions. The Council may ask questions during their consideration of the schedule.

What questions is the State Records Council likely to ask of me?

It is difficult to provide a detailed list of the questions that the Council is likely to ask as they will depend on the contents of the schedule presented and the issues that it raises with individual Council members.

However, individual members of the Council may:

- seek clarification of record types covered by the schedule
- seek clarification of the reasons for the retention or destruction of specific types of records
- ask if the records have particular information in them
- ask if concerns or issues specific to their stakeholder group have been addressed
- request changes to proposed disposal actions
- seek more detailed information about the relationship between record types
- try and establish if the records will have longer-term interest to the South Australian community beyond the business needs of your agency.

Can the Council alter, or not approve, my draft Records Disposal Schedule?

Yes, although the Council usually discusses any changes that it requires with the agency representative/s at the meeting. Normally, if minor changes only are required a schedule is approved subject to amendment and no further submission to the Council is required. However the Council has the final power to determine the form of a schedule that it will approve.

Are there related Recordkeeping Advice sheets?

Yes, other Recordkeeping Advice sheets relating to the disposal process have been developed by State Records:

- The State Records Internal Disposal Meeting - *Recordkeeping Advice 18*
- What Happens after a State Records Council Meeting? - *Recordkeeping Advice 19*
- Preparation and Approval Process for an RDS – External Stakeholder/Historian Consultation - *Recordkeeping Advice 21*
- Supplementary Issues to Remember When Preparing a Records Disposal Schedule *Recordkeeping Advice 29.*

Further information

For further information or clarification about attending a State Records Council meeting, please contact in the first instance:

State Records Council Executive Officer

State Records of South Australia

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