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State Records
of South Australia



The Collection of Records of South Australian Members of Parliament

Information Kit

Guideline

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Version 4

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Introduction

State Records is the principal repository for all significant records of the South Australian Government, state and local, and includes both historical and contemporary material. The office of State Records is established in accordance with the *State Records Act 1997*. This Act principally provides for the preservation and management of official records.

It is State Records' policy to selectively take into custody parliamentary records that complement its principal holdings of official records created by government agencies.

For archivists, the term 'custody' has a special meaning that goes beyond just having physical control over a group of records. Custody is primarily about accepting responsibility for the ongoing management of a group of records. The custodian, in this case State Records, has the following five core responsibilities for the record:

- making the existence of the record known when required
- producing the record in an accessible, useable and meaningful form for access by someone else as required
- preserving the authenticity of the record over time
- ensuring that the record is not disposed of unlawfully, and
- accounting for the management of the record while it is under its care.

State Records is able to accept the records of Parliamentarians in accordance with section 27 of the State Records Act. Section 27 allows the Manager [Director] of State Records to accept records other than 'official records' (as defined by the Act) after consultation with the State Records Council.

Scope of this guideline

This guideline relates to records belonging to past and present members of the Parliament of South Australia, both residents and expatriates, of Australia. This guideline deals with the documentation, conservation and care, storage and security, and de-accession and disposal of parliamentary records transferred to the custody of State Records.

Related documents

This paper is part of a documentation suite that also includes:

- *The Collection of Records of South Australian Members of Parliament: Collection Policy* - defines the scope and nature of the collecting of South Australian parliamentary records within State Records
- *The Collection of Records of South Australian Members of Parliament: Collection Strategy* - the overarching strategy and vision with regard to the collection policy
- *The Collection of Records of South Australian Members of Parliament: Guidelines & Procedures for State Records' Staff* - provides internal procedures and proformas.

Records We Collect

Specific types of parliamentary records that State Records intends to collect

Comprehensive collection

The following types of records will be collected comprehensively – that is, in their totality in order to provide sufficient insight into the working life of the Parliamentarian, their interests, and in order to support extended research in different branches of scholarship by present and future researchers.

- Briefings
 - advisers and departmental – including annotated, non-file copies as well as those relating to electorate and party issues
- Cabinet records
 - substantially annotated copies only
- Correspondence
 - portfolio representations and correspondence registers relating to party matters and Parliamentary matters
- Newspaper clippings
- Parliamentary committee records
 - annotated versions including personal views and consideration of matters involved
- Electoral office records and party material
- Photographs
 - directly relating to official role
- Records of intrinsic value
 - records which have special display value because of their unique format or significance to a particular event
- Speeches
 - relating to Parliamentary matters.

Selective collection

Selective collection is defined as being at the discretion of the Manager [Director] of State Records in consultation with the State Records Council. While the state or national standing of the individual is a major factor, State Records will always assess the value of the records themselves as to their historical evidence and their ability (or not) to support extended research in different branches of scholarship.

- Subject Files and Indexes
 - relating to Parliamentary matters only. Such records could also include records of topical interest if considered to contribute to an understanding of the history and development of South Australian education and society. For example educational

materials may be collected on topics such as AIDS, indigenous people of Australia and the debate on the republic

- Visit reports
 - relating to Parliamentary matters, but not including records of itineraries, proceedings of meetings attended nor travel arrangements
- Diaries (Journal)
 - relating to role as a Member of Parliament
- Diaries (Calendar)
 - engagement or appointment diaries with a particular topic/s, such as political or social issues, will be collected selectively in order to reflect changing social preoccupations or interests as documented by Parliamentarians
 - Research Papers
- Ephemera¹
 - material associated with specific events of state significance will be collected comprehensively, eg the republican debate
 - State election ephemera will be collected comprehensively, i.e. all materials associated with local and state elections, eg election posters.

Parliamentarian records that State Records does not intend to collect

- Appreciations, congratulations and condolences
- Administrative records relating to finance, staffing and office administration
- Publications such as annual reports and Hansard
- Advertising material
- Company information
 - State Records does not collect annual reports of publicly listed companies nor any operational records related to publicly listed companies
- Diaries that contain no information other than that usually associated with a diary (such as significant calendar events, mathematical information and other facts and figures) as they are considered to be items of stationery only
- Newsletters that are mainly of an administrative or social nature and primarily of interest to the society or group producing them, eg local churches, hobby groups, amateur societies, sporting groups, community service organisations, schools, etc

¹ Only after first consulting with the Published Heritage Collections, State Library of South Australia. Ephemera are items of a transient nature and low value that are expected to have a brief currency. They are usually printed or manufactured in quantity for a specific event or activity and are intended neither to survive the topicality of that event or activity nor to survive as original records. They may be retained for their information or as graphic specimens particularly for exhibitions. Ephemera may include booklets, leaflets, handbills, posters, invitations, brochures, programs and cards.

- Published material, eg books. Only primary resources will be collected.
- Publications of the State Government²
 - however, research papers and items of general interest and applicability may be collected
- Unannotated copies of Cabinet records³
- Departmental records, both file and non-file⁴
- Personal papers not directly associated with official role as Parliamentarian⁵

Collection of parliamentarian electronic records

Electronic records should be retained in a format that will ensure they are accessible, secure and useable for as long as they are required. Records created in this medium need to be captured, controlled, stored, accessed, and disposed of using the same principles as their paper-based counterparts. However, they need to fall within either the 'Comprehensive Collection' or 'Selective Collection' categories.

² Refer to the Published Heritage Collections, State Library of South Australia regarding secondary sources.

³ Refer to the Cabinet Handbook.

⁴ Parliamentarians are advised to return these records to the relevant department to be managed as official records in accordance with the State Records Act.

⁵ Refer to the Mortlock Library of South Australiana.

Caring for Your Records

Before even considering the transfer of your records to an institution like State Records there are steps that can be taken to ensure a better archival record in the future:

- ensure that your records are in good order, organised and with regard to physical and intellectual control imposed upon the records. Ensure that registers and indexes, in all formats, are created and accompany the relevant records
- paper records should be stored in folders in filing cabinets away from dust and damp. Avoid the use of sticky tape
- thermal fax paper needs special care (refer to Recommended Storage and Handling Requirements of Thermal Paper [page 15] for more information)
- audiovisual and electronic records need to be protected from dust and magnetic fields, eg mobile telephones
- those records retained in electronic form which have continuing value need to be maintained and migrated across changes in hardware and software.

Organising Your Records for custody with State Records

Initial contact

A Parliamentarian wishing to transfer their records to an archival institution first needs to contact State Records of South Australia.

Before records can be considered for acceptance by State Records, a Parliamentarian needs to consult the 'Records We Collect' section above to determine which records are accepted by State Records.

A Parliamentarian then needs to complete two forms:

- a Deposit Agreement (see Attachment 1) and
- a Transfer Proposal Form (see Attachment 2).

Please note that the onus is on the Parliamentarian to ensure that the records and transfer documentation are in good order and completed satisfactorily. This is not the responsibility of State Records.

Information provided in these documents is the basis on which the Manager [Director] of State Records, in consultation with the State Records Council, determines if proposed records will be accepted into custody in accordance with section 27 of the State Records Act.

Deposit agreements

A *Deposit Agreement* needs to be signed with each individual Parliamentarian or representative to reflect the needs and requirements of the owner (i.e. the Parliamentarian) and the interests of State Records as custodian of the records.

As part of the deposit agreement access conditions need to be determined. In the interest of most fully serving present and future generations of researchers, access requirements should be as unrestrictive and open as possible.

Access conditions will be negotiated on a case-by-case basis, with the aim of minimising restrictions in the interest of facilitating use of the records.

Any restrictions placed on the records should have a cut off point, eg 20 years.

In some instances there may be valid and appropriate reasons for restricting public access to particular records, in whole or in part, for a certain length of time.

A Parliamentarian may make determinations that restrict access to records held by State Records. This is usually done to protect privacy, commercial sensitivities, etc.

Where access is not to be immediately open upon transfer, the Parliamentarian needs to also complete a *Proposal for Access Determination Form* (see Attachment 3).

Any access restrictions need to be known before submission to the State Records Council as excessive restrictions may influence the Council's decision to accept or reject the transfer of the records.

In cases where the Parliamentarian considers the material confidential, for whatever reason, and the records are accepted for transfer, once in its custody State Records is required to observe any restricted access provisions desired by the depositor, including preventing photocopying or reader access.

Transfer proposal form

A *Transfer Proposal Form* (see Attachment 2) also needs to be completed in order for State Records to gain a sufficient understanding of the records being offered. The form is also used to gain some biographical details that provide contextual information for the records.

Transferring your records

Once approval has been granted by the Manager [Director] of State Records, in consultation with the State Records Council, the physical transfer of records can proceed.

To transfer records to State Records, you need to complete the following steps:

- complete Consignment List/s (see Attachment 4) detailing all records at item level, eg file name, number and date. This list will be used to retrieve records in the future
- complete Series Registration/s (see Attachment 5) for the proposed records
- contact State Records for standard-size acid-free boxes⁶
<http://www.archives.sa.gov.au/contact.html>
- place the items in the boxes in the same order as the consignment list and, in pencil, number the boxes and identify each box with the Parliamentarian's surname
- send the consignment list/s and series registration/s to:

State Records of South Australia
GPO Box 2343
ADELAIDE SA 5001
Fax (08) 8204 8777

We will contact you to arrange the pick-up of the records. Following the transfer, we will forward you a copy of your registration as a 'South Australian Parliamentarian' (this contains basic biographical information as provided with the Transfer Proposal Form), documentation about the record series and the consignment list/s to confirm that we have received the items on the list/s. Please retain these documents in an accessible place so that you can retrieve your records in the future.

⁶ A fee is charged for the purchase of archival boxes.

Access to Your Records Once in the Custody of State Records

Archives can offer ready access for all citizens to the unique and irreplaceable primary sources for research and general interest, for school children, students, researchers and life long learners.

Records need to be free of unnecessary legal encumbrances or access restrictions that will diminish its research potential (refer to the section on Deposit Agreements above for further detail).

Parliamentarians may make determinations that restrict access to their material held by State Records, after consultation with the Manager [Director] of State Records. This is usually done to protect privacy, commercial sensitivities, etc. Otherwise such records are normally open to the public to consult in the State Records Research Centre.

Conservation and Preservation of Your Records

Archives, in whatever medium, are vulnerable to the effects of natural and man-made disasters as well as to the degenerating effects of age. They should, therefore, be kept to standards that offer the highest possible degree of protection against ageing and disasters. They are also very sensitive to rapidly fluctuating temperature and humidity and accidental or malicious damage, and so they have to be kept in carefully controlled storage areas within secure buildings. Archives which are physically deteriorating should be identified and receive professional conservation treatment, so that the unique information which they contain can be passed on intact to future generations.

State Records undertakes to take all appropriate measures for the administration, storage and preservation of records in its custody.

De-accessioning and Disposal Policy

Records accepted in accordance with section 27 of the State Records Act are deemed as permanent at time of transfer.

State Records, however, may from time to time periodically review its collection and de-accession certain records from its holdings in order to focus and complement those holdings.

The Manager [Director] of State Records, before destroying any record, will make every effort to obtain the consent of the Parliamentarian or agent responsible for the record.

In every Deposit Agreement drawn up with a depositor, all records in State Records holdings are subject to periodic review.

De-accession means the process by which records are approved by the Manager [Director] of State Records for disposal – either transfer, sale or confidential and environmentally - friendly destruction of records deemed to be surplus to requirements.

Recommended Storage and Handling Requirements of Thermal Paper

Thermal fax papers consist of a base paper with a thin colour-forming layer on the top of the surface. This colour forming layer is made up of a colourless dye and colour-forming agent suspended in a binder. Colour appears once heat is applied, presumably by initiating a reaction or by breaking the particles open and allowing the reaction to occur.

It is suggested that Thermal paper has a life span of approximately five years. If optimum conditions are not maintained an even shorter life span should be expected.

Recommendations for the storage and handling of thermal papers are as follows -

- Store papers in a cool place away from excess light (illumination and UV), humidity and heat, eg lamps, heaters and hot liquids.
- Do not use solvent-based adhesives or adhesive tapes, as they will darken the image as well as stain the paper in the usual way (Aqueous adhesives can be used with safety).
- Do not use solvent-based inks. Highlighters and other solvent based felt pens are known to cause darkening of the image and may dissolve the thermal layer. Aqueous inks, felt tip pens or pencil should be used.
- Do not store the papers with diazo type duplicates, or expose them to alkaline (or acid) vapours from any source, as these are known to affect the image.
- Do not touch the papers with sweaty or oily hands, as oils and organic acids may darken the image.
- Do not scratch, rub, erase on, or fold the papers, as the friction may cause darkening of the image.
- Do not store the papers in PVC folders. Polyethylene, polypropylene or polyester folders are suitable.
- Do provide optimum storage conditions (20°C and 50% relative humidity) to obtain the full life span.
- Ideally, photocopy the information onto good quality paper to retain the information for longer, and discard the facsimile.

Glossary

State Records has produced an extensive Glossary of Records Management Terms. This can be accessed and downloaded from the Adequate Records Management, publications section of the State Records website, <http://www.archives.sa.gov.au>

Attachment 1

Deposit Agreement Proforma

DEPOSIT OF PARLIAMENTARIAN RECORDS IN STATE RECORDS OF SOUTH AUSTRALIA - Preserving the recorded history of South Australia-

I (name).....

(hereinafter called the Depositor) hereby agree to the transfer of the records (note and/or provisions for this paragraph, customise as necessary) formerly in the (customise as necessary, eg Mortlock Library of South Australiana), as specified in the Schedule below to be transferred to the custody of State Records of South Australia. I also agree that the records transferred on the (insert date) as documented in the schedule below, to be in the custody of State Records of South Australia.

I agree to the conditions set out hereunder and State Records of South Australia agrees to accept custody of the records on those conditions and to provide an inventory of the records.

Conditions of Deposit:

1. Records may be inspected and read by approved readers in State Records of South Australia (*Please tick appropriate box and specify items as required*) –

Only with the written authority of the Depositor or authorised agent (please complete *Access Determination proforma*)

Open access

2. Any restriction placed on access to and copying of any of the records will automatically lapse in the event of the death of the Depositor.

3. In the event of the death of the Depositor the records will become the sole property of State Records of South Australia and any copyright owned by the Depositor will pass to State Records of South Australia.

4. The records will remain permanently in the custody of State Records of South Australia; subject to periodic review.

5. Individual records may be recalled by the Depositor or authorised agent on temporary loan for his/her own purposes on production of written authority, providing those purposes are in accordance with the permanent preservation of the records.

6. Where any of the records have been made available to the public in accordance with this Deposit Agreement, I permit State Records to –

Arrange or undertake copying of the records for research or private study as is consistent with the fair dealing provisions of the *Copyright Act 1968*;

Include the records in any exhibition or publication prepared by State Records.

7 (*add this clause if necessary and customise as required*) This agreement revokes the Deposit of Records in the South Australian Archives with the Libraries Board of South Australia dated

Signed on behalf of the depositor

Witness

Dated

Signed on behalf of State Records South Australia

Dated

Schedule (*itemise record series*)

Note: The conditions set out in this Deposit Agreement may be varied by the written agreement of State Records and the Depositor.

STATE RECORDS USE ONLY:

8. Reference number for the proposal:

.....

9. Date Deposit Agreement Received:

.....

10. Archivist Assigned:

.....

Attachment 2

Transfer proposal proforma

PROPOSAL TO TRANSFER PARLIAMENTARIAN RECORDS TO STATE RECORDS OF SOUTH AUSTRALIA

A. DETAILS OF INDIVIDUAL

1. Person (SA Parliamentarian) Who Created or Accumulated the Records:

Name:

2. Who can be contacted for more information about the records:

Name:

Address:

B. DETAILS OF RECORDS

3. Series Title or Description of Records (eg 'Correspondence Files as Attorney General'):

.....
.....
.....

4. Format of Records (eg files, volumes, photographs, maps, newspaper cuttings, etc)

.....
.....

5. Date Range of Records:

.....
.....

6. Quantity of Records (i.e. number of boxes)

.....
.....

7. Type of Boxes (eg Type 1, Type 10, Type 5, etc)

.....
.....

Attachment 3

Access Determination Proforma

PROPOSAL FOR ACCESS DETERMINATIONS (OTHER THAN OPEN ACCESS) FOR PARLIAMENTARIAN RECORDS TO BE TRANSFERRED TO STATE RECORDS OF SOUTH AUSTRALIA

1. Donor Proposing Access Determination

Parliamentarian's Name:

Address

.....

.....

Phone No.

2. Donor Contact Name (full name)

.....

3. Donor Contact Position

.....

4. Donor Contact Telephone No.

.....

5. Series Title & Date Range (eg "Correspondence Files – Annual Single Number", Jan-Dec 1984)

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6. Certificate of Donor Representative

I hereby certify that I am authorised to act for the above-mentioned Donor in consulting with the Manager [Director] of State Records over public access of the Parliamentarians' records.

.....
Donor or Representative (Signature)

.....
Date

Attachment 4

Consignment List Proforma

Agency Transferring the Records to the Custody of
State Records of South Australia

When requesting items from this list
Please quote this number

Name of Agency:

GRS / /

Contact Officer:

Phone Number:

Fax Number:

Series Title:.....

Date Range of Consignment:.....

Range of Control Symbols:.....

Description of Records:

- Files** **Volumes** **Plans** **Cards**
 Dockets **Microforms** **Film/Tapes** **Printout**

Other (please specify):.....

Type of Box:

- Type 1** **Type 10** **Type 3** **Type 5**

Quantity:

Disposal Authority: GDS/RDS

Date of Destruction:

For an item list please see attached

Attachment 5

Series Registration Proforma

Series Registration – State Records of South Australia

GRS (Government Records Series) NUMBER:

AGENCY RECORDING:

SERIES TITLE:

.....

DATE RANGE:

FORMAT:

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DESCRIPTION:

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SYSTEM OF ARRANGEMENT:

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CONTROL SYMBOLS:

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RELATED LEGISLATION:

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.....

PREVIOUS SERIES:

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.....

SUBSEQUENT SERIES:

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RELATED RECORD SERIES:

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AGENCY CONTROLLING:

.....

.....

RETENTION/DISPOSAL:

(INCLUDE DISPOSAL AUTHORITY):

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.....

.....

ACCESS CLASSIFICATION:

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.....

**The Collection of Records of South Australian Members of Parliament
Guideline**

The following information will help you to complete the **Series Registration Proforma**:

GRS NUMBER:	This number is allocated by State Records after receiving a Series Registration form from an agency.
AGENCY RECORDING:	Insert the agency that created and maintained the records during the course of its operations. It is possible to have more than one recording agency. For instance, functions move from one agency to another.
SERIES TITLE:	Insert the title that the agency uses for the records, eg Accounts Batches, Client Files, Administration Files, etc. Be as specific as possible.
DATE RANGE:	Insert the exact years the series commenced and ceased (eg 1994-1999). If the series is continuing insert only the date commenced, followed by a hyphen (eg 1994 -)
FORMAT:	Insert details about the physical form of the records, eg A4 files, batches, printouts, microfilm, plans, photographs, index cards etc.
DESCRIPTION:	Insert a <u>detailed</u> description of the series. Include what functions the record serves, who created the record, who used the record, what the purpose is for the record, any changes to the record over time and any information that will assist future access to the record.
SYSTEM OF ARRANGEMENT:	Insert information about how the records in the series are arranged, eg alphabetical, annual single number, continuous single number, chronological etc. If the records are arranged in a complex multi-numbered system, details of the arrangement should be included in the series description above. If there is no system of arrangement insert - NONE .
CONTROL SYMBOLS:	Insert the first item and the last item of control symbols. If series is continuing insert a hyphen after the first item Eg. 1989/1 - . If there is no control symbols insert - NONE .
RELATED LEGISLATION:	List any legislation relating specifically to this series of records.
PREVIOUS SERIES:	Insert any previous record series to the series being registered, if known.
SUBSEQUENT SERIES:	Insert any subsequent record series to the series being registered, if known.
RELATED RECORD SERIES:	List any previous record series that relate to this series of records, eg record here information about indices and registers for client files.
AGENCY CONTROLLING:	Insert the agency that has legal ownership of the records, controls access to the records and pays for the storage of temporary records.
RETENTION / DISPOSAL:	Insert whether the records are temporary or permanent, or both. Insert the disposal authority/authorities (either Records Disposal Schedule or General Disposal Schedule or both) which apply to the records and record the disposal action eg Temporary. GDS 15: 5.1.1 - Destroy 7 years after last action
ACCESS CLASSIFICATION:	Insert details on access arrangements made under Section 26 of the State Records Act. Agencies are responsible for official records in the custody of State Records. In consultation with the Manager [Director] of State Records the agency needs to: (a) determine that access to the record (other than by the agency) is not subject to any restrictions. (b) determine conditions excluding or restricting access to the record.