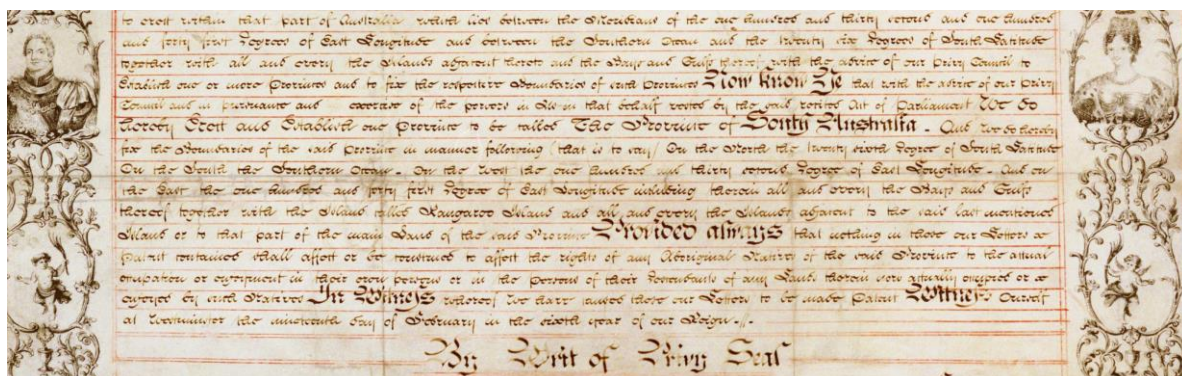




Government of South Australia

GPO Box 464
ADELAIDE SA 5001
DX:336
Tel (08) 8204 8791
Fax (08) 8204 8777
www.archives.sa.gov.au

State Records
of South Australia



Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2015

Photograph on cover page:

Extract from GRG2/64 - Letters patent erecting and establishing the province of South Australia and fixing its boundaries

Table of Contents

1. Overview	6
2. Role of State Records of South Australia	8
3. The Organisation	9
4. Functions.....	10
4.1 Receive records	10
4.2 Organisation and repair of records.....	12
4.3 Disposal of records	14
4.4 Indexes and Finding Aids.....	15
4.5 Access	15
4.6 Records related to Aboriginal people	19
4.7 Records management advice and assistance.....	19
4.8 Standards.....	21
4.9 Surveying	21
4.10 Promote awareness of State Records.....	22
4.11 Other functions.....	25
5. State Records Council.....	27
5.1 Composition	27
5.2 Functions	28
6. Legislative Reporting	30
6.1 Amendments.....	30
6.2 Amendments to the <i>State Records Regulation 1998</i>	30
6.3 Alleged Breaches	31
7. Initiatives	31
7.1 Review of the State Records Act.....	31
7.2 Proposal to Integrate State Records with the State Library....	31
7.3 Assessment of Risk.....	32
7.4 Digital Archive	32



This work is licensed under a [Creative Commons Attribution 4.0 International Public Licence](https://creativecommons.org/licenses/by/4.0/).

The Hon John Rau MP
Attorney-General

Dear Attorney-General

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

Yours sincerely



Simon Froude
A/DIRECTOR
STATE RECORDS OF SOUTH AUSTRALIA

30 September 2015

1. Overview

State Records was part of the Department of the Premier and Cabinet (DPC) during 2014-15 and is referenced in its annual report. From 1 July 2015 State Records forms part of the Attorney-General's Department (AGD) and looks forward to building a successful partnership with our parent department during 2015-16.

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 2015. 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 2 169 shelf-metres of records to State Records custody; an amount consistent with the previous year.

Over 147 000 new descriptive items were created and added to the collection catalogue, ArchivesOne, during the reporting year, and a further 180 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 the reporting year State Records worked with State Government agencies and Local Government authorities to promote best practice records management. As part of this approach agencies were asked to participate in an Assessment Survey of Agency Records Management Practices, released in December 2014. Results from this survey will assist agencies and State Records over the coming years.

During 2014-15, outstanding copyright liabilities to Copyright Agency were discharged. This ensured liabilities to all declared collecting societies were paid up to 30 June 2015. During 2015-16 State Records will seek to resolve the future management of copyright payments to declared collecting societies.

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. At the end of the reporting year State Records was assessing the recommendations made by Mr Moss with the aim of developing a response in 2015-16.

Following a decision by DPC to not renew the tenancy at State Records' Leigh Street premises, State Records entered into discussions with the State Library of South Australia and National Archives of Australia to co-locate public access services at the State Library site on North Terrace. The relocation of the Research Centre occurred in August 2014 with other State Records staff relocating to premises in Wakefield Street, Adelaide, at that time.

State Records took the opportunity presented by the co-location to close its second research centre at Gepps Cross so that an enhanced service, utilising experienced staff, could be provided through a single city-based research centre.

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, State Library of South Australia, the Crown Solicitor's Office 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 August 2014 Mr Terry Ryan, Director, State Records, formally retired. Mr Ryan held the position of Director since 2002 and oversaw significant change in the work undertaken by the organisation. State Records would like to acknowledge the positive contributions made by Mr Ryan during his tenure as Director.

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 operates within its 37.8 full time equivalent cap, comprising 46 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 and delivers records management training; 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 archives 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 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 listed in section 2 of this report. The following information provides a summary of priorities and key activities undertaken during the 2014-15 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 fifteen years have passed since they were created – whichever occurs first. However, most transfers occur because of a lack of storage space within government office accommodation.

Key Statistics Relating to the Transfer of Records	2012/2013	2013/2014	2014/2015
Consignments of records transferred by agencies	542	622	808
Linear metres of records transferred by agencies	1 584	2 378	2 169
Linear metres of records transferred by State Government	N/A	2 154	1 976
Linear metres of records transferred by Local Government	N/A	224	193

During the reporting year 808 consignments of permanent value records were transferred to State Records. These transfers culminated in the accessioning (formal acceptance into the archives collection) of 2 169 linear metres of records. In addition, as reported in the previous annual report, a large amount of maps, plans and drawings were transferred to archival custody as a result of the Islington Plan Room Project managed by the Department of Planning, Transport and Infrastructure (DPTI). There were 43 units of plan storage transferred in this reporting period which are in addition to the linear metre figure.

The seven state government agencies which transferred the largest volume of records are as follows:

- DPTI (which includes the Islington Plan Room Project) 397 linear metres
- Crown Solicitor's Office 362 linear metres
- Public Trustee 162 linear metres
- Supreme Court 145 linear metres
- Youth Court 95 linear metres
- Attorney-General's Department 89 linear metres
- Primary Industries & Regions South Australia (PIRSA) 83 linear metres

This repeats the theme from last year where agencies associated with the justice portfolio continue to transfer large quantities of permanent value records. Anticipated reform of the justice system, including implementation of digital business systems should inevitably lead to reform of long term planning for archival storage, both hardcopy and digital.

There remains in the custody of State Records an amount of records which are inaccessible (see table below). Whilst these records are physically within the repository current resource levels and competing priorities have meant that they have not been catalogued.

Key Statistics Relating to Unaccessioned Records	2014/2015
Linear metres of unaccessioned records held by State Records	1 435 (approximate)

Transfers of historical interest received this financial year include:

- GRS 15431 Records of bores and discoveries of minerals, fossils etc – Department of Mines, 1890-1909
- GRS 15814 Minutes – Fire Fighting Association, District Council of Encounter Bay, 1937-1950
- GRS 15688 Engineer's notebook – Locomotive Engineers Department, South Australian Railways, 1888-1892
- GRS 14739
Photographs of buildings – Elizabeth North Primary School, 1958
- GRS 15187
Valuator's field books – Adelaide City Council, 1941-1973
- GRS 15903
Inspectors register – Montacute School, 1879-1911
- GRS 15772 Minutes of memoranda relating to matters raised by the Board – Secretary, Forest Board, later the Conservator of Forests, 1876-1883
- GRS 15777 Examination question papers – The Flinders University of South Australia, 1966-2003
- GRS 15843 Record of apple varieties – Mylor Demonstration Orchard, 1909.



GRS 14739 unit 1, Photographs of buildings, Elizabeth North Primary School.

For a detailed list of records transferred to the custody of State Records during 2014-15 please visit the State Records website (www.archives.sa.gov.au).

4.1.2 Storage

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 State Records' repositories at Gepps Cross and Collinswood.

Key Statistics Relating to Repository Capacity	2012/2013	2013/2014	2014/2015
Records stored as a percentage of total capacity across both repositories	76%	79%	81%

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 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:

- DOCStore SA Pty Ltd (trading as Fort Knox Records Management)
- Grace Records Management
- Iron Mountain Australia
- Recall Information Management
- Databank Technologies (Archive Security).

At the end of the reporting year agencies stored 446 864 shelf metres of temporary records with private sector providers, an increase of 38 866 shelf metres from 2013-14. The cost to government for the storage of temporary records with providers was in excess of \$2 million.

4.2 Organisation and repair of records

4.2.1 Arrangement and description

It is essential for the archives 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	2012/2013	2013/2014	2014/2015
New agencies registered (GA)	76	59	66
New series registered (GRS)	478	605	605
New units created	9 946	14 166	12 379
New items created	70 556	140 903	147 007
Proportion of total series in the collection reported as ‘finalised’	Not reported	Not reported	15%

During 2014-15, 66 new agencies and 605 new series were registered. A further 180 existing series and/or items were improved largely due to public requests for access or digitised copies. 147 007 new record items were catalogued and added to ArchivesOne.

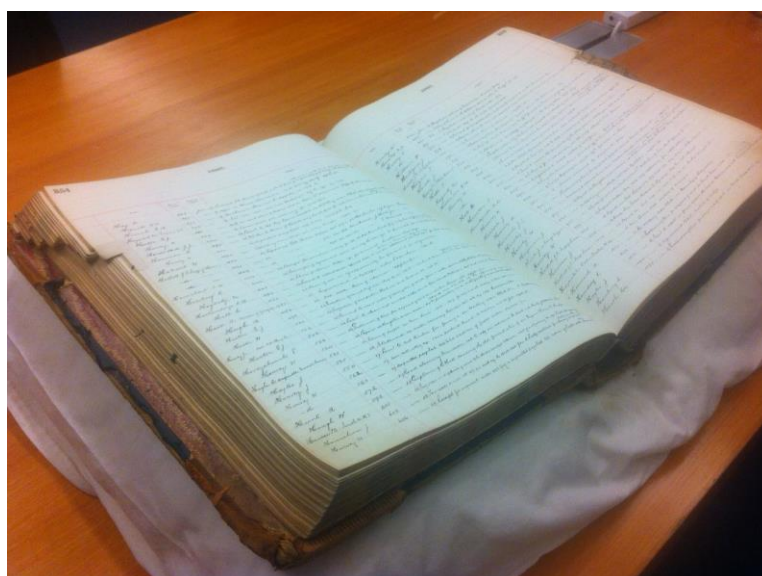
In the 2014-15 year, State Records contributed to an initiative with DPTI in which archival advice and assistance was provided regarding the disposal and transfer of the Islington Plan Room railways collection. This has resulted in the transfer of 290 consignments of maps, plans and drawings to the archives collection, with work continuing on a further 79.

In the 2015-16 year, State Records will prioritise the arrangement and description of the historic records of the Parkside Mental Hospital, transferred from Glenside Hospital during its redevelopment.

4.2.2 Preservation

The archives 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.

Interim preservation measures for improving storage conditions of records is undertaken on an ongoing basis, comprising re-boxing and/or re-packaging of records. This reporting year saw the completion of a project to rehouse a series of World War One portraits of soldiers, sailors and nurses. Book pillows were also made for the Research Centre to assist with handling volumes.



Book pillows have been created for the viewing of volumes in the Research Centre.

Regular environmental monitoring occurs at both the Collinswood and Gepps Cross repositories. Environmental Monitoring reports were prepared every month in 2014-15 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.

State Records has a fulltime conservator who performs treatments such as paper repair, rehousing and rebinding of volumes. In 2014-15, the Conservator also examined and prepared 100 maps for external digitisation; custom hand-made 14 acid-free boxes for fragile collection items; improved foam padding to crates used for travel of items; and installed 75 bookends to improve preservation of volumes held in the Gepps Cross repository.

Key Statistics Relating to Conservation	2013/2014	2014/2015
Condition assessments/reports and handling advice	435	424

4.3 Disposal of records

Agencies can only dispose of official records in accordance with a disposal determination made by the Director, State Records, which has been approved by the State Records Council (the Council). These determinations are documented in disposal schedules that link official records to 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)
- Records Disposal Schedules (RDS) that cover functions and related records specific to an individual agency.

Up to 30 June 2015 agencies sought approval from State Records prior to the destruction of records of temporary value. This was achieved through the submission of Intention to Destroy Records Reports (ITDRR). State Records received 860 ITDRRs from agencies in 2014-15, a 14.3% decrease from 2013-14. Of those received, 72% were approved with no changes.

As of 1 July 2015 the requirement to submit an ITDRR to State Records ceased, with responsibility for the authorisation of the destruction of records returning to agencies.

State Records continued to progress a comprehensive review of GDS 15 (8th edition) for State Government agencies which expired on 30 June 2015 (extended by Council to December 2015). The review is being undertaken to:

- take account of relevant legislative changes that have occurred over the past five years
- take account of GDS developments that have occurred interstate, including the development of a national bodies' cross-jurisdictional GDS
- consolidate some disposal classes and 'roll up' retention periods
- include examples of record types for various disposal classes to assist agencies when undertaking sentencing.

The review, which is being undertaken in conjunction with a working group comprising representatives from State Government agencies and a private sector records management consultant, will conclude in late 2015 with a new version of the GDS being released following approval from the Council.

4.4 Indexes and Finding Aids

Indexes to the records in State Records' collection are published to assist the public and agencies to quickly and efficiently access the records they need.

The most comprehensive and most 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. *ArchivesSearch* uses software that will not be supported beyond 2015. Budget bids in 2014-15 to fund a replacement system were again unsuccessful. Investigations have continued into potential replacement systems, primarily through an inter-jurisdictional workgroup.

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. In 2014-15 a project was initiated to digitise and publish the indexes on State Records' website, with over 300 indexes being digitised to date.

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:

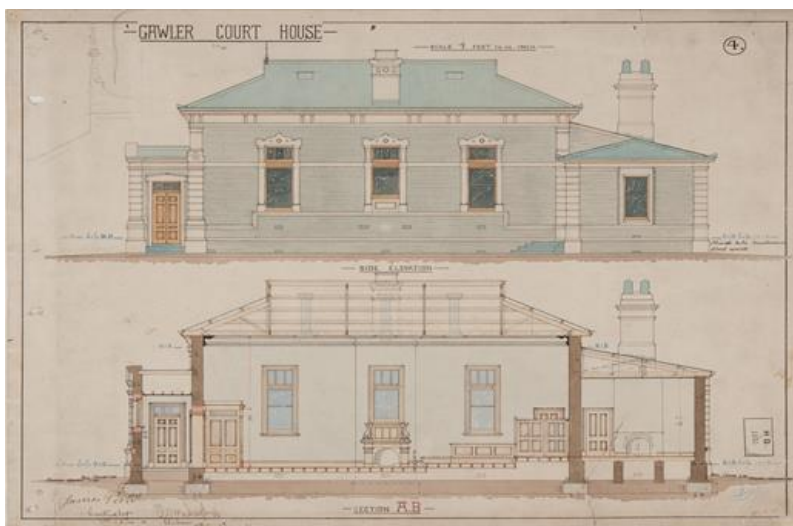
- Court Records

The following Fact Sheets were revised in the reporting year:

- Researching the History of Your House (version 1.2)
- Records of the Public Trustee (version 2.1)
- School Records (version 1.2)
- World War One (version 1.1)

The following Fact Sheets will be issued in 2015-16:

- Land Records
- Migrant Hostels



GRG 38/68, unit 24, item HD 1855 - Plans of public buildings, 'Historic Drawing' series ('HD' plans) - Colonial Architect's Department and successors.

4.5 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.

4.5.1 Public Access Determinations

When records of enduring value are transferred to State Records the agency responsible must 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 re-enforcement or review, though many series remain without formal determinations. In 2014-15 State Records reformed business processes for seeking Public Access Determinations for series without formal determinations. The reform project involved developing and documenting a more detailed understanding of how determinations had been recorded in the archival management system. Some statistical variation is, therefore, to be expected from the previous years' assessment of the proportion of the collection (consignments) with a formal Access Determination (see table below).

4.5.2 Research Centre

State Records closed its Gepps Cross and Leigh Street Research Centres in July 2014 and opened a single Research Centre within the State Library of South Australia (State Library) premises on North Terrace on 4 August 2014. This formed part of a colocation arrangement with the State Library and the National Archives of Australia (NAA). The new Research Centre initially offered five days per week and a monthly Saturday opening.

The benefits of co-location have been felt in terms of new customers, and increased opportunities to share knowledge and collaborate with the State Library and NAA on public programs and user education sessions.

Post-implementation reviews showed that visitor numbers were consistent with those recorded previously at the Gepps Cross and Leigh Street Research Centres. The reviews also highlighted that the resource

intensive nature of the Research Centre was impacting staff and the ability to provide services that supported remote access, such as digitisation. State Records determined that it could not maintain a five day per week service at the Research Centre and as a result ceased opening on Mondays from mid-June 2015. This change brought the services delivered by State Records in-line with those provided by NAA. Monthly Saturday openings did not prove popular with researchers and were ceased in March 2015.



State Records Research Centre, within the State Library of South Australia, North Terrace, Adelaide.

A by-appointment arrangement is operational out of State Records' Gepps Cross facility, providing access to records which are unable to travel to the North Terrace Research Centre because of size, weight or fragility.

4.5.3 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 State Records indexes, as well as guidance and advice about records that may be relevant.

This service increases in popularity each year. Prior to 2014-15 State Records measured the take-up of this service in terms of the number of interactions with researchers, which is not indicative of the total number of enquiries received. In 2014-15 State Records commenced reporting on individual enquiries, which accounts for the apparent drop in numbers of enquiries as seen in the table on the following page. Each enquiry typically involves 2-3 interactions.

The most popular enquiry topics include education records, health records, immigration and criminal matters, as well as enquiries about services such as copying services or system advice. While slightly more enquiries are received via electronic communications such as email and webform, almost 50% of requests are received via telephone.

State Records is working to provide researchers with more tools to conduct research work independently and remotely. This will include access to indexes and Special Lists via the State Records website and help videos on Youtube.

4.5.4 Digitisation

In 2014-15 State Records ceased its onsite photocopying service in the interests of records preservation, and began redirecting researchers to its digitisation service. The use of capital funds to purchase additional digitisation equipment means that State Records now has capacity to digitise large format plans as well as records in more traditional formats such as volumes and files. The reporting year saw a 30% increase in the number of items digitised, mostly in response to customer requests. A small proactive digitisation program has focussed on the digitisation of images within GRG26/5/4 (Photographic portraits of South Australian soldiers, sailors and nurses who took part in World War One) and GRG78/46 (Alphabetic index to register of patients - Adelaide Hospital (later Royal Adelaide Hospital)).

4.5.5 Outward 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.

In 2014-15 State Records administered the loan of two items to the South Australian Museum for the purposes of the *Science and Art: 12 Years of the Waterhouse Exhibition* at the Museum. The items were:

- A letter from Frederick George Waterhouse to the Secretary of the South Australian Institute dated 25 November 1861, regarding his duties as first Curator of the South Australian Institute Museum.
- A letter from ornithologist John Gould to the Secretary of the South Australian Institute dated 25 June 1863 regarding the discovery of a new species of parakeet by Frederick George Waterhouse.

Both items were from GRG19/167 (Letters and memoranda received by the General Secretary concerning evaluations, donations, and purchases of museum specimens and apparatus).

4.5.6 Third party providers

State Records commenced discussions with third party providers in 2014-15 which will see archival records of the South Australian Government digitised, indexed, published and preserved. The focus initially is on records which assist family history research, and work is expected to commence in the second half of 2015.

4.5.7 Volunteers

State Records has expanded its volunteer program to five people involved in a range of projects including:

- Rehousing and digitisation of GRG26/5/4 (Photographic portraits of South Australian soldiers, sailors and nurses who took part in World War One)
- Identification and indexing of individuals on various Honour Boards in the collection, for a Special List and to supplement information held for service people identified within GRG26/5/4
- Digitisation of GRG78/46 (Alphabetic index to register of patients – Adelaide Hospital (later Royal Adelaide Hospital))
- Indexing of GRS1334/1 (Probate files – Testamentary Causes Jurisdiction, Supreme Court of South Australia)
- Indexing of GRG35/320 (Record of land held by soldier settlers - Soldier Settlement Branch).

Key statistics relating to access:	2012-13	2013-14	2014/15
Visits by the public	2 857	3 253	3 300
Records retrieved for viewing by the public in the Research Centre*	6 695	5 906	*5 036
Records viewed on microfilm/microfiche by the public	2 965	2 747	1 946
Enquiries from the public by telephone, email and letter	5 716	5 828	2 056
Records retrieved for viewing by an agency within the agency	7 247	7 143	5 571
Records retrieved for viewing by an agency in the Research Centre	1 349	1 339	717
Number of digital images created of items in the collection	4 196	5 952	7 744
Proportion of the collection (consignments) with a formal Access Determination	Not reported	37.57%	52.71%

* 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.

4.6 Records related to Aboriginal people

The State's archives 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.

GRG52/1 (Aboriginal Affairs Correspondence Files [letters received]) 1866 – 1968 is perhaps the most significant and substantial body of primary source records evidencing the interactions between Aboriginal people of South Australia and the Government. In 2014-15 State Records commenced the provision of copies of records within this series through its digitisation service, an initiative aimed at preserving the original records and creating preservation standard digital images of the records.

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 updated and will be reissued in 2015-16.

State Records took part in the following events in 2014-15:

- the anniversary of the National Apology community event, February 2015
- information sessions on Aboriginal records and resources for history students of the University of Adelaide, March 2015
- National Sorry Day, May 2015.



Attendance at the anniversary of the National Apology community event in February

4.7 Records management advice and assistance

4.7.1 Training and Education

In 2014-15 State Records provided the following training:

Basic Awareness

State Records provides free online basic awareness training in the following categories:

- Induction to Records Management
- Induction to Freedom of Information

'Induction to Records Management', which had 364 participants in 2014-15, and 'Induction to Freedom of Information', which had 72 participants in 2014-15, 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 - Records and Archival Management

State Records delivered a range of short courses that focused on practical and operational records and archival management skills. These included:

- General Disposal Schedule 15 for State Government agencies in South Australia
- General Disposal Schedule 18 for Ministerial Offices
- General Disposal Schedule 20 for Local Government authorities in South Australia
- Keyword AAA
- Boxing and Listing

In 2014-15, 111 participants enrolled into these operational courses.

Operational Courses - Freedom of Information

State Records regularly conducts 'Freedom of Information for Accredited FOI Officers' courses for State and Local Government employees. This course is separated into four modules that participants can attend in one week or over a number of weeks. Completion of all four modules enables the participant to be designated as an Accredited FOI Officer under the *Freedom of Information Act 1991*.

In 2014-15, 408 participants undertook the Accredited FOI Officer training course.

University education

In collaboration with the University of South Australia and the State Library of South Australia, State Records continues to support the Business Information Management postgraduate program. The program allows 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 ninth year the program continues to attract enrolments, with 31 students participating across the program in 2015.

The Business Information Management Course has been integrated into a Master of Information Management degree and commenced in 2015 as a specialisation entitled Archives and Records Management. The degree is more prescribed, meaning that the student will take fewer electives but a wider range of records management and archival courses. From 2015 the Master of Information Management degree has commonwealth supported fees which will be for both specialisations – library and information management and archives and records management.

During 2015-16 the training and education function within State Records will be reviewed as part of a broader business reform process.

4.8 Standards

State Records is responsible for developing standards, guidelines and information sheets that outline best practice in records management and support agencies to satisfy their obligations under the Act. The documents are subject to consultation with a wide group of stakeholders.

4.8.1 Documents issued in 2014-15

Guidelines

- Cloud Computing and Records Management (new)
- Management of Emails as Official Records (revision)
- Policy Register (revision)
- Glossary of Terms (revision)

Information Sheets

- Microsoft SharePoint and EDRMS (revision)
- Recordkeeping Metadata (revision)

4.8.2 Documents to be issued in 2015-16:

Standards

- Appraisal, Disposal and Transfer of Records (new)
- Management of Online Records (new)
- Records Security Standard (new)
- South Australian Recordkeeping Metadata Standard (SARKMS) (revision)
- GDS 21 Schedule for the Management and Disposal of Source Documents and Digitised Versions after Digitisation (revision)

Guidelines

- Adequate Records Management Implementation Plan (revision)
- Managing Records During Administrative Change (revision)
- Digitisation of Official Records and Management of Source Documents (revision)
- Resourcing Guideline (revision)
- Audit and Assessment Guideline (revision)
- Monitoring Adequate Recordkeeping Guideline (new)
- Records Destruction Guideline (new)
- Ministerial Handbook (new)

Information Sheets

- GDS21 Certification Process (revision)

4.9 Surveying

In December 2014 State Records undertook an *Assessment Survey of Agency Records Management Practices*. Online survey technology was utilised to make completion and analysis of responses less resource intensive. The Survey uses the benchmark criteria from the State Government's *Adequate Records Management Standard* to assess performance.

The assessment of agency records management practices helps identify areas that may require attention and opportunities for improvement.

At the close of the reporting year, survey responses had been received from 104 State Government agencies and 62 Local Government authorities. Agencies who submitted a response to the survey will receive a report following the evaluation of their response by State Records.

4.10 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 across-government and departmental committees.

4.10.1 Social Media

2014-15 represented a consolidation of State Records' social media program following a number of years marked by experimentation and establishment. State Records employed its 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.

The best example of this was the launch of 'History Mysteries'. This program was designed to encourage community interaction through the digital posting of items from the archival collection. The most popular History Mystery involved an unknown group portrait that State Records had been unable to adequately describe for a number of decades. The image was posted to State Records' Facebook page and a framework of enquiry developed to guide facilitated discussions. The individuals within the portrait were identified by the online community, along with the date and location of the image.



'History Mystery' – Delegates to the Imperial Conference at Sandon Hall in 1911.

The History Mystery initiative achieved a number of outcomes. This innovative program saw

State Records generating meaningful discussions with its online communities including members of the public, stakeholders and sister institutions. This had the effect of broadening State Records' audience reach and highlighting our online presence within the social media realm as not only broadcasters, but genuine participants. Another outcome achieved was that archival records received further context and additional data needed to successfully arrange and describe them as accessible and relevant items in our collection.

A blog, 'The Reading Room' was launched in February 2015, with initial posts focussing on telling the stories behind collections of records such as World War One recruitment posters (GRG32/16), the 1954 Royal Visit of Queen Elizabeth and the Duke of Edinburgh (GRG24/140), and plans for 'Z Ward' at Glenside Hospital (GRG38/64). The blog has also been used to offer a behind the scenes look at State Records' digitisation service.



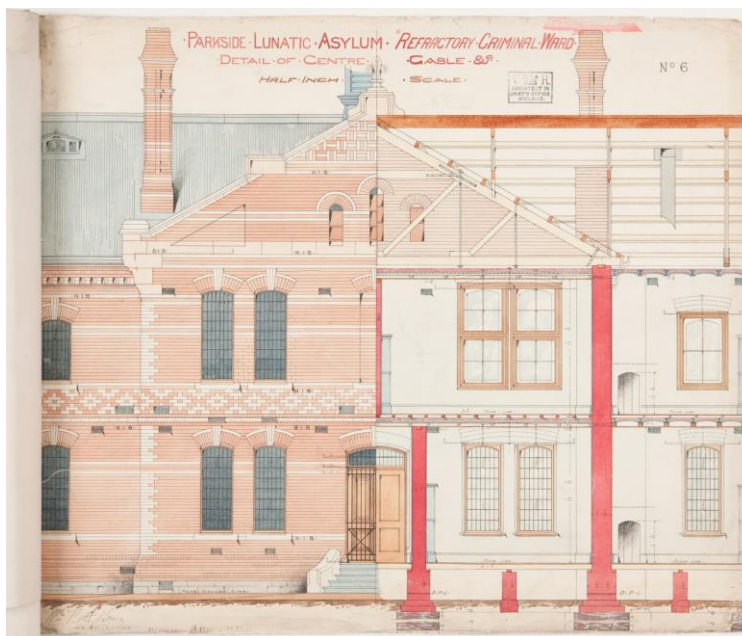
SRSA GRG24/140 item 72 p.61a
Records relating to Royal and other dignitaries' visits – Royal visit 1954, schools demonstration.

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

- 202 images of South Australian soldiers, sailors and nurses who took part in World War One to commemorate Remembrance Day in November 2014 and ANZAC Day in April 2015. State Records has now published 1066 of these images to Flickr and made them available to the RSL Virtual War Memorial.

A further 896 images will be released to commemorate Remembrance Day in 2015, taking the number of images to over 2000.

- 16 images of the former 'Z Ward' at Parkside Lunatic Asylum (later Glenside Hospital) were released to coincide with public tours of the site.
- 42 images of a Jewellery Reference Book used by Angaston Police Station from 1938. The book assisted police and the public to describe stolen jewellery.
- 3 images of a letter written by A. A. McKay on 6 August 1914, immediately following the declaration of war, to the Premier of South Australia, Archibald Peake, offering her services as a Nurse to the war effort. Perhaps one of the earliest examples of an Australian woman making an offer to contribute her nursing skills to the war effort.



SRSA GRG 38/64, transfer 499, pad 12 – Z Ward
Details of centre gable, 1884.

4.10.2 Website

On 22 September 2014 State Records launched a new website aimed at promoting the organisation and improving access to our services. During the reporting year, the State Records website received over 7 243 000 hits from members of the public and agencies seeking information. Each day saw approximately 935 visitors to the site. There were also over 422 588 downloads from the website, the highest being GDS 15 8th Edition.

4.10.3 Tours / Visits

A number of public programs were provided during the reporting year. Regular public information sessions in partnership with National Archives of Australia were offered at the State Library, and focussed on promoting awareness of the organisations' collections and services to State Library customers. Tours and information sessions were provided for a number of dedicated local history organisations and government agency staff at the Gepps Cross repository.

Workshops relating to accessing and using archival documents were also delivered for students and faculty members from Flinders University. These workshops were held in addition to regular one-on-one training conducted in the Research Centre for secondary and tertiary students.

State Records participated in the South Australian History Festival – About Time in May 2015. Two public tours of the Gepps Cross repository were provided, in addition to two joint information sessions with the National Archives of Australia at the State Library. A talk, *The Archaeology of Archives*, was given at the State Library and focused on the value of archival records to the archaeology profession.

In June 2015 State Records hosted a book launch for Helen Stagg, author of *Harnessing the River Murray: stories of the people who built Locks 1-9, 1915-1935*. The book draws on records in State Records' collection including reports within Correspondence files ('EO' files) - Engineer-in-Chief's Department (GRG53/16). Helen was assisted in her research by State Records Reference Officers.



State Records book launch – *Harnessing the River Murray*, by Helen Stagg.

4.10.4 Television

Television programs featuring stories about celebrities discovering information about their forebears, often with the assistance of official government records, continues to encourage the public to research their family history. This year State Records contributed to and featured in:

- episodes of *Who Do You Think You Are?*, season 6, featuring Adam Goodes and Paul McDermott, which aired on 12 and 26 August 2014.
- the film ‘Kings Seal’ which focussed on the continuing importance of the Letters Patent, South Australia’s founding document, to Aboriginal people in the State. The film premiered at the Hawke Centre at the University of South Australia in July 2014.

4.11 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.

4.11.1 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, FOI training and regular and ad hoc reporting.

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

- a review of the FOI Act including consulting with state government departments, liaising with the Crown Solicitor’s Office and the SA Ombudsman and developing a briefing to the responsible Minister.
- responding to various requests for advice from agencies and the public.
- project managing the replacement of the Freedom of Information Management System (FOIMS) across government database using up to date software. It is envisaged the new FOIMS will be rolled out in 2016-17.
- updating Premier and Cabinet Circular 35 (PC035), Proactive Disclosure of Regularly Requested Information, to include the publication of overseas travel costs of all public sector employees, including Chief Executives.
- developing a new FOI information sheet for PC035.
- delivering six Accredited FOI Officer training courses and a number of specialised FOI education sessions for agencies. Another five Accredited FOI courses are planned for 2015-16.
- developing an online FOI General Awareness training course. This course will continue to be available in 2015-16.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2014-15*.

4.11.2 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 A/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 six exemptions from the IPPI across three subject areas
- revising seven privacy information sheets and guidelines
- keeping itself informed about privacy developments in other jurisdictions.

In addition to supporting the Committee, during the year State Records continued work on the development of information privacy legislation for the South Australian public sector.

For further information on the administration of the IPPI and the work of the Privacy Committee, please refer to the *Privacy Committee of South Australia Annual Report, 2014-15*.

4.11.3 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.

During the year the State Government accepted two separate offers from CA to settle the government's copyright liabilities up to 30 June 2015. The settlement total amounted to \$2.57M. Payment of the copyright royalties to CA was made by DPC.

Remuneration payments to Screenrights and APRA are also up to date.

During 2015-16, priority will be given to progressing discussions with CA on the development of a sampling survey in order to determine the State's use of print and electronic publications.

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
- 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 support to the Council.

5.1 Composition

The current Council is the sixth since the establishment of the Act, members appointed for a three-year term from November 2013 until November 2016.

Chair

The position of Chair is vacant following the resignation of Gary Thompson in May 2014. Margaret Anderson is currently the Acting Chair. A new Chair will be appointed following resolution of the review of the Act.

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.*

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

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

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.*

Vacant – *a person with practical business experience.*

Julie-Anne Burgess, State Courts Administrator and Chief Executive Officer, Courts Administration Authority – *a person nominated by the Chief Justice of the Supreme Court.*

John Browne – *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 (refer 4.3).

During the reporting year Council approved 20 disposal schedules.

For records more than 50 years old:

- RDS 2014/11 Version 1 – Older Than 50 Years Financial Records of the District Council of Benara
- RDS 2014/15 Version 1 – Older Than 50 Years Records of the Southern Mallee District Council (and predecessor agencies)
- RDS 2014/16 Version 1 – Older Than 50 Years Records of the Yorke Peninsula District Council (and predecessor agencies)
- RDS 2014/22 Version 1 – Southern Mallee District Council – Over 50 Years Records of District Councils of Pinnaroo & Lamerook.

New schedules or new versions of existing schedules:

- RDS 2012/20 Version 1 – Department of Primary Industries and Resources South Australia (PIRSA) – Divisions Responsible for Agribusiness and Regions (and predecessor agencies)
- RDS 2013/22 Version 1 – Department of Planning, Transport and Infrastructure – Public Transport Services Division (PTS)
- RDS 2014/01 Version 1 – Department for Education and Child Development – State Office (and predecessor agencies)
- RDS 2014/18 Version 1 – Disposal of Invoice Records of Department of the Premier and Cabinet – Shared Services (SSSA)
- RDS 2013/15 Version 1 – Education Adelaide
- RDS 2013/04 Version 1 – Attorney-General's Department – Policy, Projects and Technology – Public Safety Solutions – South Australian Government Radio Network (SAGRN) (and predecessor agencies)
- RDS 2014/13 Version 1 – Education and Early Childhood Services Registration and Standards Board of South Australia (and predecessor agencies) (excluding National Law responsibilities)
- RDS 2014/23 Version 1 – Mid Murray Council
- RDS 2014/21 Version 1 – South Australian Civil and Administrative Tribunal (SACAT)
- RDS 2014/20 Version 1 – Return to Work SA
- RDS 2014/26 Version 1 – Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)
- RDS 1520 Version 3 – Department of State Development – Resources and Energy Group – Mineral Resources Division (and predecessor agencies).

General Disposal Schedules (GDS):

- GDS 28 Version 1 – Clinical and Client-Related Records of Public Health Units in South Australia
- GDS 35 Version 1 – State Government Boards and Committees of South Australia
- National GDS 27 2nd Edition – Records Required for Legal Proceedings Relating to Alleged Abuse of Former Children Whilst in State Care and/or of Relevance to the Child Protection Systems Royal Commission
- GDS 34 Version 2 – National Bodies.

Council approved the following:

- request for extension of the effective date of GDS 20 (5th Edition) for Local Government Records in South Australia
- request for extension of the effective date of GDS 15 (8th Edition) for State Government Agencies of South Australia
- request for extension of the effective date of GDS 18 Version 4 for Ministerial Offices.

In addition Council noted the following:

- a briefing from the Department for Education and Child Development regarding the disposal of fire damaged temporary and permanent records from the Victor Harbor R-7 School following a fire that destroyed eight classrooms.
- a briefing from the Women's and Children's Hospital regarding an incident involving sewerage damage to patient records. Council noted that no records were destroyed and remedial action had been taken to mitigate the risk of any similar incidents in the future.

5.2.2 Advice to Minister or Director State Records

During the reporting period Council submitted letters to the Minister in response to the following issues:

- the Angela Allison review regarding the proposal to integrate State Records with the State Library of South Australia
- the State Government reform of Boards and Committees and the potential abolition of the State Records Council
- *Digital.SA* - The South Australian Government's Digital Strategy 'digital by default'.

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.

During 2014-15 Council:

- endorsed the amendment of the State Records Regulations
- endorsed the *South Australian Recordkeeping Metadata Standard* Version 5
- noted the *Management of Email as Official Records Guideline* Version 3
- noted the *Cloud Computing and Records Management Guideline* Version 1.

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

- restriction of access to GRG 5/283/6 Unit 1, Volume 1, until such time that the volume is stabilised and treated. The volume will then be digitised so that future access can be provided by such means.
- cessation of State Records' Intention to Destroy Records Report (ITDRR) Process. Council approved the cessation of the ITDRR Process and noted it would be effective from 1 May 2015.
- draft GDS 30 Version 1, covering progress on the review of GDS 15 and the development of the new GDS 30 as a replacement. Council was also advised that State Records is currently working on a review of GDS 18 Version 4 and the potential to include this GDS within GDS 30.

Council was advised of:

- the formal resignation of the Director, State Records, Terry Ryan, effective from 28 August 2014.

Council was also provided with regular verbal updates regarding progress of issues impacting on State Records such as:

- the proposal to integrate State Records with the State Library
- the co-location of State Records' research facilities at the State Library
- the review of the Act
- the State Government reform of Boards and Committees
- machinery of Government changes, which will see State Records transition to the Attorney General's Department as of 1 July 2015.

During the reporting period Council also met the A/Director, Strategy and Innovation, Office for Digital Government, to discuss the State Government's Digital by Default Draft Strategy.

6. Legislative Reporting

6.1 Amendments

There were no amendments to the Act.

6.2 Amendments to the *State Records Regulation 1998*

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2014, in line with the 2.7% Consumer Price Index. There were no further amendments made to the Regulations during the reporting year.

6.3 Alleged Breaches

Lyell McEwin Hospital

In March 2015 it came to State Records' attention that the Lyell McEwin Hospital had potentially released confidential patient notes of three individuals to another patient after they requested a copy of their own records.

Consistent with the requirement of the Act, State Records undertook a survey of the recordkeeping practices of Lyell McEwin Hospital in relation to the incident. A report of the incident, which will include recommendations to improve the records management practices of the Lyell McEwin Hospital, will be finalised in 2015-16.

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. At the close of the reporting year, State Records was assessing the impacts of each of the recommendations made by Mr Moss.

In 2015-16 State Records will finalise a proposal that considers a response to each of the recommendations.

7.2 Proposal to Integrate State Records with the State Library

In July 2014 DPC engaged Ms Angela Allison to review a proposal to integrate State Records with the State Library. In undertaking the review Ms Allison sought comment from staff of both organisations as well various stakeholders. The review concluded in December 2014 when Ms Allison delivered her Final Report to DPC.

The Final Report outlined Ms Allison's findings, proposed options for reform and recommended a course of action that would see both the collection management and access functions of State Records be integrated with the services of the State Library. Such a change would have seen State Records focus on the delivery of policy and government services.

Prior to a decision being made on the future of the two organisations, machinery-of-government changes were announced that would see State Records transition from DPC to AGD as of 1 July 2015. The transition to AGD altered the context within which State Records operated; leading to a decision not to progress the proposed integration.

7.3 Assessment of Risk

During 2014-15, State Records continued to progress a number of related risk management initiatives for the South Australian Government archives collection. These initiatives included:

- completion of a security risk assessment and related report of recommendations by the South Australia Police (SAPOL) of State Records' Collinswood site
- commencement of a security upgrade at State Records' Gepps Cross site, further to the 2013-14 security risk assessment of this site by SAPOL
- completion of a second pilot valuation exercise involving further sample items from the archives collection
- continued review of State Records' current insurance coverage for the archives 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 prepared by DPC, in collaboration with State Records, in 2013-14.

7.4 Digital Archive

State Records and the State Library are the South Australian Government agencies legislatively mandated to collect, preserve and provide public access to:

- official records of enduring evidential or informational value
- materials published in South Australia.

From mid-2011 the agencies have been working toward the acquisition of a Digital Preservation System, which encompasses a Digital Archive. This system has the ability to permanently preserve, manage and provide access to digital information. With the majority of information in government and the public sphere now being created electronically, both State Records and the State Library need to acquire a trusted repository for that material.

The collaboration has produced a project charter and agency-specific business requirements. Presentations have been held to raise awareness of the risks that exist for information in digital format and the need for that information to be managed and preserved now and into the future. A Request for Information (RFI) was issued in 2013-14, soliciting information from suppliers on their ability to develop and implement a Digital Preservation System for long term and permanent storage and preservation of digital material. Nine submissions were received and subsequently evaluated against the outlined 'scope of work'.

The South Australian Government's commitment to transforming services using digital technology, as detailed in the Digital by Default Declaration and Digital.SA Strategy, is a significant driver to this enterprise as the consequence of a paper-free public service will be an ever growing digital collection that needs to be managed in the short term, long term and permanently.

A business case is being developed, seeking support and funding for a project to purchase and implement a Digital Preservation System for South Australian Government.