Government of South Australia

State Records of South Australia

Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2009

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The Hon Jay Weatherill MP
Minister Assisting the Premier in Cabinet Business and Public Sector Management

Dear Minister

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

Yours sincerely

Terry Ryan
DIRECTOR
STATE RECORDS OF SOUTH AUSTRALIA

7 October 2009

1. Overview

State Records was part of the Department of the Premier and Cabinet during 2008-09 and is referenced in its annual report. The *State Records Act 1997* (the Act) prescribes the functions of State Records and this annual report documents the administration of the Act in terms of those functions for the year ended 30 June 2009. In July 2008 the Honourable Jay Weatherill, Minister Assisting the Premier in Cabinet Business and Public Sector Management, became responsible for the Act and State Records.

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

Achievement of the Objects and Functions prescribed by the Act is becoming an increasing challenge in the current environment. In this context the management of electronic records in accordance with best practice continues to be the most significant issue for agencies.

Since 2004 State Records has applied contemporary archival arrangement and description practices to the 10 000 shelf metres of official records transferred to its custody by agencies. This has added around 800 000 quality-controlled entries the archival management system over that period with a further 300 000 from improvements to the data. The result has been improved accessibility for the public and agencies to these records.

The Research Centres at Gepps Cross and Leigh Street in the City provide access to the collection and in 2008 scored a 98 percent satisfaction rating from our public customers. State Records' archivists and customer service officers are the primary deliverers of this service and a diverse range of staff from across the organisation participate in a roster to support the delivery. The roster system and the need to provide this service across two locations are challenging so achievement of this high rating is particularly pleasing.

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

The two most significant issues for State Records are the inefficiencies of many current approaches to the management and long-term preservation of electronic records, and the likelihood that the repository will reach capacity in less than two years. Potential solutions have been identified and State Records will continue to make the case for their implementation.

State Records is proud of its achievements and acknowledges key contributions of the State Records Council, the Privacy Committee of South Australia, the Across-Government

Information and Records Management Strategy Group, Local Government authorities, the Crown Solicitor's Office and SA Link-up Nunkuwarrin Yunti.

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

2. Role of State Records of South Australia

The Objects of the Act are to establish State Records as the principal repository for official records, ensure official records are preserved, promote best practice in records management by 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 describes the following functions for State Records under section 7:

a) receive official records into its custody

b) ensure the organisation, retention, conservation and repair of official records in its custody

c) make determinations (with the approval of the State Records Council) as to the disposal of official records

d) publish, or assist in the publication of, indexes of, and other guides to, the official records in the custody of State Records or official records whose delivery into State Records' custody has been postponed or is subject to an exemption granted by the Director of State Records

e) provide for public and agency access to the official records in the custody of State Records

f) assist in identifying official records in the custody of State Records, the disclosure of which might constitute a contravention of Aboriginal tradition

g) provide advice and assistance to agencies with respect to their records management practices

h) issue standards (following consultation with the State Records Council) relating to records management and assist in ensuring that agencies observe best practice in records management

i) promote awareness of State Records and its functions

j) perform any other functions assigned to State Records by this or any other Act or by the Minister.

State Records is also required to provide support to the State Records Council, survey agency records management practices and approve notifications to destroy records.

In accordance with Section 7 (j) of the Act, State Records also supports the Minister in the administration of the *Freedom of Information Act 1991* (the FOI Act) and the Information Privacy Principles, supports the Privacy Committee of South Australia and the State Records Council and administers the State's Copyright agreements.

3. The Organisation

State Records has a total of 48 staff that, when broken down by full and part-time staff, equates to 43.6 full time equivalents (FTEs). The organisation is structured into six teams that reflect legislated functions.

- Records Management Services – provides records management advice and assistance to agencies through: direct communications; development and delivery of records management training; development of standards, policies and guidelines; administration of across-government records-related procurement mechanisms; records destruction approvals and surveys of agency performance

- Collection Management Services – provides support to the State Records Council; make determinations on the disposal of official records; provides archival advice and assistance to agencies; receives archival records into the collection; documents information about the archival records transferred (arrangement and description) to the collection database; and is responsible for the conservation of archival records in the repository

- Reference and Access Services – leads the provision of access to the archives; provides advice and assistance to the public about research methodologies, and agencies about the making of access determinations; develops indexes to the records; and improves accessibility to records related to Aboriginal people

- Business Operations Support Services – provides support to the organisation in the areas of: business systems; human resources; financial processing; office equipment procurement; building facility maintenance; travel and accommodation arrangements; website maintenance; and coordination and corporate reporting on OHS&W, sustainability, disability and reconciliation activities

- Freedom of Information and Privacy – provides advice and assistance to the Minister, agencies and the public; provides executive support to the Privacy Committee of South Australia; develops and promulgates policies and guidelines; administers the across-government freedom of information management system; and develops and delivers training for Accredited FOI Officers in line with the FOI Act

- Executive – leads and manages the organisation; financial management including budgeting and negotiation; negotiates and administers the State's agreements under the Commonwealth's Copyright Act.

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

Significant re-engineering of business processes has achieved efficiencies within the organisation over a number of years. In 2009-10 State Records will critically examine the services it provides to satisfy the functions prescribed in the Act to identify areas where savings can be achieved.

4. Functions

The functions defined under the Act are listed in Section 2 of this report. The following information provides a summary of key activities undertaken during the reporting year and activities planned for 2009-10.

4.1   Receive records

4.1.1 Transfers

The quantity of official records received each year is increasing at a rapid rate as agencies stop storing official records in office space and when agency facilities are relocated or redeveloped. In 2008-09 over 3000 shelf metres of permanent official records were received – approximately 104 000 items. This is an increase of 66 percent on the average over the previous three years.

Archival records from the pre-1900s, including school admission registers and local government assessment books, were transferred during the reporting year.

The Land Services Group, Department of Transport, Energy and Infrastructure, provided a significant addition to the collection with records that document the early land transactions of the State. The majority of these records are now stored in the portion of State Records' repository that is environmentally-controlled.

The redevelopment of the Glenside Hospital site caused State Records to assist the Glenside Campus of Central Northern Adelaide Health Service to organise archival records for transfer to the repository. The majority of records are of a clinical nature, with some dating back to 1846 and the Adelaide Lunatic Asylum. During 2009-10 the necessary arrangement and description work will be undertaken to make these records available to the public.

Details of other transfers of interest can be found on the State Records website at http://www.archives.sa.gov.au/archivesearch/transfersofinterest.html

4.1.2 Storage

The State's repository for official records has capacity for 72 000 shelf metres of records and currently contains 66 900 shelf metres (approximately 10.6 million items). The remaining 5100 shelf metres is dispersed in small spaces that in many cases are not useful for storing archives. With the current rate of transfers to the repository expected to be maintained in coming years, the repository will be full by early 2011.

During 2009-10 State Records will revise the proposal to address the capacity issue to ensure transfers can be received in accordance with the Act. Results of a survey of agency records holdings will also inform this revision.

4.2   Organisation and repair of records

4.2.1 Arrangement and description

To facilitate efficient access by State Records, agencies and the public, it is vital that appropriate descriptive information about the records is loaded into the archival management system, ArchivesOne. This critical archival practice is detailed and time consuming in nature. During 2008-09 there were in excess of 204 000 quality entries added to the ArchivesOne system, comprising 104 000 from transfers during the year and 100 000 from improvements to existing data.

As reported in previous years, data for most of the archival records transferred to State Records in decades past are lacking the level of descriptive information required and in many cases requests for access are not successful. During 2008-09 a process was trialed where an archivist worked off-line for short periods to improve this data, but the increased level of archival transfers has limited the results.

Proposals for a focused effort towards improving the arrangement and description of the historic data within the collection will be scoped during 2009-10.

4.2.2 Conservation and repair

State Records has not undertaken any conservation or repairs to records in the collection in recent years other than those required to salvage records damaged by water through a leak in the repository roof in 2006.

The need for conservation and repair is identified when records are accessed for customers and in extreme cases records are not made available. An example of this is *GRG 42/169 – Engineering plan collection comprising contract plans for railway construction, 1857 – 1983* which was closed to access in its entirety, for the full reporting year.

Discussions with ArtLab will occur in 2009-10 to explore opportunities for the preservation of records within the State Records collection. During the reporting year State Records established the capability to create digital copies of official records. While the initial focus is on the provision of digitised images for access purposes, the intention is to digitise images to meet preservation needs when required (eg where records are too fragile). It is hoped the digitisation service can be expanded during 2009-10.

4.2.3 Keeping Electronic Information Strategy (KEIS)

The need to ensure the long-term preservation of official records created in electronic format remains a critical issue for the South Australian public sector, as it does for all archival authorities and governments. In recent years State Records has drafted a strategy that establishes what is required to mitigate the risks associated with electronic records.

State Records is liaising with the Office of the Chief Information Officer to ensure their proposed Information Management Framework, currently under development, takes account of the requirements identified in KEIS. During 2009-10 the Across Government Records Management Strategy will be revised and KEIS will be integrated into that document.

4.3   Disposal determinations

The disposal of official records is governed by disposal schedules that link records of agency business with timeframes for retention that can vary from short term to permanent. The schedules are determined by the Director of State Records and approved by the State Records Council in accordance with the Act.

In the last reporting year the State Records Council requested that agency Records Disposal Schedules (RDS) be made readily available to the public. During 2008-09 State Records commenced development of a system that will enable agency RDS' to be made available online via its website from 2009-10.

The major review of the disposal schedule for the records of Local Government, *General Disposal Schedule (GDS) 20,* will conclude late in 2009. In addition to the new 4th edition of GDS 20, a new thesaurus will be created along with a mapping document to assist local government identify and implement the changes from the review.

Rationalisation of office space and the resultant shift of records storage from office space to offsite facilities continues to impact on the number of *Notification to Destroy* forms being submitted by agencies to State Records, as agencies clear temporary records from their offices and storage facilities. *Notification to Destroy* forms are required to be approved by State Records before destruction. In 2008-09 there was a 12 percent increase in the number of requests for approval.

4.4   Indexes

State Records has a range of indexes and finding aids available in the Research Centres and on the website. These include the online search tool *ArchivesSearch*, *Ancestors in Archives*, the *Guide to Records Related to Aboriginal People*, *Finding Your Way Home* and other Special Lists such as passenger lists.

Following collaboration between Cabinet Office and State Records, customers now have access to a rich resource, which provides insight to the administrative political history of the State. A card index to Cabinet submissions covering 1925 to 1992 that provides details on the date of the Cabinet meeting, the title of the submission and file references is now available in the Research Centres. The index means customers can target their searches before requesting access to the submissions via the agency that developed the submission. Submissions may be subject to restriction.

Further work will be undertaken in 2009-10 on the card index to enable online access in the future.

4.5   Access

Since 1920 State Records and its predecessors have been providing public access to government records. Direct access to the archival collection is available at the City and Gepps Cross Research Centres, which are open from Tuesday to Friday each week. Gepps Cross is also open on the first Sunday of the month.

State Records has a range of customers including: family, community and professional historians; post-graduate students; special interest researchers; lawyers; and agencies. When customers visit one of the Research Centres they have access to specialist staff who

assist them identify a research strategy to align with their research requirements and experience.

In addition to providing face-to-face advice and assistance to customers, requests for information are received via email and telephone. The many resources published on the State Records website also assist customers in their research.

Whilst self-help finding aids and other relevant resources are available, success for customers in locating the information that they require can at times be futile due to the poor or non-existent descriptive information of many of the older historic records. This can be frustrating and time-consuming for customers and staff alike. Refer Section 4.2.1 for information about arrangement and description of records.

Following are some key statistics relating to access.

Access Statistics

	2007-08	**2008-09**
Visitors to Research Centres	3 500	3 270
Number of public enquiries by telephone, email and letter	4 181	4 150
Number of new public registered users	1 700	1 500
Issues of original material from the collection	15 700	17 250
Number of records viewed on microfilm/microfiche	4 000	3 500

Flow on effects of the *Commission of Inquiry into Children in State Care* and the Trevorrow "Stolen Generation" case continued to be evident in the requests for access to records by solicitors and individuals. It is expected that this demand will remain during the 2009-10 financial year.

A second series of the television program "*Who do you think you are?*" that traces the family history of Australian celebrities and sports personalities is due to air early in 2009-10. It is expected that there will be a new wave of customers seeking access to official records related to family history research.

4.6   Records related to Aboriginal people

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

An outreach visit to Port Lincoln during the reporting year promoted the work undertaken by State Records that can assist Aboriginal people. By extracting relevant information from the archival records, State Records has created a database, the Aboriginal Information Management System (AIMS), that has proved to be useful in assisting Aboriginal people target their research and gain information about their past.

During the reporting year the number of names entered into AIMS was increased from 108 000 to 122 200.

During 2009-10 the material used to promote the services of the Aboriginal Access Team will be updated to improve effectiveness. A visit to the South East region, covering Mount Gambier, Kingston, Naracoorte and Millicent, is confirmed for early in 2009-10.

4.7   Records management advice and assistance

4.7.1 Across-Government Records Management Strategy

The Across-Government Records Management Strategy is due to expire in 2010. A revised strategy will be required and a review of the current strategy has been undertaken to identify any gaps in relation to the current records and information management environment. It is intended that the revised strategy will reflect the interdependencies of all of State Records' information responsibilities – records management, archival management, freedom of information and information privacy.

Consultation on a revised strategy will occur during 2009-10 prior to approval being sought.

Strategy Goal 1

Establishment of records management education and training program

A review of the Training and Education Strategy will be undertaken in 2009-10 to provide input to the revised Across-Government Records Management Strategy mentioned above and to increase the opportunity for online delivery.

Basic awareness

Basic awareness training in records management and freedom of information for public sector staff was provided online during 2008-09. The courses titled *Records Management Induction* and *Freedom of Information Induction* are available via the State Records website free of charge.

This service is aimed at staff from all levels and provides a basic level of knowledge in records management and related fields. During the reporting year more than 300 people successfully undertook the online training.

Operational training

During 2008-09 over 200 students received recognised competencies in records management by successfully completing one or more of the following operational courses:
• GDS 15 for State Government Agencies in South Australia
• GDS 20 for Local Government Records in South Australia
• Records Services Identification and Transfer
• Keyword AAA Thesaurus
• Using the Local Government Thesaurus.

Certificate program

State Records' partnership with TAFE SA to deliver nationally-accredited tertiary level Certificates III and IV in Business (Recordkeeping) resulted in 42 students graduating.

In the early part of the reporting year the curriculum for both Certificate III and IV was re-written to align with the revised requirements of the National Business Services Training Package – BSB07. While undertaking this realignment, State Records structured the program to allow for delivery by correspondence commencing in 2009, and online delivery in future years. The courses were also renamed *Certificate III in Recordkeeping* and *Certificate IV in Recordkeeping*.

A total of 51 students are participating in the program in 2009, with well over 50 percent choosing to study by correspondence. This approach opens up access to the program across the State and provides increased flexibility for participants.

University education

The development and implementation of the Business Information Management (BIM) Program was a collaborative project between the University of South Australia, Fuji Xerox, State Library of South Australia and State Records. The program was developed to address skill shortages due to a lack of tertiary training being available to develop the records management people needed for the future. Now in its third year, the program is being well attended and is enabling formalised training and research at the higher education level for records, archival, library and information managers.

The program is available both online and through classroom lectures and in 2008-09 there were 78 students participating from around Australia and also from Norway and China.

Strategy Goal 2

Develop a guideline on records management resources within agencies

A comprehensive review and restructure of the guideline for records management resourcing has been undertaken during the reporting year with a new approach developed. The revised guideline will assist agencies determine what records management resourcing they need, including the skills and abilities required of staff and the relevant classification levels.

The guideline will be completed and released in 2009-10.

Strategy Goal 3

Audit agency records management performance

The approach to agency assessment and audit processes was reviewed and redesigned in 2008-09 in an effort to improve efficiency and effectiveness of the system. The new process has been designed to capture information in relation to current agency records management practices and procedures.

In 2009-10 the results of the audits will provide the mechanism for agencies to develop plans to address areas identified as needing improvement.

Strategy Goal 4

Establish panel of systems to manage official electronic and hardcopy records

The management of electronic records by government agencies is a significant risk to efficient and effective performance across the public sector and the preservation of records of enduring value. In 2004 a Panel of electronic document and records management systems was established to enable agencies to procure systems that would alleviate these risks. The Panel provided agencies with the opportunity to procure systems and benefit from efficiencies in: the procurement process; the management of their business record assets; and the satisfaction of the requirements of the Act. Since the Panel's inception, twenty-five percent of State Government agencies have procured and implemented systems from the Panel. Numerous Local Government agencies have procured from the Panel and reaped the rewards.

Following an extension by the State Procurement Board, the Panel arrangement will lapse in July 2009. A new arrangement has been put in place for agencies to procure electronic document and records management systems. Agencies can now procure and evaluate systems utilising a set of standards and guidelines that ensure systems will satisfy agency business needs and the preservation needs required by the Act. Master licence agreements are being established with key vendors to simplify the procurement and contracting process.

During 2009-10 State Records will promulgate the new procurement arrangement across government and promote the potential efficiency gains these systems offer.

Strategy Goal 5

Develop records management standards to assist agencies

See Section 4.8 below.

Strategy Goal 6

Assist regional and smaller agencies improve their records management

Formal training in the form of Certificate III and IV in Recordkeeping is now more easily accessed by those in regional areas through the delivery of the program by correspondence. In the inaugural correspondence program there were 15 regional participants.

During the reporting year operational training in *Records Series Identification and Transfer* and *GDS 15 for State Government Agencies in South Australia* were delivered face-to-face in Port Lincoln for people from that region. Approximately 40 students received recognised records management competencies that would have otherwise been difficult for them to attain.

As State Records reviews and expands the information and programs available online, access by regional and smaller agencies will continue to improve. Subject to demand, opportunities for partnering with third party providers of records management training will also be considered.

4.7.2 Temporary Records storage approved service provider list

State Records does not hold temporary value records within its collection but does oversee the management of the Across-Government Agreement for a panel of approved providers of temporary records storage and associated services.

The detailed technical, service and reporting requirements for the Panel of private sector providers were reviewed and modified in 2008-09. More stringent requirements for storage, communication and reporting are key improvements to the revised agreements. Following an open tender process there are currently three approved service providers, Recall, Iron Mountain and Docstore, that are able to provide these services to government agencies.

4.8 Standards

State Records is responsible for the development of standards, guidelines and information sheets that assist agencies meet their responsibilities legislated under the Act and facilitate continuous improvement in their recordkeeping practices. Prior to promulgation, the documents go through a comprehensive range of consultative and approval processes.

During 2008-09 the following documents were approved:
- Contracting and Official Records Standard (version 1)
- Contracting and Official Records Guideline (version 1)
- Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) – Approved Service Providers List (ASPL) User Guide (version 4.2)
- Adequate Records Management Standard (version 2.3)
- Day Batching of Official Records – RK030 (new)
- Whistleblowers Protection Act – Implications for Records Management – RK031 (new)
- Introduction to Electronic Records Management – RK032 (new).

The following documents were either noted or endorsed during 2008-09 and will be prepared for publication in 2009-10:
- Document and Records Management Systems Standard (version 2)
- South Australian Recordkeeping Metadata Standard (version 4)
- Electronic Document and Records Management System Design Standard (version 1)
- Electronic Document and Records Management System Functional Specification Standard (version 3)
- Across-Government Electronic Document and Records Management System Procurement and Pre-Implementation Guideline (version 3)
- Management and Storage of Temporary Value Records held with an ASP Standard (version 4) and Guideline (version 4).

In 2009-10 the following documents will be developed or updated to maintain currency in the ever-changing records management environment:
- Audit and Assessment Standard (new)
- Adequate Records Management Improvement Matrix and Evidence Toolkit Guideline (version 5.1)

- Adequate Records Management – Implementation Plan Guideline (version 2.2)
- Across-Government Records Management Strategy (version 1)
- Digitisation of Official Records and Management of Source Documents (version 2)
- Online Resources and Services – Managing Official Records of Web-Based Activity in South Australian Government Standard (new)
- Records Management Resourcing Benchmarks and Classification Equity for South Australian Government Guideline (version 1.1)
- Recordkeeping Functions in Line of Business Systems Standard (new)
- Managing Normal Administrative Practice (NAP) in an Electronic Document and Records Management System – RK033 (new)
- Adequate Records Management – Government Responsibilities – RK034 (new)
- Temporary Records Onsite Storage – RK035 (new)
- Keeping Electronic Information Strategy (Exposure Draft).

4.9   Promote awareness of State Records

While State Records uses a range of means to promote awareness of its functions, the website continues to be the primary promotion tool. During 2008-09 there were more than 2 780 000 hits to the website.

Annual sponsorship of History Week, including tours of facilities and presentations at the History Week conference, provides current and potential customers with information about the type of information they can expect to find within the State Records archive.

Other formal and informal mechanisms are also used to promote State Records' functions and activities, including presentations at meetings and workshops and tours of the Gepps Cross and Leigh Street facilities linked to initiatives such as Public Sector Week. The permanent exhibition *Scabby Knees Hopes and Dreams* at the City Research Centre also assists to promote awareness about State Records and the types of records held in the collection.

Efforts to ensure that university students understand how to use the archives for their studies continued in the reporting year. State Records staff visited a number of universities and also hosted workshops at the State Records facilities to assist in this regard. Feedback has continued to be very positive and the focus will continue in the coming year.

State Records also utilises other relevant events to promote the services that are available. In 2009-10 this will include sponsorship of the Records Management Association of Australasia conference in Adelaide. State Records staff will deliver presentations and run a number of workshops at the conference. State Records will also join other organisations in the Cultural Boulevard at Glendi 2009 to provide information about the records that are available to assist people interested in Greek settlement in South Australia.

4.10 Other functions

In accordance with Section 7(j) of the Act, State Records has responsibilities related to the FOI Act, the Information Privacy Principles and the State's Copyright agreements.

4.10.1 Freedom of Information

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

During the year the Queensland Government implemented reforms that acknowledge the interdependencies of records management, FOI and personal information privacy through legislative change. The Queensland *Right to Information Act 2009* and the *Information Privacy Act 2009* were both assented to in Parliament. State Records will continue to monitor the implementation of these reforms to ensure that any issues relevant in South Australia are considered.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2008-09.*

4.10.2 Privacy

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

In 2008-09, the Committee continued to provide advice to support national privacy reform. The Committee has been working to address the issue of third party service providers for some time. In light of this, a significant achievement for the year was the finalisation and Cabinet approval of amendments to the IPPs to account for third party service providers that are supported by the *Contracting and Official Records Standard* issued under the Act.

For further information on the administration of the IPPs, please refer to the *Privacy Committee of South Australia Annual Report*, 2008-09.

4.10.3 Copyright

State Records has responsibility for the ongoing management and maintenance of the State's copyright licence agreements with copyright collecting societies. Negotiation and administration of these licence agreements is made possible through a strong partnership with the Crown Solicitor's Office. Negotiations are conducted via the national copyright group.

National negotiations with Copyright Agency Limited for copying of published material subject to copyright progressed and it is anticipated that the new Agreement should be finalised in 2009-10. Details of an offer in relation to Screenrights, for copying of television and radio broadcasts, have been received and are being considered. An Agreement with Screenrights should be in place in 2009-10.

5. State Records Council

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

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

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

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

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

5.1 Composition

5.1.1 Fourth and current Council

The current Council is the fourth since the establishment of the Act. Members were appointed for a three-year term from November 2007 until November 2010.

During the reporting year two members of Council, the member nominated by the Records Management Association of Australasia, Marie Feltus, and the member nominated by the Executive Director of the Aboriginal Affairs and Reconciliation Division, Ribnga Green, resigned. Replacement members attended their first meeting in June 2009.

Membership of the current Council is shown below.

Chair

Michael Moore, as a person with practical business experience.

Members

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

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

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

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

Tammy Watson, Records Management Coordinator, City of Port Adelaide Enfield as a person with experience in local government, (who may, but need not be, a member or officer of a Council) nominated by the Local Government Association of South Australia.

Eric Cook, Educational Manager, Aboriginal Access Centre, TAFE SA – Loxton Campus, as an Aboriginal person engaged in historical research involving the use of official records, nominated by the Executive Director of the Aboriginal Affairs and Reconciliation Division.

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

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

5.2   Functions

5.2.1   Approve disposal determinations

During the year Council approved the reactivation and/or extension of a number of schedules including the following:
*   GDS 20 for Local Government – extended
*   GDS 21 for Management and disposal of source documents and digitised versions after digitisation – reactivated and extended
*   RDS 1998/23 Version 1 – Petroleum Products Retail Outlets Board – extended
*   RDS 1999/03 Version 1 – Adelaide Festival Centre Trust – reactivated and extended

In addition Council approved new schedules as follows:
*   GDS 23 for the Natural Resources Management Boards
*   RDS 2008/04 Version 1 – General Repatriation Hospital – asbestos-contaminated records
*   RDS 2004/16 Version 1 – Legal Practitioners Conduct Board
*   RDS 2004/12 Version 2 - Attorney-General's Department – Office for Women
*   RDS 2008/05 Version 1 - South Australian Lotteries Commission
*   RDS 2007/09 Version 1 - Department for Families and Communities – Families SA
*   RDS 2007/12 Version 1 - Children in State Care and on APY Lands Commission of Inquiry
*   RDS 2005/09 Version 1 - Department of Treasury and Finance – State Superannuation Office (Super SA)
*   RDS 2008/12 Version 1 - Department of Treasury and Finance – Electorate Services
*   RDS 2008/10 Version 1 - Department of Health – Central Northern Adelaide Health Service
*   RDS 2008/07 Version 1 - HomeStart Finance
*   RDS 2009/01 Version 1 – Department for Families and Communities – Families SA - Four Insurance Policy Certificates dated between 1931 and 1949.

5.2.2 Advice to Minister or Director State Records

Following the release of the final report of the *Commission of Inquiry into Children in State Care* in March 2008, the preparation of a submission to the Minister was finalised and presented to the Minister on 1 September 2008.

A response to Council from the Minister was provided at the Council meeting of 10 February 2009. Further communication is expected with the Minister early in 2009-10.

5.2.3 Consultation

Under Section 7 (h) of the Act, State Records consults with the Council on standards, strategies, policies or guidelines. During 2008-09 the following revised Standards were endorsed:

- Records of Temporary Value – Management and Storage Standard
- Document and Records Systems Standard
- South Australian Recordkeeping Metadata Standard
- Electronic Document and Records Management System Design Standard
- Electronic Document and Records Management System Functional Specification Standard.

The following Guidelines were noted:

- Electronic Document and Records Management System Procurement and Pre-Implementation Guideline (revised)
- Records of Temporary Value – Management and Storage Guideline (revised)
- Contracting and Official Records Guideline (new).

The Council noted briefings from State Records in relation to:

- records of Glenside Hospital and its predecessor agencies being transferred to State Records' custody
- records of the Land Services Group being transferred to State Records' custody
- the Security Intelligence Section of the South Australia Police and the disposal of its records
- the collection of statistics relating to use and retrieval of client case files of Families SA.

6. Legislative Reporting

6.1   Amendments

No amendments were made to the Act during the year.

6.2   Regulations and Fees and Charges

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2008, in line with the 3.5% Consumer Price Index. There were no further amendments made to the Regulations during this reporting year.

6.3   Alleged Breaches

State Records is not aware of any breaches of the Act.