State Records of South Australia

Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2011

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The Hon Gail Gago MLC

Minister for Public Sector Management

Dear Minister

I have pleasure in providing you with the fifteenth 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

30 September 2011

1. Overview

State Records was part of the Department of the Premier and Cabinet during 2010-11 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 and those functions for the year ended 30 June 2011. The Honourable Paul Holloway MLC, Minister Assisting the Premier in Public Sector Management, was responsible for the Act and State Records until 8 February 2011, when the Honourable Gail Gago MLC, Minister for Public Sector Management, assumed responsibility.

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 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.

During 2010-11 over 1400 shelf metres of archival records were transferred by agencies to the archive, resulting in the repository reaching 99.9% capacity. Options for the storage of archival records were identified and assessed during the year and a proposal was being formulated for consideration by the Government.

State Records and the National Archives of Australia developed options for the co-location of access and storage functions. On 7 January 2011 the Commonwealth Minister for Freedom of Information and Privacy, Brendan O'Connor and the Hon Paul Holloway, jointly announced the plan to co-locate access services at the State Records Research Centre in the city in Leigh Street.

The State Records training program continues to be a highlight and attracts attention both nationally and internationally. Courses continue to be also delivered via correspondence, which is of great value to those outside the metropolitan area. The pool of appropriately trained staff within government is increasing, providing the opportunity for agencies to operate more efficiently and effectively.

During the reporting year State Records worked with State Government Agencies and Local Government Authorities to promote best practice records management.

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 National Archives of Australia, TAFE SA, the Office of the Chief Information Officer, Public Records Office of Victoria, the Council of Australasian Archives and Records Authorities, the Australasian Digital Recordkeeping Initiative, the State Library of South Australia, University of South Australia and the History Trust of South Australia have also contributed to the success of the organisation.

2.   Role of State Records of South Australia

State Records has general responsibility for administration of the Act under the Minister for Public Sector Management.

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 records and can survey agency records management practices.

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* and the Information Privacy Principles;

- supports the Privacy Committee of South Australia and the State Records Council; and

- administers the State's Copyright use agreements.

3.   The Organisation

To achieve its legislated functions State Records has 44.1 full time equivalents comprising 52 staff some of whom are part-time. The organisation is structured into six teams.

- Government Recordkeeping – 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; makes determinations on the disposal of official records; provides archival advice and assistance to agencies; receives archival records into the collection; creates indexes of those records; documents information about the archival records transferred to the collection database; and is responsible for the conservation of archival records in the repository.

- Reference and Access Services – provides access to the archives; provides advice and assistance to the public about research methodologies that facilitate their research; provides advice to agencies on access determinations; –improves accessibility to records related to Aboriginal people; and delivers public programs to targeted audiences to enhance knowledge of State Records and its collection.

- Business Operations Support Services – provides support to the organisation in the areas of: business systems; human resources; OHS&W, records management; financial processing; building facility management and maintenance; travel and accommodation arrangements; coordination of training, website maintenance; and corporate reporting.

- 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.

- Executive – leads organisation; manages the budget; negotiates and administers the State's agreements under the Commonwealth's Copyright Act.

State Records has implemented a range of family-friendly work practices that include part-time employment; job-share; work-from-home; 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 key activities undertaken during the reporting year and priorities for 2010-11.

4.1 Receive records

4.1.1 Transfers

Agencies are required to transfer their official records to State Records if they are no longer required for administrative purposes or if fifteen years have passed since they were created – which ever occurs first. Official records can be temporary (kept for certain periods) or permanent (kept forever). Temporary records are stored with private sector storage providers and permanent records are stored at the State's archival records repository.

During the reporting year 691 consignments of permanent value records were transferred to State Records – 518 from State Government agencies and 173 from Local Government authorities. These transfers culminated in the accessioning (formal acceptance into the archival collection) of 1433 shelf metres of records.

The Courts were the biggest contributors with approximately 153 shelf metres transferred while other large transfers were received from Glenside Hospital (144 shelf metres) and the Office of the Public Trustee (119 shelf metres).

Transfers of historical interest received this financial year include:

- Burial leases – Magill Cemetery Trust, 1888-1992 from Burnside Corporation,
- A variety of pre-1900 records from Gawler Court, Blinman Court, Hawker Court, Salisbury Court, Stockport Court and Unley Court,
- Register of Staff appointments – Royal Adelaide Hospital, 1884-1925
- Admission registers – Glenelg Primary School, 1879-1995,
- Admission registers – Yongala Primary School, 1879-1975,
- Outgoing letters – District Council of Clare, 1899-1926, and
- Assessment books – District Council of Hutt and Hill Rivers, 1885-1900.

For a detailed list of records transferred to the custody of State Records during 2010-11 please see http://www.archives.sa.gov.au/archivesearch/transfersofinterest.html

4.1.2 Storage

4.1.2.1. 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 the State's repository at Gepps Cross.

Approximately 500 shelf metres of free space was available in the repository at the end of the reporting year. This space comprised numerous small pockets that are not large enough to efficiently store new consignments. Interim measures have been implemented to maximise the use of the remaining space and ensure agencies can fulfil their legal obligations to transfer archival records, including:

- prioritising transfers to ensure older records are stored and protected; and
- removing remnant temporary records – 480 metres of non permanent records were deaccessioned and returned to the custody of agencies.

4.1.2.2. Official records of temporary value

State Records administers the Approved Service Provider List for Temporary Records Storage and Related Services (ASPL) to enable the appropriate storage of temporary value records.

The ASPL consists of private sector service providers who have been assessed as satisfying minimum compliance requirements including: the physical nature of the storage facilities; environmental conditions; security; safety; information systems; and processes. The ASPL enables fees to be capped, ensuring smaller agencies are not disadvantaged due to their size.

The ASPL facilitates new providers being added and existing members being removed if they fail to uphold the requirements. During 2010-11 a fifth service provider was added to the ASPL; meaning that agencies can now choose from:

- Recall Information Management;
- Iron Mountain Australia;
- Fort Knox Records Management (formerly DocStore);
- Grace Records Management; and
- Archive Security.

At the end of the reporting year agencies stored 124 324 shelf metres of temporary records with private sector providers, an increase of 22 000 shelf metres from 2009-10.

4.2 Organisation and repair of records

4.2.1 Arrangement and description

Permanent records transferred to State Records' custody are organised to protect their context and manage both their physical and intellectual control. This descriptive information is analysed and entered into the collection management system (an index or catalogue) – ArchivesOne, and includes title, creator/s, date range, contents and systems of arrangement. This ensures they can be located efficiently for reference by agencies and the public.

During 2010-11, 97 new agencies and 610 new series (groups of related records) were registered. Over 85 000 new descriptive items were created and added to the ArchivesOne system in the course of processing transfers of records. A further 62 series already in the collection had description information improved to enable digitisation, publication or loan of the records for exhibition.

4.2.2 Conservation and repair

The collection includes records dating back to 1834. Some are fragile due to their age while 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.

State Records digitises archival records where continued access to the original would threaten its survival. This enables customers to meet their needs by viewing the digitised image while protecting the original.

State Records continues to identify and list records requiring conservation when they are accessed by the public and agencies. This provides an inventory of records requiring conservation treatment.

In the reporting year an arrangement for a limited conservation program has been secured with ArtLab for implementation in 2011-12.

4.3 Disposal of records

Agencies can only dispose of official records in accordance with a disposal determination made by the Director State Records that has been approved by the State Records 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); and
- Records Disposal Schedules (RDS) that cover functions and related records specific to an agency.

The General Disposal Schedule for State Government expired on 30 June 2011 and an extension to 30 June 2013 was approved by the State Records Council.

Prior to the destruction of records of temporary value agencies must first seek approval from State Records. This is achieved through the submission of Intention to Destroy Records Reports (ITDRR). In 2010-11 there was a 6.5% decrease in the number of ITDRR's received by State Records (from 1507 in 2009-10 to 1410 in 2010-11). The decrease is attributed to agencies undertaking systematic disposal programs where larger quantities of records are appraised and listed on a single form. The ongoing rationalisation of accommodation and subsequent lack of storage space, and the realisation that retaining temporary records beyond the legally mandated requirement is inefficient continues to drive processes associated with the destruction of records.

During 2010-11 State Records reviewed the disposal process used across government to identify possible improvements. Following consultation with stakeholders a series of options were developed for further investigation. Finalisation of the review is expected in 2011-12.

4.4   Indexes

Indexes to the collection of archival records in the repository are published to assist the public and agencies efficiently access the records they need. The most comprehensive and most used index is the collection catalogue ArchivesOne which is accessible via the State Records website. The search engine ArchivesSearch assists with the identification and ordering of records of interest for viewing.

4.5   Access

The records of State and Local government are accessed in a variety of ways. When records are transferred to State Records the agency responsible provides a determination about the accessibility of the record. They can be open for viewing by the public, closed to access, or they may require an approach to the agency to gain approval. Access to permanent records in the State's repository, including the supply of copies, is provided at the two State Records Research Centres (City and Gepps Cross). Agencies also release information and records routinely over the counter, by post and via their websites. They also provide access to records in response to applications under the *Freedom of Information Act 1991*.

The records of government can assist with: establishing personal entitlements; tracing family history; researching government policy development and implementation; discovering evidence for court proceedings; and researching historical information.

In March 2011 the National Archives of Australia co-located with State Records at the city Research Centre. South Australians are now able to access the archival records of Commonwealth, State and Local government at the one location. Feedback from visitors has been positive.

In recent years the growth in television programs featuring stories about family members 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 has participated in the research for an episode of *Who Do You Think You Are?* that is scheduled for airing during 2011-12.

During 2010-11 State Records loaned documents for display in three separate exhibitions. Items were lent to Carrick Hill for an exhibition entitled *The Lost Gardens of Adelaide* and to the National Museum of Australia for two exhibitions, *Not Just Ned,* about the Irish in Australia, and *Land-marks*, a new gallery exploring a broad history of Australia through stories of places and their peoples.

Following on from successful introduction in 2009-10 of a limited service for the provision of copies of records in digitised form, the past year has seen State Records digitise several small sets of records and put them on the Web 2.0 site Flickr. Of particular note were fifty images of World War 1 soldiers from South Australia that were placed on the site in the lead up to ANZAC Day.

Key statistics relating to access:

	2008-09	2009-10	**2010-11**
Research Centres			
Visits by the public	3 271	3 100	**3 219**
Records retrieved for viewing by the public	8 794	7 352	**6 530**
Records viewed on microfilm/microfiche by the public	3 501	3 995	**3 049**
Enquiries from the public by telephone, email and letter	4 150	4 756	**5 420**
Issues of records to agencies (agency retrievals)	8 444	12 654	**9 240**
Number of digital images created of items in the collection	n/a	n/a	**4 111**

The steady flow of requests for access to the official records in the State's archival collection is reinforced by this year's statistics. While numbers can fluctuate over time due to particular events such as formal investigations and legal cases, the underlying demand for access continues. There is a continuing trend for requests for access to be initiated through email and the State Records website – reinforced by the number of digital images created during 2010-11.

4.6   Records related to Aboriginal people

The State's archives 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.

In line with the State Government's response to the *Bringing Them Home Report*, State Records continues to examine the archival records related to Aboriginal people and load key search data into the Aboriginal Information Management System. This improves the chance and efficiency of finding relevant records that can help with family re-unification. The total number of entries on the system now stands at 136,832.

To raise awareness of the records in the collection and how they can be of assistance to Aboriginal people, members of the Aboriginal Access Team participate in relevant events.

For the second year in a row, members attended and presented at a one day 'Innovation and Excellence Conference' held by the Department of Education and Children's Services for teachers of Aboriginal students.

4.7   Records management advice and assistance

4.7.1   Across-Government Records Management Strategy

In 2009-10 State Records began the revision of the *Across-Government Records Management Strategy* (2005). The revision takes account of issues faced by agencies in achieving best practice records management and reflects the interdependencies of records management, archives management, freedom of information and personal information privacy.

The Strategy will provide direction to Government in the appropriate management of public sector records and aim to progressively improve those practices. Good management of public sector records will deliver savings to agencies, facilitate openness and accountability, and support greater engagement with citizens.

Significant consultation occurred during 2010-11, which will allow for further work on the Strategy, in 2011-12.

A summary of status for the goals of the 2005 Strategy follows.

Goal 1 Establishment of records management education and training program

State Records' education and training program provides a range of records management courses that are not available elsewhere in the State. They range from basic awareness to tertiary level and support records managers, archivists and support staff achieve their role of ensuring knowledge is preserved and transmitted.

Throughout 2010-11 State Records investigated improvements to the online education system and will integrate the Moodle Learning Management System during 2011-12. This will enable State Records to gradually increase its online learning capability, offering improved access to courses and education tools.

Basic awareness

State Records provides free online basic awareness training in records management and freedom of information.

During 2010-11 more than 320 people successfully undertook the online training. In many instances agencies use this training to support their in-house training or employee induction processes.

Operational training

State Records delivers a number of short courses that focus on practical and operational records management skills. These include:

- General Disposal Schedule 15 for State Government Agencies in South Australia;
- General Disposal Schedule 20 for Local Government Authorities in South Australia;
- Records Series Identification and Transfer;
- Keyword AAA Thesaurus; and
- Using the Local Government Thesaurus.

During 2010-11 over 180 students successfully completed these courses.

Certificate program

State Records continues to partner with TAFE SA to deliver nationally accredited Vocational Education Training in Certificate III and IV in Recordkeeping. In March 2011, 28 students graduated from the program.

The 2011 intake consists of 39 students, 22 undertaking face-to-face study and 17 studying via correspondence.

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 (BIM) Program. The program offers a unique opportunity for students in that it brings together a number of inter-related information management disciplines so that students are able to gain an understanding of the profession as a whole. It also offers online learning that incorporates experiential learning unmatched by other programs.

Now in its fifth year the program continues to be well attended. In 2010 there were 67 students participating across the BIM program. In 2011, 35 students from around Australia and overseas are participating. The decrease is due in part to the separation of the Graduate Certificate program with the BIM's sister course, Library and Information Management.

Accreditation from the Records and Information Management Professionals Australasia (formerly Records Management Association of Australasia) was achieved for the BIM program in 2010-11. This accreditation is valid for five years.

Goal 2 Develop a guideline on records management resourcing within agencies

State Records is continuing to review and restructure the *Records Management Resourcing and Benchmarks Classification Equity* guideline. The revised guideline, to be known as the *Adequate Records Management Resourcing Guideline and Toolkit*, will provide practical tools that can assist agencies determine resource requirements, necessary skills, roles and responsibilities.

The guideline and toolkit is expected to be completed during 2011-12.

Goal 3 Audit agency records management performance

Surveys of agency records management practices assists agencies identify the means by which they can establish best practice records management.

The State Records *Assessment Survey of Agency Records Management Practices* used the benchmark criteria from the State Government's *Adequate Records Management Standard* to assess agency performance. Agencies have been requested to implement improvements where necessary.

Goal 4 Establish a panel of systems to manage official electronic and hardcopy records

Since 2009 State Records has applied a framework of standards and guidelines to define the Government's minimum compliance requirements for electronic document and records management systems and provide direction for implementation.

State Records has collaborated with vendors and the Office of the Chief Information Officer to develop Master Licence Agreements that make the procurement process more efficient for agencies.

State Records will continue to promulgate the importance of managing electronic records, the utilisation of compliant technology and promote the potential efficiency gains.

Goal 5 Develop records management standards to assist agencies

See section 4.8.

Goal 6 Assist regional and smaller agencies improve their records management

State Records continues to investigate approaches to service delivery that enable improved engagement with regional and smaller agencies. In recent years State Records has improved access to its Certificate III and IV in Recordkeeping programs through delivery via correspondence. In 2011 eight regional participants are studying via correspondence. State Records also continues to provide ad-hoc training to regional areas upon request.

During 2010-11 State Records procured the Moodle Learning Management System, for integration with other business applications to enable the expansion of the online training programs. This will support both regional and smaller agencies where staff find it difficult to attend face-to-face courses at State Records' city training room.

4.8   Standards

State Records develops standards, guidelines and information sheets to assist agencies meet their responsibilities under the Act and to provide best practice advice. The documents are subject to a comprehensive range of consultative processes.

The following documents were promulgated in 2010-11:

Guidelines
- Managing Records Through Administrative Change (version 3)
- Records of Temporary Value – Management and Storage Approved Service Providers List User Guide (version 4.5)

Information Sheets
- Microsoft SharePoint Server and EDRMS (version 4)

4.9   Promote awareness of State Records

State Records uses a variety of means to promote awareness of State Records and its functions, including: tours of the repository; information on the website; Web 2.0 applications; interactions with State and Local Government agencies; presentations at conferences; and delivery of workshops to the public. State Records is also involved in relevant across-government or Departmental committees and fora. During 2010-11 there was less emphasis on the more traditional methods of promoting awareness of State Records and the collection.

During the reporting year, the website received nearly 3 500 000 hits from members of the public and agencies seeking information.

During 2010-11 State Records adopted two social media (Web 2.0) technologies to assist in promotions. State Records established both a Twitter and Flickr profile, with the intention of using these tools to reach a wider audience, both for general information updates and specific projects.

Of particular note were two projects launched on Flickr. The first was the digitisation of 50 portraits of soldiers from South Australia who served in World War I, with the release coinciding with Anzac Day. The second was the digitisation of 43 messages of congratulations received by the Premier of South Australia from foreign heads of state on the State's centenary in 1936. These objects were released to coincide with the History Festival in celebration of the State's 175th birthday.

Twitter was used to promote service announcements such as Sunday openings, changes to opening hours, announcing new additions to the archival collection and communication with State Records' students. State Records has around two hundred followers. During 2011-12 State Records will evaluate the performance of these applications.

Notwithstanding the shift in emphasis a very successful tour was held in 2010-11 as part of South Australia's History Festival – *About Time*. Tours were also provided to staff throughout the year with positive feedback received from participants.

In late 2010 State Records conducted a well attended workshop for the public on the use of ArchivesSearch to search the catalogue of archived records for records of interest and order them for viewing.

Tertiary student groups undertaking Library and Information studies at TAFE, archaeology students from the Flinders University, continue to visit State Records to learn about our services.

State Records continued its modest sponsorship contribution to the State History Conference and provided brochures for attendee information bags. Twelve staff also attended the conference, an opportunity which allowed them to hear a number of researchers who use State Records' collection deliver a varied and interesting program as well as engaging with potential customers.

4.10 Other functions

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

4.10.1 Freedom of Information

State Records supports the Minister responsible for the administration of the *Freedom of Information Act 1991* (FOI Act). This support includes policy and legislative advice, development of FOI related resources, FOI training and regular and adhoc reporting.

Key FOI initiatives undertaken by State Records during the reporting year included:
- establishing of the Accredited FOI Officers Consultative Forum for State Government;
- improving the Accredited FOI Officer training course;
- revising a number of FOI guidelines and information sheets; and
- enhancing the across government Freedom of Information Management System .

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2010-11.*

4.10.2 Information 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.

Key initiatives undertaken by the Committee during the reporting year included:
- consideration of the privacy impacts of the development of online applications by Government;
- hosting a meeting of the Australian Privacy Authorities in Adelaide;
- providing advice on the privacy arrangements for a number of national regulatory schemes; and
- consideration of the Commonwealth Government's Exposure Draft Australian Privacy Principles and National electronic health reform initiatives.

For further information on the administration of the IPPs, please refer to the *Privacy Committee of South Australia Annual Report*, *2010-11*.

4.10.3 Copyright

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

Negotiations with the copyright collecting societies Screenrights and Copyright Agency Limited (CAL) continued during the reporting year. An agreement with CAL was signed on 20 April 2011 and it is expected that an agreement with Screenrights will be finalised in the 2011-12 financial year.

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 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; 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

The current Council is the fifth since the establishment of the Act. Members were appointed for a three-year term from 23 November 2010 to 22 November 2013. The Act prescribes membership requirements. Membership of the 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 – *a historian nominated by the Minister to whom the administration of the History Trust of South Australia Act 1981 is committed.*

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

Sue Vreugdenburg, Records Management Coordinator, Environment Protection Authority – *a person eligible for membership of the Records Management Association of Australasia (now Records and Information Management Professionals Australasia).*

Simon Froude, Manager Records Management Services, State Records of South Australia, Department of the Premier and Cabinet – *a chief executive of an agency nominated by the Commissioner for Public 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.*

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

John Browne, Senior Academic Advisor, Indigenous Student Services Unit, University of South Australia City West – *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 recommendations made by the Director State Records. The instruments that document these timeframes are disposal schedules (refer 4.3).

During the reporting year Council approved twenty-five schedules.

Approval included the reactivation and/or extension of the following schedules:
- RDS 1998/04 South Australian Meat Corporation (SAMCOR) (defunct) – reactivated and extended;
- RDS 2000/16 Version 2 South Australian Tourism Commission – extended;
- RDS 1456 Version 3 Multi Function Polis Development Corporation (defunct) – extended;
- General Disposal Schedule (GDS) 15 (7th Edition) for State Government Agencies – extended; and
- General Disposal Schedule (GDS) 18 (4th Edition) for Ministerial Offices - extended.

Council also approved new versions of existing schedules as follows:
- GDS 22 Version 2 for Public Primary and Secondary Schools;
- RDS 2006/09 Version 2 Primary Industries Boards, Advisory Groups, Commissions and Trust Funds;
- RDS 2000/13 Version 3 Department for Families and Communities (DFC) – Housing SA (formerly South Australian Housing Trust).

In addition, Council approved the following new schedules:
- GDS 26 (1st Edition) for Royal Commissions and Commissions of Inquiry;
- GDS 27 (1st Edition) for Records Required for Legal Proceedings or *Ex-Gratia* Applications Relating to Alleged Abuse of Former Children Whilst in State Care;
- RDS 2009/02 Version 1 Attorney-General's Department – Office of the Liquor and Gambling Commissioner;
- RDS 2009/04 Version 1 Department for Water;
- RDS 2009/06 Version 1 SACE Board of South Australia;
- RDS 2010/03 Version 1 Attorney-General's Department – Organisational Performance Division;
- RDS 2010/06 Version 1 District Council of Beachport – Disposal of Older Than 50 Years General Correspondence Records of the District Council of Beachport;

- RDS 2010/08 Version 1 Disposal of Flood Damaged Financial Records from the Leigh Creek Area School;
- RDS 2010/10 Version 1 Environment Protection Authority (EPA);
- RDS 2010/12 Version 1 Department of Transport, Energy and Infrastructure (with exclusions);
- RDS 2010/13 Version 1 Department of Treasury and Finance (Corporate);
- RDS 2010/19 Version 1 Disposal of Records of the Magill Boy's Reformatory;
- RDS 2010/20 Version 1 District Council of Blyth – Disposal of Administrative Records Older Than 50 Years;
- RDS 2011/03 Version 1 Primary Industries and Resources South Australia (PIRSA) – Biosecurity Division;
- RDS 2011/04 Version 1 Attorney-General's Department – Justice of the Peace Services'
- RDS 2011/08 Version 1 South Australia Police (SAPOL) – Expiation Notice Branch – Disposal of Credit Card Payment Slips.
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5.2.2 Advice to Minister or Director State Records

No specific advice was provided to the Minister or Director State Records during the reporting period.

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 2010-2011 the following revised Standards were endorsed:
- Assessment and Audit Standard Version 1; and
- Line of Business Systems Specification and Standard.

The following revised Guidelines were noted:
- Managing Records During Administrative Change Guideline (Version 3).

The Council also received briefings from State Records on a range of issues, including:
- At the meeting on 10 August 2010 Council was provided with a briefing update on the inadvertent destruction of permanent records (1997-1999) of the Minister for Industry and Trade. The inadvertent destruction was initially reported to the Council at the June 2010 meeting. Council noted the briefing and noted that a further update briefing would be provided.
- At the meeting on 25 January 2011 Council was provided with a briefing advising that an amended regulation under the State Records Act for the Security Intelligence Section (SIS) of the South Australia Police was made as of 4 November 2010. The amended regulation enables the SAPOL records disposal schedule to be legally binding for the SIS and allows for the Ministerial Directions governing the SIS to be maintained. Council noted the making of the amended regulation and noted that both SAPOL and the Friends of South Australia's Archives, as relevant stakeholder, had been advised.

- At the same meeting on 25 January Council requested and was provided with a verbal update on the Across-Government Records Management Strategy. The Manager, Records Management Services, State Records advised the Council that the Strategy had been reviewed and had undergone external consultation. It would undergo further changes prior to it being released for agency comment through the Across Government Information and Records Management Strategy Group.

- At the meeting on 12 April 2011 the Council was provided with a briefing advising that the template used for formatting and submitting records disposal schedules (RDS) had been revised by State Records. An information session for records management consultants had been held on 22 March 2011 to promote and explain the revised RDS template and for consultants as end users, to give feedback on the operation and useability of the template. Council noted the briefing.

6. Legislative Reporting

6.1 Amendments

There were no amendments to the Act during 2010-11.

6.2 Amendments to the State Records Regulation 1998

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2010, in line with the 3.3% Consumer Price Index. There were no further amendments made to the Regulations during the reporting year.

6.3 Alleged Breaches

City of Burnside

Following on from the Survey of the records management practices of the City of Burnside (Burnside) State Records provide Burnside with its final report in July 2010. The report advised that the Survey did not reveal any evidence that Burnside, or an employee of Burnside, had committed an offence under the State Records Act. The Survey did highlight that a number of Burnside's records management practices needed improvement. In the report State Records made 16 recommendations to improve the records management practices of Burnside.

During 2010-11 Burnside implemented actions to remedy many of the recommendations and provided State Records with a report outlining progress against the 16 recommendations in June 2010.

State Records will continue to provide assistance to Burnside in its implementation of the recommendations outlined in the report.