Government of South Australia

State Records
of South Australia

Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2014

Photographs on cover page (from left to right):

1. SRSA GRG 26/5/4/1624, *Effie Jean Eagle*

2. SRSA GRG 7/70/212, *Grape picker, 1940s*

3. SRSA GRG 2/63/1, *Ronald Munro Ferguson*

4. SRSA GRG 35/342/GN5649, *Glass plate and other negatives - Photolithographic Branch, Department of Lands*

5. SRSA GRG 52/45/215, *The King of Warramunga tribe*

6. SRSA MRG 8/19/13, *Photograph of Mrs East, Auburn*

7. SRSA GRG 26/5/4/1257, *William Herbert Reeve*

8. SRSA MRG 8/19/14, *Drawing of Mr Panton, Clare*

Table of Contents

The Hon John Rau MP

Attorney-General

Dear Attorney-General

I have pleasure in providing you with the eighteenth 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 2014

1. Overview

State Records was part of the Department of the Premier and Cabinet during 2013-14 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 2014. The Honourable John Rau MP, Attorney-General 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 almost 2 378 shelf-metres of records to State Records custody.

Over 140 900 new descriptive items were created and added to the collection catalogue, ArchivesOne, during the reporting year, and a further 232 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.

During the reporting year State Records worked with State Government agencies and Local Government authorities to promote best practice records management. Agencies advise that while being aware of their obligations, achieving adequate practice is a major challenge in these tight budgetary times.

During 2013-14 State Records provided assistance to Alan Moss, Retired Judge of the District Court, who was commissioned by the Attorney-General to undertake a review of the Act. Mr Moss commenced his review in November 2013. State Records anticipates that Mr Moss will submit his final report early in 2014-15.

In April 2014 discussions began concerning the future accommodation requirements of State Records. This was prompted by the impending expiry in September 2014 of the lease on the premises at 26-28 Leigh Street, Adelaide, which has been the primary location of State Records for the past 10 years. Discussions with the State Library of South Australia and National Archives of Australia led to a decision to co-locate public access services to the State Library site on North Terrace, whilst State Records staff would relocate to Wakefield House, Wakefield Street, Adelaide. These changes will be implemented in early 2014-15.

State Records took the opportunity presented by the co-location to reconsider how it delivers public access services. State Records determined to close its second research centre at Gepps Cross so that an enhanced service, with extended operating hours and utilising experienced staff, could be provided through a single city-based research centre located at the State Library.

In May 2014 State Records was made aware of a proposal to consider an integration of State Records with the State Library. Following approval by the Chief Executive, Department of the Premier and Cabinet, and with support of the respective Ministers, an independent review commenced. It is anticipated that a decision on the future of the two organisations will be made in the first half of 2014-15.

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 SA Link-Up 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.

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 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 43.6 full time equivalent cap, comprising 55 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; and undertakes 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; 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 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 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 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 key activities undertaken during the reporting year and priorities for 2013-14.

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 repositories of 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.

Key Statistics Relating to Transfer of Records	2011/2012	2012/2013	2013/2014
Consignments of records transferred by agencies	568	542	622
Linear metres of records transferred by agencies	1 400	1 584	2 378

During the reporting year 622 consignments of permanent value records were transferred to State Records. These transfers culminated in the accessioning (formal acceptance into the archives collection) of 2 378 linear metres of records. This figure represents an increase of 800 linear metres on the previous two years, all without any increase in staffing. State Government agencies transferred 2 154 linear metres whilst Local Government agencies transferred 224 linear metres. The 6 agencies which transferred the largest volume of records are as follows:

- Supreme Court of South Australia   331 linear metres
- Crown Solicitor's Office   249 linear metres
- State Coroner's Office   213 linear metres
- Public Trustee   168 linear metres
- Youth Court of South Australia   157 linear metres
- Probate Registry Office   106 linear metres.

As a result the justice portfolio has had a significant impact on State Records' repository capacity and the growth of the collection in this financial year. Despite government working increasingly in an electronic environment, there is still an obvious and ongoing need to manage and store paper records.

Approximately 23 visits to agencies were conducted by Collection Management Services (CMS) archivists to provide training and advice. A further 5 joint agency visits were conducted with consultants from the Government Recordkeeping team. 14 government agencies visited the Gepps Cross facility for introductory tours and discussion of the transfer procedure by CMS.

Transfers of historical interest received this financial year include:

- GRS 14449 School journals, 1925-1987 – Henley Beach Primary School
- GRS 14957 Admission registers, 1877-1953 – Port MacDonnell School
- GRS 15187 Valuator's field books, 1890-1941 – Adelaide City Council
- GRS 14979 Assessment books, 1883-1969 – Maitland Corporation
- GRS 15202 Registers of staff, 1882-1967 – Parkside Mental Hospital
- GRS 14455 Field and plot record books, 1911-1973 – Kybobolite Experimental Farm
- GRS 15077 Student record cards, alphabetical series 1973-1981 – Sturt College of Advanced Education.

For a detailed list of records transferred to the custody of State Records during 2013-14 please see http://archives.sa.gov.au/transfers-of-interest.

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. Gepps Cross is used for permanent records that are accessed by the public and agencies and is currently at 95% capacity. Collinswood is used to store permanent records that are not open or are rarely accessed and is at 23% capacity.

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.

The List includes:

- 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 407 998 shelf metres of temporary records with private sector providers, an increase of 249 969 shelf metres from 2012-13. 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	2011/2012	2012/2013	2013/2014
New agencies registered (GA)	82	76	59
New series registered (GRS)	478	478	605
New units created	Not reported	9 946	14 166
New items created	170 400	70 556	140 903

During 2013-14, 59 new agencies and 605 new series were registered. A further 232 existing series and/or items were improved largely due to public requests for access or digitised copies. 140 903 new record items were catalogued and added to ArchivesOne.

In collaboration with government agencies the CMS team contributed to the following significant archival projects during the financial year:

- A consultancy project with the Department of Treasury and Finance which resulted in arrangement and description improvements to a significant quantity of records of the former Electricity Trust of South Australia.

- An initiative with the Department of Planning, Transport and Infrastructure in which archival advice and assistance was provided regarding the disposal and transfer of the Islington Plan Room railways collection. This will lead to some 200 000 plans and associated records being transferred to the archives collection.

- A consultancy with the Attorney-General's Department for the archival processing of records of the Debelle Inquiry. Transfer of these records to State Records' custody is pending.

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 financial year saw the beginning of a project to rehouse a series of World War One portraits of

soldiers, sailors and nurses and the making of new bolsters for supporting volumes when being viewed.

Regular environmental monitoring occurs at both the Collinswood and Gepps Cross repositories. Environmental Monitoring reports were prepared every month in 2013-14 for each repository sector using the temperature and relative humidity data collected by electronic data loggers. Within the Gepps Cross repository, three sectors have been identified as not environmentally controlled and monitoring has demonstrated that the collection is at risk due to fluctuating temperatures and humidity.

In 2013-2014 the Conservator treated 3 016 items and condition-assessed or provided handling advice for an additional 435 items.

The Conservator also provided advice with regards to the transit and handling of records as a result of the new State Records Research Centre to be co-located at the State Library site.

SRSA GRG26/5/4/535
Photographic portraits of South Australian soldiers, sailors and nurses who took part in World War One

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)

- Records Disposal Schedules (RDS) that cover functions and related records specific to an individual agency.

Agencies must seek approval from State Records prior to the destruction of records of temporary value. This is achieved through the submission of Intention to Destroy Records Reports (ITDRR). State Records received 1 100 ITDRRs from agencies in 2013-14, a 14.3 % increase from 2012-13 . Of those received, 75% were approved with no changes.

State Records continues to review the ITDRR process with a view to phasing it out and passing responsibility for authorisation of the destruction of records to agencies. It is intended that phasing out will occur in 2014-15 and that State Records will provide tools to assist agencies self-administer the process.

State Records also continued to progress a comprehensive review of GDS 15 (8th edition) for State Government agencies which is due to expire on 30 June 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 early 2015 with a new version of the GDS being released following approval from the State Records 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 to fund a replacement system have been unsuccessful in previous years. This year investigations have continued into potential replacement systems, primarily through an inter-jurisdictional workgroup on archival management systems.

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:

- World War One (version1)

- Powers of Attorney (version 1)

- Family History Research at State Records (version 1)

The following Fact Sheets were revised in the reporting year:

- Destitute Asylum (version 4)

- Immigration to South Australia (version 4)

- Industrial Schools in South Australia (version 2)

- Inquests and Police Reports to the Coroner (version 3)

- Magill Old Folks Home (version 2)

- Photographs in gaol and police records (version 3.1)

- Port Augusta Hospital (version 2)

- Researching the History of Your House (version 1.1)

- School Admission Registers (version 1.3)

- Accessing your School Records (version 1.3)

SRSA GRG 32/16, unit 7, item 60 – World War One recruitment and war effort posters

- South Australian Railway employee records (version 2.1)

- Teachers (version 2.1)

- The Boarding-Out System in South Australia (version 1.1)

The following Fact Sheets will be issued in 2014-15:

- Land Records

- School Records

- Court Records

- Migrant Hostels

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 Centres, via loans to agencies and through the provision of digital and printed copies of records.

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 personal information, legal advice, 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 will prioritise the seeking of Public Access Determinations for series without formal determinations. A Public Access Determinations Guideline has been issued to support agencies in their preparation of proposals for determinations.

Access to records held in the State's repository and a copying service were provided at the city Research Centre, known as the South Australian Archives Centre, and the Gepps Cross Research Centre. An increasingly popular digitisation service was provided; there was a 40% increase in the number of items digitised through this service.

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.
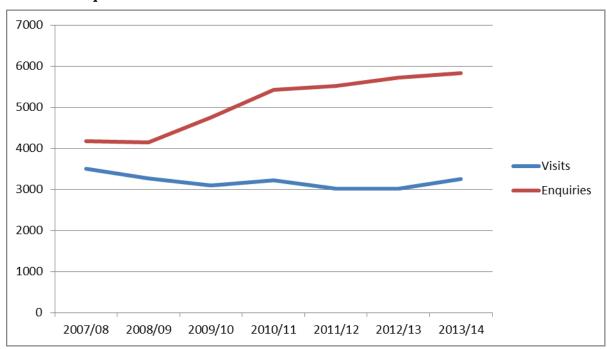
While the number of visitors to Research Centres increased, the number of records retrieved for viewing by the public dropped by 12%. This suggests that:

- researchers are presenting with more focussed enquiries which do not require the retrieval of a large range of records, and

- finding aids are enabling better pin-pointing of records relevant to enquiries.

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

The trend towards online research continues to be evidenced in the numbers of visits vs. the number of telephone, email and online enquiries recorded. State Records has committed, via its Corporate Strategy 2013-2020, to expand its digitisation program in order to meet the ongoing demand for research generated through enquiries.

Visits vs. enquiries 2007-08 – 2013-14:

Agencies also release information and records routinely over the counter, by post, email and via their websites, and provide access to records in response to applications under the *Freedom of Information Act 1991*.

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.

In line with the State Government's response to the *Bringing Them Home Report*, State Records continued to examine archival records related to Aboriginal people and enter key search data into the Aboriginal Information Management System, which increases the findability of the records.

The indexation of GRG52/1 Aboriginal Affairs Correspondence Files (letters received) 1866 – 1968 has been a long term project for State Records and was completed this year. This series 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 2013-14 State Records commenced a further project to index another key series, GRG 52/90 Aboriginal Press Cuttings 1918 – 1970 (7 volumes). It is anticipated that this project will be completed in 2014-15.

SRSA GRG52/45/3/214
Photographs and negatives - Aborigines'
Office and successors - two Aboriginal men
standing in front of a hut at Narrung.

State Records has continued to provide a service to SA Link-Up, 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 SA Link-Up, which provides access to information in records free of charge to SA Link-Up clients for the purpose of reunification, will be renewed in 2014-15.

4.7   Records management advice and assistance

4.7.1 Training and Education

State Records delivers a range of training and education courses not available elsewhere in the State. We offer a variety of courses that have been designed to educate all state and local government employees on the need for good recordkeeping and records management practices within their workplace to meet legislative and business requirements.

Basic awareness

State Records provides free online basic awareness training in records management.

During 2013-14 318 people undertook the online training, often used by agencies to supplement their in-house training programs.

State Records is trialling a new online education platform that offers an enhanced learning experience for students. It is anticipated that this new approach will be available in 2014-15.

Operational training

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

- 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
- Disaster Preparedness Planning
- Vital Records Protection
- Record Series Identification and Transfer
- Keyword AAA Thesaurus
- Using the Local Government Thesaurus.

During 2013–14 these courses were offered approximately twice a year. Despite the reduced number of sessions, when compared to previous years, in excess of 120 public servants attended these face-to-face courses during 2013-14. State Records also witnessed a greater uptake of agency specific records management training for agencies within regional areas.

In 2014-15 State Records will conduct a review of the fee structure for all records management training on offer.

Regional delivery

State Records offered regional training in 2013-14, visiting regional sites including Victor Harbor and Flinders Ranges. Overall the uptake was well received with representation from six regional government agencies.

Approximately 37.5% of training attendees from across all of State Records' records management training were from regional South Australia. Given the increasing demand for regional training State Records will investigate the delivery of face to face training to regional areas with a view to improve accessibility for those outside of the metropolitan area.

Certificate program

Through a partnership with TAFE SA, State Records delivered the nationally accredited Vocational Education Training in Certificate III and IV in Recordkeeping. In March 2014, 22 students graduated from the program.

The agreement between State Records and TAFE SA expired at the end of 2013. During the reporting year, State Records concluded discussions with TAFE SA relating to the future management of the Certificate program and it was agreed that TAFE SA would solely offer this qualification.

The Certificate program course material remains the property of State Records, affording State Records an opportunity to offer these programs through a short course format in the future, with the potential to generate revenue for the agency.

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 eighth year the program continues to attract enrolments. In 2014 there are 36 students participating from across Australia and overseas. Enrolments were down by 8 new students from last year.

The Business Information Management Course has been integrated into a Master of Information Management degree that will commence 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 will have commonwealth supported fees which will be for both specialisations – library and information management and archives and records management.

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 2013-14

Standards

- Adequate Records Management (revision)
- Management and Care of Records on Loan to Agencies (new)

Guidelines

- Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) User Guide (revision)
- Administrative Release of Information (revision)
- Records Management Responsibilities for Ministerial Offices (new)

Information Sheets

- Adequate Records Management – Introduction to the Standard (new)
- Adequate Records Management – Planning (new)
- Adequate Records Management – Resourcing (new)
- Adequate Records Management – Monitoring and Reviewing (new)
- Adequate Records Management – Creation, Capture and Control (new)
- Adequate Records Management – Security and Accessibility (new)
- Adequate Records Management – Disposal (new)
- Metadata Mapping (new)
- GDS21 Certification Process (new)

- Implementing a Records Disposal Program (new)

4.8.2 Documents to be issued in 2014-15:

Standards

- Appraisal, Disposal and Transfer of Records (new)
- Management of Online Records (new)
- Records Security Standard (new)
- Management of Web Resources (new)
- South Australian Recordkeeping Metadata Standard (SARKMS) (revision)

Guidelines

- Adequate Records Management Implementation Plan (revision)
- Cloud Computing and Records Management (new)
- Management of Emails as Official Records (revision)
- Managing Records During Administrative Change (revision)
- Ministerial Handbook (new)

Information Sheets

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

4.9 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 Centres; information on the website; social media applications; 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.

4.9.1 Social Media

Initiated originally as a tool for training and education purposes with external clients, State Records' use of social media leading up to the start of the 2014 calendar year was exploratory in nature. A significant shift occurred in January 2014 with a commitment to building a more comprehensive social media program based on an identified strategy and resourcing. The use of social media management tools such as tweetdeck, hootsuite and bitly, has allowed State Records to gather analytical data on its program to facilitate strategic development.

Two major events occurred in the first half of 2014. The first was Riding Past, a Flickr exhibition of historic cycling images from the collections of State Records and the National Archives of Australia (NAA), developed to coincide with the 2014 Tour Down Under. Between 9 and 31 January selected images from the exhibition were displayed around Adelaide as posters with the support of Splash Adelaide. The second major event built on the success of the first. Riding Past Again was launched in late May 2014, and this time the exhibition was expanded to include State Library of South Australia and Adelaide City Archives, with additional images sourced from the respective collections and displayed as posters around the city.

The posters were promoted through various social media platforms and locals and visitors were encouraged to embark on self-guided walking or cycling tours using their smart phones to access maps and other applications to obtain further details and to participate in the exhibition. Some of the images were also displayed at the South Australian Archives Centre on Leigh Street. Images were crowd sourced and added to the official Flickr group and shared via Twitter, Instagram and Facebook using the hashtag #ridingpast.

The following events also coincided with new sets of images and documents being digitised and added to the State Records Flickr site:

- 500 images of South Australian soldiers, sailors and nurses who took part in World War One to commemorate Remembrance Day in November 2013 and 99 further images were released to commemorate the 99th anniversary of the Gallipoli landing in April 2014.

- The existing Flickr set of 190 images of the Royal Visit in 1954 was used to commemorate the 60th anniversary of the visit on State Records' other social media platforms.

- 52 photographs of South Australia and the Northern Territory produced from glass negatives created by Frank Hurley and commissioned by the South Australian Government in 1935.

- 9 photographs of archival images featuring bicycles for both Riding Past events, including a photograph of the Police Cycle Corps, taken circa 1906, and images from South Australia's centenary celebrations in 1936.

- 44 pages from records relating to the City of Adelaide clipper ship, including official assisted passage passenger lists and the ship's papers.

- 62 photographs of National Flower Day, dating from 1936 to 1950, produced by the predecessors of the South Australian Tourism Commission.

SRSA GRG35/342/GN5612
Glass plate and other negatives - Photolithographic Branch, Department of Lands

2013-14 was a success for the State Records social media program, measured in the numbers of direct followers and audience reach. On Twitter and Facebook, our audiences increased dramatically. Facebook saw a doubling of page likes, while on Twitter this was manifested in a 50% increase within the last six months. Innovative strategies born out of consultative and collaborative practices with sister institutions were a significant factor in our overall success.

4.9.2 Website

During the reporting year, the State Records website received over 3 965 000 hits from members of the public and agencies seeking information. Each day saw approximately 1 430 visitors to the site.

There were also over 632 500 downloads from the website, the highest being State Records' information sheet *Australian Standard AS ISO 15489 – Records Management*.

State Records completed the second phase of upgrading its website, which involved designing and building the new site in conjunction with eGovernment. The new website will be released in 2014-15.

4.9.3 Tours / Visits

A number of public programs focussed on family history were provided to the public during the year, some in partnership with National Archives of Australia. Tours and information sessions were provided for a number of dedicated local history organisations and government agency staff at the Gepps Cross Research Centre and repository.

Workshops related to accessing and using archival documents were also delivered for students and faculty members from the University of South Australia and the University of Adelaide. These workshops were held in addition to regular one-on-one training conducted in the Research Centres for secondary and tertiary students.

State Records participated in the South Australian History Festival – About Time in May 2014. *Fall In!*, a display of records relating to military activities in South Australia before the First World War was presented along with two tours of the repository and Research Centre at Gepps Cross. Also as part of About Time, members of the public participated in tours of the "Scabby Knees, Hopes and Dreams: a childhood experience of Government" exhibition at Leigh Street, Adelaide. An open morning at the South Australian Archives Centre, Leigh Street, was jointly presented by State Records and the National Archives of Australia.

4.9.4 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:

SRSA GRG2/64/1
Letters patent erecting and establishing the province of South Australia and fixing its boundaries

- episodes of *Who Do You Think You Are?*, season 6, featuring Adam Goodes and Paul McDermott, which will air 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 will premier at the Hawke Centre at the University of South Australia in July 2014.

4.10 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 and the State's Copyright use 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, FOI training and regular and ad hoc reporting.

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

- commencing a review of the FOI Act including drafting a discussion paper examining how the Act can be updated and improved.

- co-ordinating the implementation of the Proactive Disclosure Strategy including developing an across government policy, Premier and Cabinet Circular 35: *Proactive Disclosure of Regularly Requested Information*.

- project managing the replacement of the Freedom of Information Management System (FOIMS) across government database using current software.

- conducting an Accredited FOI Officers Consultative Forum.

- delivering Accredited FOI Officer training courses and specialised FOI training sessions for agencies.

- developing two new FOI guidelines.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2013-14*.

4.10.2 Information Privacy

State Records supports the Minister responsible for the administration of the South Australian Government's administrative scheme for privacy, the Information Privacy Principles Instruction (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 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, information, support and recommendations, including the provision of further information to the South Australian Parliament's Legislative Review Committee inquiry into surveillance devices.

- concluding four complaints.

- granting 14 exemptions from the IPPI across 5 subject areas.

- developing or reissuing six 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 supported the Minister in developing and implementing amendments to the IPPI. State Records also

continued work on the development of draft 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*, *2013-14*.

4.10.3 Copyright

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

In line with the Agreement with Screenrights, the State discharged all past liability for its use of sound and television broadcast material and has clear agreement on the process for remuneration to 30 June 2016.

At the end of the reporting year, discussion was continuing with Copyright Agency Limited on the development of a sampling survey to ascertain detail around 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 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

- 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 fifth Council performed its duties until its three-year term expired in November 2013.

Chair

Michael Moore

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

Sue Vreugdenburg, Records Manager, Business Solutions, Disability Care Australia – *a person eligible for membership of the Records and Information Management Professionals Australasia.*

Simon Froude, Manager, Government Recordkeeping, 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.*

Michael Moore – *a person with practical business experience.*

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.*

The current Council is the sixth since the establishment of the Act. Members were appointed for a three-year term from 28 January 2014.

Chair

Gary Thompson, the person with practical business experience, chaired the State Records Council from January 2014 until he announced his resignation in May. A new Chair is to be appointed by the Attorney-General.

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.*

Vacant – *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.*

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

Vacant – *a person with practical business experience.*

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 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 21 disposal schedules:

For records more than 50 years old:

- RDS 2013/21 Version 1 – Former ETSA Corporation Records Older Than 50 Years

- RDS 2013/11 Version 1 Older Than 50 Years Records of City of West Torrens (and predecessor agencies)

New schedules or new versions of existing schedules:

- RDS 2012/23 Version 1 –Auditor General's Department (and predecessor agencies)

- RDS 2013/19 Version 1 – Department for Communities and Social Inclusion – Youth Justice Directorate

- RDS 2012/17 Version 1 – Attorney-General's Department – Medical Panels SA (including Expert Medical Panels)

- RDS 2012/15 Version 1 – Attorney-General's Department – Guardianship Board (and the former Mental Health Review Tribunal)

- RDS 2013/18 Version 1 – Adelaide City Council – CCTV Video Surveillance Recordings

- RDS 2013/01 Version 1 – South Australian Government Financing Authority (SAFA) (and former subsidiaries of SAFA)

- RDS 2006/14 Version 2 – Equal Opportunity Commission (EOC)

- RDS 2012/01 Version 2 – Former ETSA Corporation (and predecessor agencies)

- RDS 2007/01 Version 2 – Employee Ombudsman

- RDS 2009/09 Version 2 – South Australia Police (SAPOL)

- RDS 2001/43 Version 2 – Former Land Management Corporation and Former Industrial and Commercial Premises Corporation

- RDS 2013/24 Version 1 – Former ETSA Corporation (and predecessor agencies) – Film and Videos

- RDS 2013/16 Version 1 – Independent Commission Against Corruption (including the Office for Public Integrity)

- RDS 2014/06 Version 1 – Records of South Australian Railways, 1850-1998 (Islington Plan Room Collection)

- General Disposal Schedule (GDS) 33 Version 1 for Across-Government Emergency Management

- General Disposal Schedule (GDS) 32 Version 2 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse

- National General Disposal Schedule (GDS) 34 Version 1 for National Bodies Across Australia

- General Disposal Schedule (GDS) 20 Version 5 for Local Government.

In addition, Council approved the following:

- Request for extension of the effective date of General Disposal Schedule (GDS) 15 8th Edition for State Government Agencies of South Australia

- Request for extension of the effective date of General Disposal Schedule (GDS) 18 4th Edition for Ministerial Offices.

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 2013-4 Council endorsed the revised *Adequate Records Management Standard* and Matrix developed to support the Standard.

Council also noted version 1 of the *Management and Care of Records on Loan to Agencies Standard*.

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

- The Debelle Royal Commission – Independent Education Inquiry and State Records response to concerns raised in the report

- The official status of school memorabilia and the inclusion of a new temporary disposal class for school memorabilia in GDS 22 Version 3 and GDS 31 Version 2 for the Department for Education and Child Development

- Changes agreed to by State Records and the South Australian Financing Authority (SAFA) in relation to databases covered by items 1.7, 3.3, 4.7, 5.7 and 6.8 in RDS 2013/01 Version 1.

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 2013, in line with the 3.0% Consumer Price Index. There were no further amendments made to the Regulations during the reporting year.

6.3   Alleged Breaches

Hamilton Secondary College

In October 2013 it came to State Records' attention that Hamilton Secondary College had potentially destroyed official records in their custody.

Consistent with the requirement of the Act, State Records undertook a survey of the recordkeeping practices of Hamilton Secondary College in November 2013. State Records finalised the report which advised Hamilton Secondary College and the Department for Education and Child Development (DECD) of necessary improvements to their records management practices. This was issued in 2013-14.

Consistent with the State Records report, Hamilton Secondary College and DECD will provide implementation plans detailing how they will address areas requiring improvement. They will report their progress to State Records during 2014-15.

7.   Initiatives

7.1   Review of the State Records Act

On 9 September 2013, the Attorney-General announced that he had appointed Mr Alan Moss, a retired Judge of the District Court, to conduct an independent review of the operation of the *State Records Act 1997*. 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.

Terms of reference for the Review were published on the Government's YourSAy website in November 2013 inviting submissions to the Review. The Review received 52 submissions from a range of organisations, agencies and individuals providing comments on all aspects of the operation of the Act.

At 30 June 2014, Mr Moss was finalising his report of the Review findings. It is expected that the Review will be completed by September 2014.

7.2   Accommodation and Service Changes

During 2013-14 a number of changes to State Records' accommodation and services commenced. After a decade of being located in Leigh Street, Adelaide, it was decided that the city based research centre and the executive and operational staff located at that site would be relocated. This was precipitated by the expiry in September 2014 of the lease on the Leigh Street premises and the decision to not renew the State Records tenancy.

In May State Records, in conjunction with the State Library and the Department of the Premier and Cabinet, determined that the city-based research centre would be relocated to the State Library site on North Terrace. This move would be undertaken with National Archives of Australia (NAA) who had been co-tenants at Leigh Street.

The co-location arrangement with the State Library and NAA brings benefits to the three organisations involved as well as the customers of all three, with the public able to access a greater range of archival material at a single facility.

State Records' ability to operate two research centres has, for a number of years now, been restricted by the limited number of staff available to undertake this work. With the

changes occurring to the Leigh Street site State Records took the opportunity to rationalise the delivery of services through the research centres by closing the reading room located at Gepps Cross. Operating out of a single city-based research centre will enable State Records to offer increased opening hours and resource the centre with appropriately qualified and experienced staff. The changes will also enable State Records to increase its digitisation program with a focus on indexes, special lists and control records. The State Records volunteer program will also be expanded.

These changes to State Records services will be completed in early 2014-15.

7.3   Assessment of Risk

During 2013-14, State Records conducted a project to deliver on a number of related risk management initiatives for the South Australian Government archives collection. The project achieved the following:

- completion of an assessment by the South Australia Police to determine whether the archives collection is 'critical infrastructure' of the State and should therefore be included on the State's critical infrastructure register

- completion, in collaboration with the Department of the Premier and Cabinet's Risk and Audit Services team, of a risk assessment of the archives collection and related risk register in accordance with the Department's Risk Management Framework

- completion of a security risk assessment and related report of recommendations by the South Australia Police of State Records' Gepps Cross site

- a review of State Records' current insurance coverage for the archives collection

- investigation of methodologies and costs associated with a financial valuation of the archives collection

- completion of a pilot valuation exercise involving a sample of items from the archives collection.

State Records will consider the results of these risk assessments and undertake associated work in 2014-15.

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.

With the majority of information now being created electronically both agencies urgently need to acquire a Digital Preservation System, a trusted repository for material that has been created electronically and exists in digital format. A Digital Archive has the ability to permanently preserve, manage and provide access to that digital content.

In December 2013, a Request for Information (RFI) was published on the Tenders and Contracts portal, 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.

The key aims of the RFI were to:

- gather information about the availability of Digital Preservation Systems that are likely to meet the joint requirements of State Records of South Australia and State Library of South Australia

- identify potential suppliers

- gain knowledge about suppliers' capabilities in the design, development, implementation and maintenance of a Digital Preservation System

- assist in the determination of future purchasing options or requirements.

Nine submissions were received by the close date of 31 January 2014, and they were subsequently evaluated against the outlined 'scope of work'.

The next step for this project is to prepare a Cabinet Submission seeking support and funding for a project to purchase and implement a Digital Preservation System for South Australian Government.