



**Government
of South Australia**

Administration of the *State Records Act 1997* **2017-18 Annual Report**

State Records of South Australia

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To the Hon Vickie Chapman MP
Deputy Premier
Attorney-General

This annual report is presented to Parliament to meet the statutory reporting requirements of *State Records Act 1997* and meets the requirements of Premier and Cabinet Circular *PC013 Annual Reporting*.

This report is verified to be accurate for the purposes of annual reporting to the Parliament of South Australia.

Submitted on behalf of State Records of South Australia by:

Simon Froude

Director, State Records



20/9/18

Signature

Date

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Section A: Reporting required under the Public Sector Act 2009, the Public Sector Regulations 2010 and the Public Finance and Audit Act 1987

This Annual Report relates to the administration of the *State Records Act 1997*. For information regarding fraud, work health and safety and financial performance, as required by the *Public Sector Act 2009*, please refer to the Annual Report of the Attorney-General's Department.

Agency purpose or role

State Records of South Australia (State Records) is responsible for the administration of the *State Records Act 1997* (Act) on behalf of the Attorney-General.

Objectives

State Records has the following functions under section 7 of the Act;

- (a) to receive official records into its custody in accordance with this Act;
- (b) to ensure the organisation, retention, conservation and repair of official records in its custody;
- (c) to make determinations (with the approval of the State Records Council) as to the disposal of official records under this Act;
- (d) to 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 Manager;
- (e) to provide for public and agency access to the official records in the custody of State Records in accordance with this Act;
- (f) to assist in identifying official records in the custody of State Records the disclosure of which might constitute a contravention of the aboriginal tradition;
- (g) to provide advice and assistance to agencies with respect to their record management practices
- (h) to issue standards (following consultation with the Council) related to record management and assist in ensuring that agencies observe the best record management practices;
- (i) to promote awareness of State Records and its functions;
- (j) to perform any other functions assigned to State Records by this or any other Act or by the Minister.

In accordance with section 7(j) of the Act, State Records also

- Supports the Attorney-General in the administration of the *Freedom of Information Act 1991*
- Supports the Attorney-General in the administration of the Information Privacy Principles
- Supports the Privacy Committee of South Australia and the State Records Council
- Administers the State's copyright use agreements.

Key strategies and their relationship to SA Government objectives

Key strategy	SA Government objective
State Records delivers improved services to government and community customers.	Better services.

Agency programs and initiatives and their effectiveness and efficiency

Program name	Indicators of performance/effectiveness/efficiency	Comments
Progress the development of a Digital Continuity initiative	Develop a business case for a Digital Archive and associated technologies.	<p>The development of the business case is part of a larger program dedicated to managing the digital records of government; the aim of which is to preserve government records of enduring and informational value.</p> <p>The loss of public records can be harmful to the rights and entitlements of individuals and the community.</p>
Expansion of the volunteer program	Strategy to facilitate expansion in development.	<p>Volunteer strategy drafted.</p> <p>An expanded volunteer program will help ensure that the community can participate in the preservation and access of the State government archive. It will improve community engagement with the archive.</p>
Third party digitisation program	Increased access to the collection through provision of digital items.	<p>In 2017/18 110 000 images were digitised through this program.</p> <p>Continuation of the program will help ensure that records in the state government archive that are of interest to family historians are preserved and made accessible to the public, regardless of geographic location.</p>

Program name	Indicators of performance/effectiveness/efficiency	Comments
Progress a strategy for the archive	Develop an Archive Strategy.	Draft prepared for consultation.

More detail regarding State Records' programs and initiatives can be found on the State Records website.

Legislation administered by the agency

State Records Act 1997

Freedom of Information Act 1991

Organisation of the agency

At 30 June 2018, State Records comprised four functional teams:

- Archive
- Information Governance
- Operations and Improvement
- Executive

Other agencies related to this agency (within the Minister's area/s of responsibility)

State Records is a business unit of the Attorney-General's Department.

Other information requested by the Minister(s) or other significant issues affecting the agency or reporting pertaining to independent functions

State Records produces an Annual Report on behalf of the Privacy Committee of South Australia.

For further information please see the Annual Report of the Privacy Committee of South Australia.

State Records produces an Annual Report on the administration of the *Freedom of Information Act 1991* on behalf of the Attorney-General.

For further information please see the Annual Report on the Administration of the Freedom of Information Act.

These documents are available on the State Records website.

Section B: Reporting required under any other act or regulation

Reporting required under the *State Records Act 1997*

Section 16—Inadequate record management practices to be reported

If the Manager is of the opinion that the record management practices of an agency are inadequate, the Manager must report the matter to the Minister.

During the reporting year, State Records did not refer any matters for investigation under Section 16.

Section 32—Annual report

- (1) The Manager must, on or before 30 September in each year, provide a report to the Minister on the administration of this Act for the 12 months ending on 30 June.

The Minister must cause a copy of the report to be laid before both Houses of Parliament within six sitting days after being provided with the report.

Amendments to the *State Records Regulations 2013*

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2017, in line with the 2.2% Consumer Price Index.

Further information on activities under the *State Records Act 1997*, can be found on the State Records website.

Reporting required under the *Freedom of Information Act 1991*

Section 54 – Reports to Parliament

- (1) The Minister administering this act must –
 - a. As soon as practicable after 30 June and in any case before 31 October in each year prepare a report on this administration of this Act for the 12 months ending on 30 June; and
 - b. Cause a copy of the report to be laid before both Houses of Parliament within six sitting days after preparation of the report is completed.

State Records is responsible for the administration of the *Freedom of Information Act 1991* on behalf of the Attorney-General.

Reporting required under the Proclamation establishing the Privacy Committee of South Australia

Privacy Committee of South Australia

4(A) – Annual Report

- (1) The Committee must, on or before 30 September in each year, prepare and present to the Minister a report on its activities during the preceding financial year.
- (2) The report must include details of any exemptions granted under clause 4 during the year to which the report relates.

- (3) The Minister must, within 12 sitting days after receipt of a report under this section, cause copies of the report to be laid before each House of Parliament.

State Records supports the Privacy Committee in producing an Annual Report on its activities.

The Attorney-General is responsible for ensuring the Annual Report on the Privacy Committee is laid before both Houses of Parliament within 12 sitting days of receipt of the report.