Government of South Australia

Administration of the *State Records Act 1997*

2025-26 Annual Report

State Records of South Australia
GPO Box 464, Adelaide SA 5001
www.archives.sa.gov.au

Contact phone number: 08 7322 7077
Contact email: staterecords@sa.gov.au
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To:

The Hon Kyam Maher MLC

Deputy Premier

Minister for Aboriginal Affairs

Attorney-General

Minister for Industrial Relations

Minister for Arts

Special Minister of State

Leader of Government Business in the Legislative Council

This annual report will be presented to Parliament to meet the statutory reporting requirements of the *State Records Act 1997* and 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:



Stephanie Coleman
Director, State Records of South Australia

31 August 2026

From the Director



A key focus during the reporting year has been bringing the State's archive collection to life to enhance access to the archives, and promoting our services. This included:

- participation in Family History Month in August 2025 and South Australia's History Festival in May 2026.
- promoting our services at the 2025 AIATSIS Summit
- over 120 attendees through our doors for public site tours
- increasing our opening hours
- increased social media presence, and
- a number of information management themed presentations, including at the RIMPA Global Roadshow and Local Government Information Technology SA Convention.

In addition to these annual events, plans are underway to expand our promotion further in 2026-27 through holding a number of exhibitions to highlight the unique records in the State's archive.

Our Deadline 2025 project, completed in February, resulted in 3,961 at risk magnetic media items and films in the collection being digitised to preservation standards. A vital phase of this project included the implementation of a digital preservation system, to ensure the preservation of the digitised files in perpetuity. Creating digital versions has resulted in improved access to these items in the collection, which due to item format, were not previously accessible. The project's success is the result of a real team effort, with many passionate staff being involved in this significant milestone for State Records.

The implementation of a digital preservation system is arguably a major step towards establishing a centralised digital archive for South Australia. The State will need to invest in additional infrastructure to achieve this, and State Records will continue to advocate for this important outcome. In the meantime, and to assist agencies manage the real risk of digital record obsolescence and loss, State Records developed a Digital Preservation Guideline, which highlights the actions state and local government agencies can undertake now to reduce this risk. Obsolete file formats, software, and hardware contribute to the deterioration of digital records if not preserved. This can result in the loss of:

- essential evidence of business activities
- trusted information as a result of alteration
- public access to records documenting rights and legal obligations, and
- digital records destined for the State's archival collection to be accessed into the future.

The guideline will be published in 2026-27.

Advice on Artificial Intelligence (AI) was also released to aid agencies as they navigate the evolving way government conducts business. Fundamental to this is ensuring that business decisions relating to the implementation of AI solutions and processes are documented and captured for future reference. Ensuring agencies create and properly manage such records will identify:

- if AI technology was used to influence the decision, take the action or generate the content
- if the content produced through AI technologies is accurate and relevant
- what the agency has done to mitigate any negative impacts, and
- if the outputs and decisions AI generate are explainable, auditable and transparent.

State Records continued to support and meet regularly with agencies. Common themes of key challenges being faced by agencies reported during the year were:

- managing records in M365/Sharepoint
- digitising physical records, and
- decommissioning of systems.

Lastly, I'd like take this opportunity to thank the dedicated staff at State Records, and our team of volunteers, without you all, none of following achievements would have been possible.



Stephanie Coleman

Director, State Records of South Australia

Attorney-General's Department

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Overview: about the agency

Our strategic focus

Our purpose	State Records of South Australia is responsible for the administration of the State Records Act 1997 (the Act) on behalf of the Attorney-General.
Our vision	Information assets of the State are created, preserved and accessible.
Our values	Our advice and services facilitate information governance maturity that supports a modern and trusted government by improving the integrity and accessibility of information assets. We preserve records of enduring value and share the state's recorded history.

Our functions, objectives and deliverables

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

(a) receive official records into its custody in accordance with this Act

(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 under this Act

(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 Manager

(e) provide for public and agency access to the official records in the custody of State Records in accordance with this Act

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

(h) promote awareness of State Records and its functions

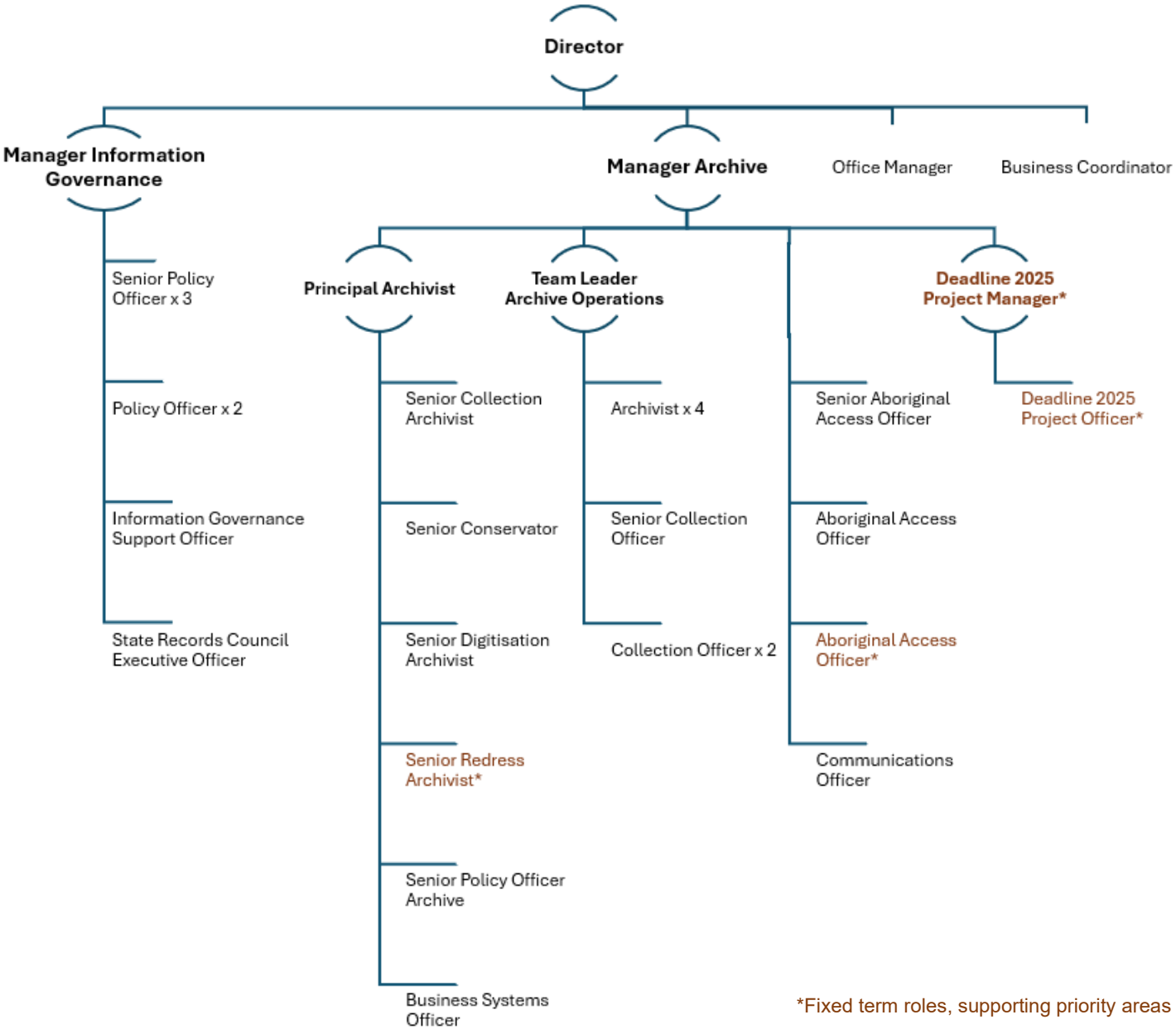
(i) perform any other functions assigned to State Records by this or any other Act or by the Minister.

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* and South Australia's Information Privacy Principles Instruction.
- State Records Council
- Privacy Committee of South Australia
- State Government's copyright use agreements.

Our organisational structure

As at 30 June 2026, State Records' structure was:



Operational activities

State Records' operational activities can be broken into two broad functions:

Archive

Responsible for archival advice and assistance to agencies, receiving official records into the archive, the arrangement, description, preservation and conservation of the archive, and the provision of access to the State's archival collection.

Provides an on-demand digitisation service and manages third party digitisation agreements, develops finding aids to improve accessibility to the archival collection, and delivers public programs to targeted audiences to enhance knowledge of State Records and its collection.

Information Governance

Provides advice, policies, and education to agencies on records and information management and assists Ministers, agencies, and the public on administering and interpreting the *Freedom of Information Act 1991* and the Information Privacy Principles Instruction (PC012).

Changes to the agency

To meet priority business needs during 2025-26, temporary adjustments were made to the Archive team structure. Reporting lines were revised and fixed-term roles established to provide additional capacity in priority areas, including responding to National Redress Scheme enquiries, supporting Aboriginal access enquiries, and completing the Deadline 2025 project. Refer to the structure on page 7 of this report.

Our minister

The Hon Kyam Maher MLC as the Attorney-General of South Australia oversees State Records functions and activities.

Legislation administered by the agency

State Records Act 1997 (SA)

Freedom of Information Act 1991 (SA)
Refer to the 2025-26 *Freedom of Information Act 1991* Annual Report

Subordinated legislation administered by the agency

Premier and Cabinet Circular PC012 - Information Privacy Principles Instruction

Other related agencies

State Records is a business unit of the Attorney-General's Department. As a result, information related to activities in the following categories is included in the Attorney-General's Department 2025-26 Annual Report:

- corporate performance summary
- employment opportunity programs
- agency performance management and development systems
- work health, safety and return to work programs
- executive employment in the agency
- financial performance
- consultants disclosure
- contractors disclosure
- risk management
- fraud detected in the agency
- strategies implemented to control and prevent fraud
- public interest disclosure
- reporting required under the *Carers Recognition Act 2005*
- reporting required under the *Climate Change and Greenhouse Emissions Reduction Act 2007*
- public complaints
- service improvements
- audited financial statements.

The agency's performance

Performance at a glance

State Records upholds the South Australian Public Sector Values and contributes to whole of Government objectives by;

- facilitating and supporting public and agency access to government records in the archive to preserve records of enduring value and share the state's recorded history
- developing and maintaining information management policies for public sector agencies to improve the integrity and accessibility of information assets
- providing advice and education on recordkeeping, and freedom of information
- investing in technology to ensure that records in the archive are maintained and available
- engaging with our customers and the South Australian community
- providing awareness on best practice approach to protecting individual's personal information privacy.

Specific objectives under the *State Records Act 1997*

<table>
<tr><th>Objectives</th><th>Indicators</th><th>Performance</th></tr>
<tr><td rowspan="2">Transfer official records into State Records custody</td><td>Agencies are required to transfer their permanent official records to State Records if they are no longer required for administrative purposes.</td><td>In the reporting year a total of 104 transfers were processed and archived.

Transfers totalled 281 linear metres of records.

Repository storage utilisation remained at 88%.</td></tr>
<tr><td>2025-2026 transfers for the collection were primarily sourced from local councils and public schools.</td><td>Transfers of significance include council meeting minutes from the former Town of St Peters, documenting local government decision-making prior to its amalgamation into the City of Norwood, Payneham and St Peters.

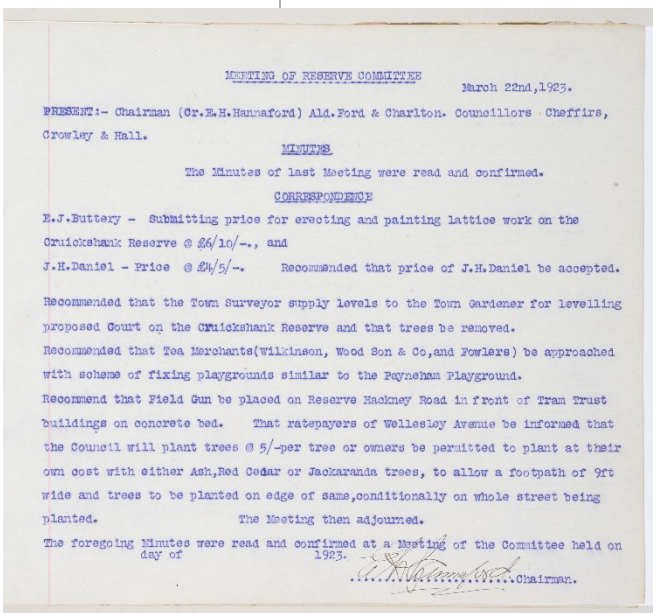
Dating from 1916, these records provide valuable insight in the development and administration of the local community, including:
building and town planning (1922 - 1997)
collection reference: GRS 19155
tree planting and management of public reserves (1916 - 1964)
collection reference: GRS 19158
Town Hall administration and coordination (1924 - 1964)
collection reference: GRS 19159</td></tr>
<tr><td colspan="3">
MEETING OF RESERVE COMMITTEE
March 22nd,1923.
PRESENT:- Chairman (Cr.E.H.Hannaford) Ald.Ford & Charlton. Councillors Cheffirs, Crowley & Hall.
MINUTES
The Minutes of last Meeting were read and confirmed.
CORRESPONDENCE
E.J.Buttery - Submitting price for erecting and painting lattice work on the Cruickshank Reserve @ £6/10/-., and
J.H.Daniel - Price @ £4/5/-. Recommended that price of J.H.Daniel be accepted.
Recommended that the Town Surveyor supply levels to the Town Gardener for levelling proposed Court on the Cruickshank Reserve and that trees be removed.
Recommended that Tea Merchants(Wilkinson, Wood Son & Co,and Fowlers) be approached with scheme of fixing playgrounds similar to the Payneham Playground.
Recommend that Field Gun be placed on Reserve Hackney Road in front of Tram Trust buildings on concrete bed. That ratepayers of Wellesley Avenue be informed that the Council will plant trees @ 5/-per tree or owners be permitted to plant at their own cost with either Ash,Red Cedar or Jackaranda trees, to allow a footpath of 9ft wide and trees to be planted on edge of same,conditionally on whole street being planted. The Meeting then adjourned.
The foregoing Minutes were read and confirmed at a Meeting of the Committee held on day of 1923.
.....Chairman.

Image above:

Extract from Reserve Committee meeting minutes, 22 March 1923, documenting the planting and management of street trees in the former Town of St Peters. The minutes reveal the careful planning and long-term vision that shaped public spaces, balancing amenity, shade and beautification for the benefit of the growing community.

collection reference: GRS 19158/1 Volume 1</td></tr>
</table>

Objectives	Indicators	Performance
Transfer official records into State Records custody	2025-2026 transfers for the collection were primarily sourced from public schools and local councils.	State Records has actively worked with schools across the state to transfer historical records into the collection. Admission registers become open to the public after 30 years and are a valuable resource for family history research, local history and evidence of identity or residence. In the reporting year school transfers included: <u>Admission registers:</u> • Port Augusta West Primary School 1881-1996 • Currency Creek School 1882-1923 • Compton Downs School, later Compton Primary School 1877-2000 • Burnside Primary School 1904-1994 • Goolwa Primary School 1905-1996 • Mitchell Park Boys Technical School, later Hamilton Secondary School 1958-1994 • Glengowrie High School 1968-1990 <u>School journals:</u> • Mitchell Park Boys Technical School, later Hamilton Secondary School 1965-1970 • Cummins Area school 1932-1976 <u>Inspector's registers:</u> • Cummins Area school 1938-1969

<table>
<tr><th>Objectives</th><th>Indicators</th><th>Performance</th></tr>
<tr><td rowspan="2">Preservation through digitisation</td><td>Digitisation of at-risk magnetic media formats and films in the collection was completed through the Deadline 2025 project.</td><td>During the reporting year, 1,371 items were digitised as part of the Deadline 2025 project, completing the project’s digitisation phase.

This included the digitisation of the following government agencies items:
South Australian Film Corporation
SA Water
South Australian Tourism Commission
South East Drainage Board.
A digital preservation system was implemented, and the ingest of the digital files commenced. As of 30 June 2026, 69 terabytes of records had been preserved and stored, ensuring their long-term accessibility.</td></tr>
<tr><td colspan="2">

Image on left:

A one-inch video master digitised and preserved.

collection reference: Golden Fiddles, GRS3167/1/12/12</td></tr>
<tr><td>Enable long-term preservation and access to records.</td><td>In the reporting year 2,512 items were digitised for members of the public and government agencies, with 1,590 items digitised by State Records’ digitisation services and 922 items by volunteers.

The digitisation of these records to preservation-quality standards, resulted in 46,171 digital images being created and made available for ongoing access and preservation.</td></tr>
</table>

Objectives	Indicators	Performance
Conservation of the State collection	Conservation, digitisation and rehousing of glass plate negatives.	**943** glass plate negatives were cleaned, digitised, listed and rehoused, preserving significant visual records of South Australia's history from the 1930s and 1940s. These images provide a unique glimpse into life during this period, with highlights including: • the construction of Parliament House • South Australian railways and transport • farming and agricultural practices • manufacturing industries • Adelaide Zoo • learning at Roseworthy Agricultural College and the Education Department Trade School.

Image below:
Construction of Parliament House, 10 August 1936
One of the glass plate negatives cleaned, digitised and rehoused

Collection reference: GRG35 342/1/35 box106 GN13229



Objectives	Indicators	Performance
Conservation of the State collection	Environmental monitoring	Environment monitoring reports were undertaken monthly across both sites. <u>Gepps Cross results:</u> The climate-controlled sector (1/4 of the site's storage capacity) consistently remained at optimal temperature and humidity levels all year round. Sectors without climate control (3/4 of the site's storage capacity) on average spent 28.1% of the time out of the recommended temperature range and 14.8% of the time out of the recommended relative humidity range. Many large fluctuations in relative humidity were recorded in sectors without climate control, particularly in the peak of summer. <u>Collinswood results:</u> All sectors are climate controlled. On average all sectors spent 1.85% of the time out of the recommended temperature range and 9.2% of the time out of the recommended relative humidity range.

*Recommended temperature range for repositories 15°C - 25°C

*Recommended relative humidity range 40% – 60%

*Large fluctuations in relative humidity that exceed the recommended range are very damaging to materials as they cause them to expand and contract rapidly

*Mould is activated if the relative humidity exceeds 70%

*High temperatures accelerate degradation

*A low relative humidity causes materials to become dry and brittle and more easily damaged

Objectives	Indicators	Performance
Authorise disposal schedules	Develop and review general disposal schedules (GDS) for state, local government and universities.	GDS 30 is one of the most widely used records disposal schedules across South Australian Government agencies. During the reporting period, a comprehensive review was undertaken to ensure the schedule remained current, relevant and aligned with contemporary business practices, legislative requirements and information management standards. The review included extensive consultation with government agencies and key stakeholders to identify emerging business needs, clarify disposal coverage and improve the usability of the schedule. This collaborative approach helped ensure the updated schedule reflected practical requirements across the public sector and continued to support consistent and effective records management practices. GDS 30 Version 3 was published on 30 June 2026. State Records developed and published GDS 45 for the management of identity verification documents. The schedule provides the authority to destroy identity verification documents when no longer required, reducing privacy and security risks. GDS 45 Version 1 was published on 7 January 2026, with an information session held 25 February 2026.
	Support and provide advice on the development of agency operational records disposal schedules (RDS).	See Appendix A for a full listing of schedules determined and approved in the reporting year.

Objectives	Indicators	Performance
Publish indexes	Indexes are published annually when restricted records become open access.	Two new indexes were published during the reporting period: • Admissions to the Destitute Lying-In Home on Flinders Street, 1865-1868 collection reference: GRG28/34 • List of children sent from the Destitute Asylum to the Roman Catholic Orphanage, 1867-1869 collection reference: GRG28/33
	Existing indexes are updated annually in January when additional restricted records become open access.	The following indexes were updated to include open access information up to 1925. • Mandates placing children under the care and responsibility of the State collection reference: GRG29/121 • Admission papers from 1845 - Colonial Lunatic Asylum - Adelaide Lunatic Asylum - Parkside Lunatic Asylum - Parkside Mental Hospital - Glenside Hospital collection reference: GRS 13461 • Police reports to the coroner from 1879 collection reference: GRG1/44 • Inquest files by the city coroner from 1867 collection reference: GRG1/27 • Teacher history sheets, from 1915 collection reference: GRS 9084
	Access to indexes via third parties.	A total of **461,603** index views occurred via the Ancestry website, with the most viewed index (178,763 views) being for the Royal Adelaide Hospital register of admissions, 1841-1952.

Objectives	Indicators	Performance
Access to the collection	In-person access to archives at the Gepps Cross Research Centre.	**841** visitors to the Research Centre **4,623** items viewed in the Research Centre From 6 March 2026, the Research Centre opened on Fridays, extending its service from three to four days per week. Visitor numbers increased by 21% in 2025-2026, compared to the previous reporting year.
	Enhance access to archives and services relating to Aboriginal peoples and culture.	**4** Aboriginal Reference Group meetings were held in the reporting year, supporting ongoing collaboration and guidance on archival access and priorities. 1 ongoing and 1 temporary full-time employee were recruited to support Aboriginal access enquiries.
	Improve public access to information and records through advice and research support. Respond to public access enquires within service delivery timeframes.	**1,379** public access enquiries received. Public access enquiries increased by 14% in 2025-2026. **99%** of public access enquires actioned within service delivery timeframes.
	Online research available via the State Records website and archive catalogue.	**210,748** visits to the State Records website. **88,465** searches of the online catalogue ArchivesSearch.
	Provide digital access to records.	**1,701** items provided to members of the public through the digitisation service. **714** items provided to government agencies through the digital copying service.

Objectives	Indicators	Performance
Access to the collection	Improve the discoverability of the archive through the listing and indexing of records.	More than **26,000** names have been indexed through the volunteer program. 2025-26 projects included: • indexing records relating to Aboriginal peoples, **10,028** entries • renaming of railway employee sheets, **9,786** entries • listing correspondence files of the tourism department, **6,813** files listed • indexing of gaol and prison registers, railways employment and school admission registers.
	Improve accessibility to the collection by digitising high demand records.	For the reporting year the State Records volunteer program had a total of 21 volunteers, with **16 volunteers** active at 30 June 2026. Volunteers contributed **625** days and captured over **31,000** images through digitisation. 2025-26 digitisation projects included: • correspondence files related to Aboriginal peoples from 1866, **12,974** images digitised collection reference: GRG52/1 • memorial books recording key details of property and land transfers from 1841, **12,832** images digitised collection reference: GRS 12154
Issuing of standards and observance of records management practices	Develop advice for agencies providing practical guidance on digital preservation.	A draft guideline has been developed introducing digital preservation through the application of four principles, a tiered maturity model and practical measures. Agencies can use this guideline to help protect their digital records from deterioration and obsolescence. Comprehensive agency feedback was received on the draft guideline.

Objectives	Indicators	Performance
Advice and assistance to agencies	Provide advice and assist agencies in records management, record transfers, record retrievals, data management, disposal, and digitisation.	**4,208** collection items were retrieved and loaned to government agencies. **1,709** agency enquiries were received and resolved during the reporting year: • **840** related to the National Redress Scheme • **275** related to freedom of information • **204** related to records management • **373** related to archives • **16** related to privacy • **1** related to copyright.
	Respond to agency enquires within service delivery timeframes.	**97%** of enquires actioned within service delivery timeframes.
Promotion of State Records and the State archive collection	Promote State Records' role, services and resources, increasing awareness and engagement among information and records management professionals.	State Records delivered a presentation at the RIMPA Global Roadshow on 24 July 2025, providing valuable insights into current priorities, policy changes and emerging trends.
	Promote and engage with local government stakeholders.	State Records presented at the Local Government Information Technology SA Convention, held 26 September 2025, providing convention participants with an update on State Records policies and priorities.
	Expand engagement with regional communities. History Council Regional Event – Renmark	State Records presented at the History Council's annual regional event, held in Renmark in October 2025. The presentation provided information on how to access records relating to the Riverland, and conduct family history research.

Objectives	Indicators	Performance
Promotion of State Records and the State archive collection	Partner with peak bodies to advance information management capability, compliance and accountability.	State Records partnered with the National Archives of Australia and RIMPA Global to deliver an information forum on 20 March 2026 to coincide with Information Awareness Week 2026, themed Information Management professionals' power the AI ecosystem. The forum provided guidance on information management obligations and recordkeeping considerations that need to be considered when using artificial intelligence.
	Promote Aboriginal access services at the 2026 Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Summit.	State Records' Senior Aboriginal Access Officer attended the AIATSIS Summit on the Gold Coast in June and participated in a shared stall with Council of Australasian Archives and Records Authorities colleagues from archives around Australia. The stall provided Summit attendees the opportunity to discuss access to records and the Aboriginal access services provided by State Records. Staff attendance at the Summit also provided the opportunity to be involved in discussions relating to Aboriginal and Torres Strait Islander records, research and policy, and to connect and reconnect with colleagues across the country, strengthening professional relationships and fostering collaboration.
	Promote State Records' services and the State archival collection through participation in South Australia's History Festival.	Researching Aboriginal Family History State Records' Aboriginal Access Team co-presented with the City of Port Adelaide Enfield library staff. Attendees learned about records held and services provided by State Records, services available, and how and to start an enquiry with staff.

Objectives	Indicators	Performance
Promotion of State Records and the State archive collection	Promote State Records' services and the State archival collection through participation in South Australia's History Festival.	Animalia – Animals in the Archives State Records co-presented the annual History Festival competition with the annual competition co-presented with the National Archives of Australia's Adelaide Office and the State Library of South Australia. The theme for 2026 was showcased stories about Animalia - Animals in the Archives. Stories included outlawed police dogs, a wombat featured on a draft coat of arms and working sheep and horses. Adelaide Gaol History Day State Records staff participated in Adelaide Gaol History Day, delivering a presentation on accessing Adelaide Gaol records held by State Records. The event showcased historical records of the Adelaide Gaol, including the display of the journal of Adelaide Gaol Keeper William Ashton from the 1840s and a register of prisoners from the 1860s. Archives Open site tours State Records hosted behind the scenes tours at the Gepps Cross site across two days. Visitors participated in guided tours of the facility, viewed displays of original records and learnt about the different ways to use the archive collection for research. From the reel to the hard drive – history of the South Australian Film Corporation This event discussed the origins and legacy of the South Australian Film Corporation with Associate Professor Mike Walsh. This was an opportunity to use recently digitised audio-visual material from the Deadline 2025 project, showcasing parts of the collection that have not been previously accessible.

Objectives	Indicators	Performance
Promotion of State Records and the State archive collection	Support and promote National Reconciliation Week through community engagement activities.	State Records' Aboriginal Access team attended Link-Up SA's National Sorry Day event at Yitpi Yartapuultiku in Port Adelaide on 26 May 2026.
	Promote State Records' services and the State archival collection through participation in National Family History Month activities.	To celebrate National Family History Month in August 2025, State Records presented Tracking People Through Places in collaboration with the National Archives of Australia and the State Library of South Australia. The presentation explored methods for tracing where ancestors lived, highlighting key sources such as pre-Torrens Title (Old System) records, local council rate books and school admission registers. State Records also presented at the Unlock the Past conference as part of National Family History Month activities. Using the Pitkin family story as a case study, the presentation demonstrated how archival records can be used to research family histories.
	Promote State Records' audio-visual digitisation and preservation activities.	In October 2025, the Deadline 2025 Project Manager presented at the Australian Sound Recordings Association Conference in Sydney on State Records' journey from limited audio-visual preservation activities to the delivery of a mass digitisation project and implementation of a digital preservation system. The conference facilitated valuable discussion on challenges, innovations and best practices in digitisation and preservation with colleagues from across Australia.

Objectives	Indicators	Performance
Promotion of State Records and the State archive collection	Increase public awareness and engagement with State Records through social media. Social media promotion	Social media posts continued to promote State Records and items of interest in the archive across a variety of platforms including Facebook, Instagram, Vimeo, Flickr and LinkedIn. The most viewed post on State Records' Facebook page was posted on 1 February 2026. The post marked the 42nd anniversary of South Australia's coat of arms, featuring the piping shrike. The post received over 28,000 views.



Image above:

South Australia's Coat of Arms, granted by Queen Elizabeth II and adopted on 1 February 1984.

Image featured on State Records' Facebook page and generated the highest level of public engagement during the reporting year.

collection reference: GRS/1684/87/4 File DPC 625/1981.

State Records Council

Functions and objectives

State Records Council was established under section 9 (1) of the *State Records Act 1997 (SA)*.

The functions of Council are specified in section 10 and require it to:

(a) approve disposal determinations for official records

(b) provide advice to the Attorney-General and Director of State Records on policies relating to records management or access to official records.

Council structure

Section 9 (2) of the Act requires that the Council consist of nine members appointed by the Attorney-General. Appointments align with prescribed criteria defined in the Act.

The Council operated under two membership appointment terms in 2025-2026. For both terms Council had full membership with each representation actively involved.

1 July 2025 to 28 January 2026

Keith Nicholas Chair	a public sector practitioner nominated by the Commissioner for Public Sector Employment
Deborah Horton Deputy Chair	a person with experience in local government nominated by the Local Government Association of South Australia
Amanda Paul	a historian, nominated by the Minister for the Arts
Jennifer Scott	a representative of the Australian Society of Archivists
Kerry Hazel	a representative of the Records and Information Management Practitioners Alliance Global
Karen White	a person with practical business experience
Judith O-Connor	a person nominated by the Chief Justice of the Supreme Court
Deanne Hanchant-Nichols	an Aboriginal person engaged in historical research, nominated by the Executive Director of Aboriginal Affairs and Reconciliation
Dr Herbert Stock	a member of the public that makes use of official records

29 January 2026 – 30 June 2026

Keith Nicholas Chair	a public sector practitioner nominated by the Commissioner for Public Sector Employment
Amanda Paul	a historian, nominated by the Minister for the Arts
Adam Kauschke	a representative of the Australian Society of Archivists
Kerry Hazel	a representative of the Records and Information Management Practitioners Alliance Global
Antoniette Spiniello	a person with experience in local government nominated by the Local Government Association of South Australia
Spiros Sarris	a person with practical business experience
Judith O-Connor	a person nominated by the Chief Justice of the Supreme Court
Deanne Hanchant-Nichols	an Aboriginal person engaged in historical research, nominated by the Executive Director of Aboriginal Affairs and Reconciliation
Amanda Wells	a member of the public that makes use of official records

Executive support for State Records Council

Executive support for State Records Council is delivered within the resources of State Records. The Executive Officers for the reporting period were Adrienne Martin 1 July 2025 to 4 September 2025 and Teresa Warren 9 September 2025 to 30 June 2026.

State Records Council performance

In 2025-26 State Records Council had two appointment terms and a total of 8 meetings. Under the *State Records Act 1997* Council must meet at least once every three months and at any time required by the Minister.

The number of meetings attended by each member during 2025-26 was:

July 2025 to 28 January 2026 (4 meetings held)	
Member	Number of meetings attended
Amanda Paul	2
Deanne Hanchant-Nichols	3
Deborah Horton	4
Dr Herbert Stock	3
Karen White	2
Judith O'Connor	3
Keith Nicholas	4
Kerry Hazel	3
Jenny Scott	4

28 January 2026 to 30 June 2026 (4 meetings held)	
Member	Number of meetings attended
Amanda Paul	3
Deanne Hanchant-Nichols	3
Adam Kauschke	4
Amanda Wells	4
Antoinette Spiniello	4
Judith O'Connor	3
Keith Nicholas	4
Kerry Hazel	3
Spiros Sarris	4

Disposal schedule review

In 2025-26 the State Records Council reviewed a total of 17 disposal schedules and approved 17 of those disposal schedules. See **Appendix A** for a complete listing of approved disposal schedules during the reporting year.

Financial performance, State Records Council does not administer a budget.

Consultants disclosure, State Records Council has not engaged any consultants.

Contractors disclosure, State Records Council has not engaged any contractors.

Reporting required under the State Records Act 1997

Act or Regulation	Requirement	Reports in 2025-26
State Records Act 1997	Section 16 If the Director is of the opinion that the record management practices of an agency are inadequate, the Director must report the matter to the Minister.	No reports of inadequate record management practices were made during the reporting year.

Compliance statement

State Records of South Australia is compliant with Premier and Cabinet Circular 039 (PC039) Complaint Management in the South Australian Public Sector	Yes
State Records of South Australia has communicated the content of PC039 and the agency's related complaints policies and procedures to employees	Yes

Appendix A:
Disposal schedules determined and approved 2025-26

General Disposal Schedules	
GDS 24 Version 6	South Australian Universities
GDS 45 Version 1	State Records of South Australia – Identity Verification Documents
GDS 30 Version 3	State Government Agencies in South Australia

Records Disposal Schedules	
RDS 2025-07 Version 1	Environment Protection Authority
RDS 2025-03 Version 1	Department of Treasury and Finance
RDS 2025-09 Version 1	Procurement SA
RDS 2025-13 Version 1	ICAC: Surveillance Devices Act 2016 (SA)
RDS 2025-10 Version 1	Health Services Charitable Gifts Board
RDS 2025-15 Version 1	SA Health – Client Care, Clinical & Client Administration, Education & Health Promotion and Quality Improvement
RDS 2026-01 Version 1	Mining and Quarrying Occupational Health and Safety Committee
RDS 2026-02 Version 1	Silicosis Committee
RDS 2026-05 Version 1	Infrastructure SA

Schedule Extensions	
RDS 2011-04 Version 4	Justice of the Peace (Reactivation and Extension)
RDS 2012-13 Version 3	Consumer and Business Services (Reactivation & Extension)
RDS 2012-20 Version3	Department of Primary Industries and Regions SA – Division responsible for Agribusiness and Regions

Disposal Determinations	
RDS 2025-08 Version 1	Queen Elizabeth Hospital – University of Adelaide (Damage to records)
RDS 2025-12 Version 1	NAHLN Lyell McEwin Hospital (Damage to records)