



Government of South Australia

GPO Box 2343
ADELAIDE SA 5001
DX:467
Tel (08) 8204 8791
Fax (08) 8204 8777
www.archives.sa.gov.au

State Records
of South Australia



Administration of the State Records Act 1997

Annual Report

For the year ending 30 June 2013

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The Hon John Rau MP

Attorney-General

Dear Attorney-General

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Terry Ryan', with a stylized, cursive script.

Terry Ryan
DIRECTOR
STATE RECORDS OF SOUTH AUSTRALIA

30 September 2013

1. Overview

State Records was part of the Department of the Premier and Cabinet during 2012-13 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 2013. The Honourable Michael O'Brien MP, Minister for the Public Sector, was responsible for the Act and State Records until January 2013, when the Honourable Jay Weatherill MP, Premier and Minister for Public Sector, assumed responsibility. In March 2013 responsibility for the Act was assigned to the Honourable John Rau MP, Attorney-General.

During the year the collection of official records of permanent value continued to grow with agencies transferring almost 1600 shelf-metres of records to the archive at Gepps Cross. To maximise storage capacity for permanent records, temporary value records that had been stored at Gepps Cross under past practices were returned to agencies. Capacity was further improved with the relocation to the Collinswood repository of over 6000 shelf-metres of permanent records that are infrequently accessed.

Over 70 556 new descriptive items were created and added to the collection catalogue, ArchivesOne, during the reporting year, and a further 116 series of records 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.

The State Records training program continues to provide the opportunity to public servants to gain the skills needed to adequately manage official records. In addition to face to face training, courses are also delivered via correspondence, which is of great value to those outside the metropolitan area. The pool of appropriately trained staff within government is increasing, providing the opportunity for agencies to operate more efficiently and effectively.

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

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
- 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 53 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; development and delivery of records management training; development of standards, policies and guidelines; administration of across-government records-related procurement mechanisms; records destruction approvals and surveys of agency performance.
- Collection Management Services – provides support to the State Records Council; makes determinations on the disposal of official records; provides archival advice and assistance to agencies; receives archival records into the collection; creates indexes of those records; and is responsible for the conservation of archival records in the repository.
- Reference and Access Services – provides access to the archives; provides advice and assistance to the public about research methodologies that facilitate their research; provides advice to agencies on access determinations; improves accessibility to records related to Aboriginal people; and delivers public programs to targeted audiences to enhance knowledge of State Records and its collection.
- Business Operations Support – provides support to the organisation in the areas of: business systems; human resources; WHS, records management; financial processing; building facility management and maintenance; travel and accommodation arrangements; coordination of training, website maintenance; and corporate reporting.
- Freedom of Information and Privacy – provides advice and assistance to the Minister, agencies and the public; provides executive support to the Privacy Committee of South Australia; develops and promulgates policies and guidelines; administers the across-government freedom of information management system; and develops and delivers training for Accredited FOI Officers.
- Executive – leads organisation; manages the budget; negotiates and administers the State's copyright use agreements under the Commonwealth's Copyright Act.

State Records has implemented a range of family-friendly work practices that include part-time employment; job-share; work-from-home; 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 2012-13.

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 at the State's archival records repositories.

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.

During the reporting year 542 consignments of permanent value records were transferred to State Records – 417 from State Government agencies and 125 from Local Government authorities. These transfers culminated in the accessioning (formal acceptance into the archival collection) of 1584 shelf metres of records (around ten and a half million pages).

The agency that transferred the largest amount of records to State Records this year was the Public Trustee Office with approximately 196 shelf metres. Large transfers of records were also received from the Crown Solicitor's Office (161 metres) and the Youth Court of South Australia (95 metres).

In addition, a further 61 consignments (105 shelf metres) were added to the collection as a result of donations of official records from members of the public, return of misplaced records and reprocessing of records already in custody.

Approximately 25 visits to agencies were conducted to provide training and advice regarding the transfer of permanent records, and a further seven agencies visited the Gepps Cross facility for introductory tours and discussion of the transfer procedure.

Transfers of historical interest received this financial year include:

- Admission registers, 1877-1971 – Stanley Flat School
- Admission registers, 1898-1996 – Kadina School
- Admission books – Colonial, later Adelaide Lunatic Asylum, 1846-1902
- Assessment books, 1866-1926 – District Council of Gilbert
- Burial register, 1864-1927 – Morphett Vale 'Bains' Cemetery
- Indexes to 'places' – South Australian Railways, 1855-1943
- Mining Gazette notice books, 1894-1999.

For a detailed list of records transferred to the custody of State Records during 2012-13 please see <http://www.archives.sa.gov.au/archivesearch/transfersofinterest.html>.

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 the State's 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 92.5% capacity. Collinswood is used to store permanent records that are not open or accessed rarely and is at 16% capacity.

To maintain capacity at Gepps Cross for records that are accessed by the public and agencies, over 6000 shelf metres of infrequently accessed permanent records were relocated to the repository at Collinswood. This project concluded on 30 November 2012, ensuring that over three years capacity at Gepps Cross has been achieved. The project was undertaken without any interruption to the transfer process for agencies.

During the reporting year, a further 600 shelf metres of temporary records previously taken into custody were returned to agencies to manage.

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 158 029 shelf metres of temporary records with private sector providers, an increase of 13 975 shelf metres from 2011-12. The cost to government for the storage of temporary records with providers was \$1 978 948.

State Records undertook audits of each provider against the compliance requirements during the reporting year. Each provider received a consolidated report that included recommendations for improvement.

4.2 Organisation and repair of records

4.2.1 Arrangement and description

It is essential for the archival 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 what agency created the record, its subject, format and when it was created.

During 2012-13, 76 new agencies, created following machinery of government changes, and 478 new series, were registered. A further 116 existing series were improved, 66 of which occurred as a result of the Collinswood Records Relocation Project. Over 70 556 new record items were catalogued and added to ArchivesOne.

4.2.2 Conservation and repair

The 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.

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

Interim preservation measures for improving storage conditions of records is undertaken on an ongoing basis, comprising re-boxing and or re-packaging of records.

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

The major development in this reporting year has been the allocation of an ongoing position for a full-time conservator to improve the conservation and repair of records in the collection. Since September 2012 the Conservator undertook the following:

- implementation of a new acid free box type for storage
- environmental monitoring of the Collinswood repository
- coordination of the pest management program
- development of proposed treatments for 869 items in need of conservation
- provision of handling instructions for 111 items prior to digitisation and the development of Handling Guidelines for the Digitisation Manual
- collaboration with the Conservation Team at the State Library of South Australia regarding re-binding of volumes, re-housing and handling of photographs and glass plate negatives, paper repair and pest management
- management of the Disaster Management Team
- assessment of over 208 transferred items over 100 years old.

As a result of in-house treatment being undertaken this financial year, 26 items have been cleaned, repaired or re-housed, including GRG5/324/5 Volume 2 – Station Journal Fowlers Bay Police Station, 1897-1901 and GRS 3570/1 File 218B - Pastoral leases (surrendered), 1851 – 1894.

Eleven series of records have been identified as having some content which requires extensive treatment and have been temporarily blocked from public access to ensure their ongoing preservation.

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.

Prior to the destruction of records of temporary value agencies must seek approval from State Records. This is achieved through the submission of Intention to Destroy Records Reports (ITDRR). State Records received 962 ITDRRs from agencies in 2012-13, a 22% decrease from 2011-12. Of those received, 73% were approved with no changes.

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

State Records commenced a comprehensive review of GDS 15 (8th edition) for State Government agencies which is due to expire on 30 June 2014. State Records has established a Review Working Group comprising representatives from State Records, State Government agencies and a private sector Records Management Consultant. 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 will conclude in early 2014 with a new version of the GDS being released following approval from the State Records Council.

In January 2013, State Records commenced a fee-for-service project for to review the disposal of legacy unsentenced and temporary ETSA Corporation records in custody. The Department of Treasury and Finance is now the controlling agency for these records.

4.4 Indexes and Finding Aids

Indexes to the collection of archival records in the repository are published to assist the public and agencies efficiently access the records they need.

The most comprehensive and most used index is the 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 was originally designed to function with the Internet Explorer browser only, limiting access for those users that use alternate web browsers and mobile internet devices. ArchivesSearch also uses software that will not be supported beyond 2015. A new version is being pursued that if implemented, will allow access using a wide selection of browsers.

New research guides continued to be developed and existing ones were updated. Most of these guides have been created to assist family historians.

The following guides were created/revised in the reporting year:

- School Admission Registers (version 1)
- Inquests and police reports to the Coroner (version 1)
- South Australian Railways – employee records (version 1)
- Destitute Asylum Records (version 1)
- Immigration to South Australia (version 2).

The following guides will be issued in 2013-14:

- World War One Records
- Magill Old Folks' Home Records
- Port Augusta Hospital
- Teachers
- Deceased Estates – Records of the Public Trustee.

4.5 Access

The records of State and Local government are accessed in a variety of ways. When records are transferred to State Records the agency responsible provides a determination about the accessibility of the record. They can be open for viewing by the public, closed to access, or they may require an approach to the agency to gain approval for access.

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

Access to permanent records held in the State's repository and a copying service are provided at the city Research Centre, known as South Australian Archives Centre, and the Gepps Cross Research Centre. The co-location of access services of State Records and the National Archives in the city continues to attract positive feedback from visitors.

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.

State Records has endeavoured to make the South Australian Archives Centre user friendly for people with disabilities. In the reporting year, magnifiers have been installed in both of our research centres for people with vision impairment. People with a disability who have visited the Centre have commented favourably on the accessibility of State Records' public access services.

Over the last five years it has become increasingly clear that while the number of visitors who attend State Records' Research Centres has not increased, online research enquiries and requests for access to records continues to increase. This has been addressed in State Records' Corporate Strategy 2013 to 2020 that signals a gradual shift of resources to support online reference and access services.

Key statistics relating to access:	2011-12	2012-13
Visits by the public	3 012	2 857
Records retrieved for viewing by the public in the Research Centres	5 098	6 695
Records viewed on microfilm/microfiche by the public	2 755	2 965
Enquiries from the public by telephone, email and letter	5 514	5 716
Records retrieved for viewing by an agency within the agency	8 213	7 247
Records retrieved for viewing by an agency in the Research Centres	1 264	1 349
Number of digital images created of items in the collection	4 166	4 196

The steady flow of requests for access to the official records in the State's archival collection is again reinforced by this year's statistics. While numbers can fluctuate over time due to particular events such as formal investigations and legal cases, the underlying demand for access continues.

In recent years State Records has encouraged agencies to view their records in the Research Centre rather than recalling them to their worksite. This allows for continued access to the records and the risk of damage or loss is significantly reduced.

4.6 Records related to Aboriginal people

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

In line with the State Government's response to the *Bringing Them Home Report*, State Records continued through the year to examine the archival records related to Aboriginal people and load key search data into the Aboriginal Information Management System. This improves the chance and efficiency of finding relevant records that can help with family re-unification.

State Records has also 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.

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. The courses range from basic awareness to tertiary level and support records managers, archivists and support staff meet legislative and business requirements.

Basic awareness

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

During 2012-13 more than 560 people successfully 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.

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.

More than 170 public servants successfully completed these courses during the year.

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 2013, 27 students graduated from the program.

In 2013 23 students enrolled in the course, including six regional students, some at their own expense. The program is being delivered via correspondence in 2013 reducing costs and improving accessibility for those outside the metropolitan area.

The agreement between State Records and TAFE SA expires at the end of 2013. During the reporting year, State Records began discussions with TAFE SA relating to the future management of the Certificate program.

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 seventh year the program continues to attract enrolments. In 2013 there are 48 students participating from across Australia and overseas.

During 2012-13 State Records, along with other stakeholders, began a review of the program in an effort to bring it into line with the Australian Quality Framework and consider new courses and updated content.

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 2012-13

Strategies

- South Australian Government Records Management Strategy (version 2.0)

Guidelines

- Records Management Assessment and Audit (version 1.0)

Information Sheets

- Management of Hybrid Files (version 1.0)

4.8.2 Documents to be issued:

Standards

- Adequate Records Management (revision)
- Appraisal, Disposal and Transfer of Records (new)
- Management of Online Records (new)

Guidelines

- Adequate Records Management Implementation Plan (revision)
- Cloud Computing and Records Management (new)
- Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) User Guide (revision)
- Management of Emails as Official Records (revision)
- Managing Records During Administrative Change (revision)
- Records Management Responsibilities for Ministerial Offices (new)

Information Sheets

- Adequate Records Management – Creation, Capture and Control (new)
- Adequate Records Management – Disposal (new)
- Adequate Records Management – Introduction to the Standard (new)
- Adequate Records Management – Monitoring and Reviewing (new)
- Adequate Records Management – Planning (new)
- Adequate Records Management – Resourcing (new)
- Adequate Records Management – Security and Accessibility (new)
- Digital Rights Management (revision)
- GDS21 Certification Process (new)
- Managing Normal Administrative Practice (NAP) in an Electronic Document and Records Management System (EDRMS) (revision)
- Metadata Mapping (new)
- 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 State Records and its functions, including: tours of the repository; 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 or Departmental committees and fora.

4.9.1 Social Media

The following records were digitised and added to the State Records Flickr site:

- 32 photographs of Aboriginal people in South Australia from a series maintained by the Aboriginies Department in the early twentieth century
- 41 photographs of summer scenes in South Australia created by the predecessors of the South Australian Tourism Commission
- 209 photographs of World War One servicemen, 111 released on Remembrance Day 2012 and 98 released on Anzac Day 2013 to commemorate the 98th anniversary of the Gallipoli landing.

State Records collaborated with the State Library of South Australia to publish a group of photographs on Flickr entitled South Australians of World War One as a commemoration for the South Australians who participated in that war.

Twitter continued to be used to promote the State's archival collection via Flickr and State Records' events forming part of the About Time History Festival.

A Wikipedia entry for State Records was created in 2013 and provides information to the public regarding State Records' responsibilities, archive and history.

4.9.2 Website

During the reporting year, the State Records website received over 3 570 000 hits from members of the public and agencies seeking information. Each day saw approximately 1390 visitors to the site.

There were also over 665 000 downloads from the website, the highest being the General Disposal Schedule 15.

State Records completed the first phase of upgrading its website, which involved extensive consultation with stakeholders. A new website will be released in 2013-14.

4.9.3 Tour / Visits

A number of public programs focussed on family history were provided to the public during the year in partnership with National Archives of Australia.

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

A successful tour of the Gepps Cross repository and Research Centre was held in 2012-13 as part of South Australia's History Festival – *About Time*. Tours were also provided to government agency staff throughout the year with positive feedback received from participants.

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 the Susie Porter episode of *Who Do You Think You Are?*, which aired on 7 May 2013
- contributed to and featured in episode 6 ‘Baroona’ of the ABC’s *Who’s Been Sleeping In My House?*, which aired on 19 April 2013
- contributed to and featured in the ABC’s *7.30 Report*, South Australian Edition, on a segment on ‘Constitutional acknowledgement of SA Aboriginal people’, which aired on 22 February 2013.

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 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:

- developing the Proactive Disclosure Strategy and co-ordinating its implementation
- developing the government policy for the publication of selected Cabinet documents 10 years or older online and facilitating its implementation
- conducting Accredited FOI Officers Consultative Forums
- delivering Accredited FOI Officer training courses and specialised FOI training sessions for agencies
- developing three new FOI guidelines.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2012-13*.

4.10.2 Information Privacy

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

Key initiatives undertaken by the Committee during the reporting year included:

- providing submissions on State law reforms with an impact on privacy, including a submission to the South Australian Parliament's Legislative Review Committee inquiry into surveillance
- providing advice on the privacy arrangements for a number of national regulatory schemes
- participating in consultation on a complaints handling framework for the Commonwealth's Personally Controlled Electronic Health Records System
- implementing amendments to the IPPs made by the Government.

In addition to supporting the Committee, during the year, State Records continued work on the development of draft Information Privacy legislation for the South Australian public sector.

For further information on the administration of the IPPs, please refer to the *Privacy Committee of South Australia Annual Report, 2012-13*.

4.10.3 Copyright

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

A licence agreement with Screenrights for the State Government's use of sound and television broadcasts was executed during the reporting year. In line with the Agreement, the State discharged all past liability for its use of 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 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 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 current Council is the fifth since the establishment of the Act. Members were appointed for a three-year term from 23 November 2010.

Chair

Michael Moore, *as a person with practical business experience.*

Members

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

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

Sue Vreugdenburg, Records 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.*

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 twenty one schedules:

For records more than 50 years old:

- RDS 2011/21 Version 1 Over 50 years records of the District Council of Clare & Gilbert Valleys
- RDS 2012/21 Version 1 Over 50 years City of West Torrens
- RDS 2012/11 Version 1 Over 50 years financial records of former District Council of Murat Bay
- RDS 2011/23 Version 1 Over 50 years records of Kadina Electric Light & Power Department, DC Copper Coast.

New schedules or new versions of existing schedules:

- RDS 2011/19 Version 1 South Australian Motor Sport Board
- RDS 2011/06 Version 1 Department of the Premier and Cabinet – Government Services Group – Service SA (and predecessor agencies)
- RDS 2012/02 Version 1 Surveyor’s Board of South Australia (and predecessor agencies)
- RDS 2012/03 Version 1 Local Government Association of South Australia
- RDS 2012/22 Version 1 Office of the National Rail Safety Regulator
- RDS 2012/05 Version 1 RESI Corporation (and successor agency responsible)
- RDS 2012/10 Version 1 SA Ambulance Service (and predecessor agencies)
- RDS 2012/14 Version 1 Attorney Generals Department, Forensic Science SA (and predecessor agencies)
- RDS 2011/27 Version 1 Department for Communities and Social Inclusion, Disability SA and Disability and Domiciliary Care Services (and predecessor agencies)
- RDS 2012/26 Version 1 Former South Australian Harness Racing Authority (and predecessor agencies)
- RDS 2012/12 Version 1 Ombudsman SA
- RDS 2011/26 Version 1 Roxby Council – Electricity Supply, Sewerage and Water Services
- RDS 2012/06 Version 1 Courts Administration Authority (and predecessor agencies)
- RDS 1012/13 Version 1 Attorney General’s Department – Consumer and Business Services (and predecessor agencies)
- RDS 2013/14 Version 1 Department of Environment, Water and Natural Resources – Pastoral Photographic Collection

- General Disposal Schedule (GDS31) for Department for Education and Child Development – Early Childhood Services
- General Disposal Schedule (GDS32) for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse (approved out of session on 27 March 2013).

In addition, Council approved the following:

- Reactivation and Extension of the effective date of RDS 2001/35 Version 1 for Electoral Commission South Australia (ECSA)
- Reactivation and Extension of the effective date of RDS 2001/42 Version 1 Motor Accident Commission (MAC)
- Reactivation and Extension of RDS 2001/17 Version 1 Auditor-General's Department
- Reactivation and Extension of RDS 2002/04 Version 1 Fleet SA (and predecessor agencies)
- Extension of the effective date of RDS 2000/12 Version 1 for Public Hospitals in South Australia
- Extension of the effective date of RDS 2000/13 Version 1 for Community Health and Special Needs Services in South Australia
- Extension of the effective date of RDS 2003/06 Version 1 for Department of the Premier and Cabinet – Arts SA – State Library of South Australia
- Request for extension of the effective date of GDS 15 (8th Edn.) for State Government Agencies South Australia
- Request for extension of the effective date of GDS 18 (4th Edn.) for Ministerial Offices
- Council also approved a Temporary Disposal Freeze for Post 1 July 1993 Patient Records of the Woomera Community Hospital
- Approved that previous agendas, minutes and meeting papers of the State Records Council dated up to 2003 and covered under GRS 12854 be made immediately open.

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 2012-2013 Council noted the revised Records Management Assessment and Audit Guideline.

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

- A Temporary Disposal Freeze for Post 1 July 1993 patient records of Woomera Community Hospital. Council noted the briefing and approved the temporary disposal freeze
- A sampling methodology for Housing SA customer files. Council noted the briefing and approved the sampling methodology

- Previous discussions and decisions on the issue of transferring ownership of temporary value official records to local history groups as a means of disposal
- The development of a multi-jurisdictional General Disposal Schedule for national bodies by a Council of Australasian Archives and Records Authorities (CAARA) working group
- The review of GDS 15 (8th edition) currently being conducted by a working group of State Records, agency and records management consultant representatives
- The proposed review of GDS 18 (4th edition) for Ministerial Office's state records.

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 2012, in line with the 3.3% Consumer Price Index. There were no further amendments made to the Regulations during the reporting year.

The *State Records Regulation 1998* is due to expire on 1 September 2013 and work on drafting a new regulation is well underway.

6.3 Alleged Breaches

WorkCover SA

In August 2012 it came to State Records' attention that WorkCover SA and their claims agent Employers Mutual (EML) had inadvertently provided official records to incorrect recipients in 2011 and 2012.

Consistent with the requirements of the Act, State Records undertook surveys of the recordkeeping practices of WorkCover SA and EML in April 2013. State Records is finalising a report which will advise WorkCover SA and EML of necessary improvements to their records management practices. This will be issued in 2013-14.

Consistent with the State Records report, WorkCover SA and EML will provide implementation plans detailing how they will address areas requiring improvement. They will report their progress to State Records during 2013-14.

State Records will continue to provide assistance to WorkCover SA and EML to implement the recommendations.