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State Records
of South Australia



Administration of the State Records Act 1997

Report

For the year ending 30 June 2008

Table of Contents

1. Overview	4
2. Role of State Records of South Australia	5
3. The Organisation	6
4. Functions.....	7
4.1 Receive Records.....	7
4.2 Organisation and repair of records.....	7
4.3 Disposal determinations	8
4.4 Indexes.....	9
4.5 Access.....	9
4.6 Records related to Aboriginal people	10
4.7 Records Management advice and assistance.....	10
4.8 Standards.....	13
4.9 Promote awareness of State Records.....	14
4.10 Other functions.....	14
5. State Records Council.....	16
5.1 Composition	16
5.2 Functions.....	18
6. Legislative Reporting	19
6.1 Amendments	19
6.2 Regulations and Fees and Charges.....	19
6.3 Alleged Breaches	19

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The Hon Jay Weatherill MP
Minister Assisting the Premier in Cabinet Business and Public Sector Management

Given the 24 July 2008 transfer of responsibility for the *State Records Act 1997* to you from the Hon Michael Wright MP, Minister for Finance, I have pleasure in providing you with the twelfth report on the administration of the Act for you to present to both Houses of Parliament.

Our training and education program is the best in the country and can now equip South Australian employees to work in the contemporary records management environment. The management of official records created electronically continues to be a focus for State Records and we are confident that the collaboration with the new Chief Information Officer will enable Government to achieve the potential efficiency benefits. The repository of paper records is nearing capacity and measures to address this in both the short and long-term are being explored.

The relationship with Nunkuwarrin Yunti (SA Link-Up) continues to yield benefit for Aboriginal people wanting to discover more about their history. The transcription of information from relevant archives into the Aboriginal Information Management System enables more efficient searching by Aboriginal people wanting to research their family links.

Our Research Centres and website continue to be utilised by our public and government customers to conduct business. The archival collection dates back to 1834 and some of the quality of the descriptive information makes it a challenge to provide customers with access to the archives they seek. It is the dedication and knowledge accrued over many years by State Records' staff that enables success in these cases.

Reviews of freedom of information and privacy are underway in a number of jurisdictions across Australia. State Records is monitoring these developments to consider impacts on records and archives management, as well as South Australia's freedom of information and privacy regimes.

Yours sincerely



Terry Ryan
DIRECTOR
STATE RECORDS OF SOUTH AUSTRALIA

30 September 2008

1. Overview

State Records was part of the Department of the Premier and Cabinet during 2007-08 and is referenced in their annual report. The content of this Report provides covers the administration of the *State Records Act 1997* (the Act) for the year ended 30 June 2008. The Act describes the functions of State Records and this Report describes the activities and services provided by State Records, to the public and government, in accordance with those functions. State Records also has responsibilities for the administration of the *Freedom of Information Act 1991* (the FOI Act), the Information Privacy Principles and the State's Copyright agreements.

Sound records management in the public sector underpins open and accountable government and as such the activities of State Records contribute to a number of targets in South Australia's Strategic Plan 2007. Our continued work on improving records management practices and systems contributes to the achievement of targets T1.8 and T1.9 related to timeliness and transparency of decision-making and administrative efficiency across government. Our activities also contribute to improved wellbeing of Aboriginal people (T6.1) and the cultural heritage of the State.

We are proud of our achievements and acknowledge key contributions of the State Records Council, the Privacy Committee of South Australia, the Across-Government Information and Records Management Strategy Group, Local Government authorities, the Crown Solicitor's Office and SA Link-up Nunkuwarrin Yunti.

Collaborative relationships with the State Library of South Australia, University of South Australia, Fuji Xerox, TAFE SA, the History Trust of South Australia, the National Archives of Australia (SA Branch), the Office of the Chief Information Officer, Public Records Office of Victoria and the Council of Australasian Archives and Records Authorities have also significantly contributed to our success.

2. Role of State Records of South Australia

The Act establishes State Records as the principal repository for official records, and makes it responsible for their preservation, the promotion of best practice in records management by State Government agencies and Local Government authorities (referred to as agencies herein) and the provision of access for the public and agencies.

The Act describes 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.

In accordance with Section 7 (j) of the Act, State Records also supports the Minister in the administration of the FOI Act, supports the Privacy Committee of South Australia and the State Records Council and administers the State's Copyright agreements.

3. The Organisation

State Records has integrated with the Department of the Premier and Cabinet (DPC) with some further financial and human resource management arrangements currently being finalised. The findings of DPC's *Review of Resource Requirements* for State Records to deliver its mandated services were implemented and during 2008-09 State Records will evaluate implementation.

Organisational culture in State Records is underpinned by a sound understanding of teamwork and how this integrates with the work preferences of individuals. State Records is proud of its family friendly workplace characteristics and believes it is a factor that contributes to staff commitment and retention.

The dedication and commitment of staff is the difference between sound and mediocre performance at State Records. Staff maintain a high level of passion and responsibility for the contents of archive and proper records management both of which struggle for air-time in these complex and busy times.

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 activities planned for 2008-09.

4.1 Receive Records

4.1.1 Transfers

During 2007-08, there were 568 consignments of permanent value records transferred to State Records for storage. State Government agencies transferred 446 consignments while Local Government agencies transferred 122 consignments. Together these transfers resulted in an additional 1 697 shelf metres of records in the collection.

Key transfers from State Government agencies included: Women's and Children's Hospital; including records from Estcourt House, Adelaide Children's Hospital and the Queen Victoria Hospital, SA Tourism Commission Christmas Pageant records and the Adelaide and Mt Lofty Ranges Natural Resources Management Board. Local Government agencies transferring records during the reporting year included the Northern Areas Council and the District Councils of Loxton, Waikerie and Renmark Paringa.

4.1.2 Storage

The current rate of transfers is pushing the Gepps Cross repository towards capacity – currently estimated at 92%. Since 2003 there has been a 50% increase in the annual average quantity of records transferred to the repository. In addition to this increase there is potential over the next couple of years for a number of large transfers of permanent records following the implantation of office rationalisation strategies.

The Archives Management Strategy identified options to address the capacity situation in both the short and long-term and these will be pursued in 2008-09.

4.2 Organisation and repair of records

4.2.1 Arrangement and description

Proper arrangement and description of the records transferred to the repository enables records to be identified by State Records and customers. This information is loaded into the database that is used to manage the collection and facilitate on-line searching by customers.

In recent years State Records has applied rigorous quality control over the descriptive information provided by agencies that is loaded into the collection management database. Processes and procedures have been implemented to ensure a consistent approach that enables customers ease of access to the information held within the archives. During 2007-08 proper descriptive information for recent transfers added an extra 117 000 units/items to the database taking the total to around 1 050 000.

Historically such controls were not in place and as a result much of the descriptive data for older records is either incomplete or non-existent. During 2007-08 a business case was

developed to address this issue but was not successful. Limited resources are allocated to improving the historic data.

4.2.2 Conservation and repair

State Records has not undertaken any repairs to records in the collection during the reporting year. Repair requirements are identified when records are accessed for customers. Details of any required repairs are logged and major issues are referred to ArtLab. State Records has implemented procedures to ensure that for older and more fragile records, copies are made available for customers to reduce wear on the originals. Digital copies provided by State Records, or in some cases taken with a digital camera by customers, add to this conservation measure.

4.2.3 Keeping Electronic Information Strategy

Of high priority for State Records is the need to mitigate the potential risks to the South Australian Government in relation to the management and retention of official records created electronically. In this regard, State Records developed the Keeping Electronic Information Strategy over the last two years.

The Strategy included two key initiatives: the establishment of a digital repository to receive, store and access archived records electronically; and a best practice program to ensure agencies had an appropriate governance framework and the required skills to make the transition.

State Records has commenced updating the Strategy and during 2008-09, in collaboration with the South Australian Government's Office of the Chief Information Officer, the Strategy will be finalised with an increased focus on ensuring agencies have the capability to manage the records they create electronically.

4.3 Disposal determinations

The disposal of official records is governed by disposal schedules that link records of agency business with timeframes for retention that can vary from short term to permanent. The schedules are determined by the Director of State Records and approved by the State Records Council in accordance with the Act.

There are two disposal schedules that are used by agencies. A General Disposal Schedule (GDS) is used to sentence those official records that are generic across government. A Records Disposal Schedule (RDS) is created by an agency and used to sentence those official records that are specific to the functions and activities of that agency.

A review of *GDS 20 for Local Government Records in South Australia (3rd edition)* was commenced in 2007-08. State Records secured funding through the Local Government Research and Development Fund to engage a consultant to undertake the review. The review process has elicited such a volume of feedback from Local Government staff that the term of the project has had to be extended to the end of 2008.

In 2007-08 the number of *Notification to Destroy* forms for the disposal of records of temporary value increased by 32%. These temporary records are stored with approved private sector storage providers and in offices. It is expected that this growth will continue as the pressure builds to get maximum occupancy from government office space.

During 2008-09 State Records will examine the records disposal process. The review will cover the entire disposal program ranging from developing schedules to the destruction of records of temporary value. The aim is to ensure that all mandated requirements are met in the most efficient and effective manner, and that all parties are clear on their responsibilities.

4.4 Indexes

In 2007-08 State Records added an extra 117 000 units / items to the collection management database *Archives One*. This database is used by customers to search on-line for information about records of interest and order records for viewing at either of the State Records Research Centres.

Other established indexes such as: *Ancestors in Archives*, *the Guide to Records Related to Aboriginal People*, *Finding Your Way Home* and other Special Lists continued to provide valuable assistance to our customers.

4.5 Access

The archival collection dates back to 1834 and State Records, and its predecessors, have been providing public access to records since 1920.

Reference and access services are offered at both the Gepps Cross and City Research Centres, which are open from Tuesday to Friday each week. The Gepps Cross Research Centre is also open to the public on the first Sunday of each month. The closure of the Research Centres on Mondays enables staff to follow up on access queries received by email and telephone, undertake skills training and provide tours and seminars without disturbing researchers.

Our specialist staff provide advice on appropriate research options for the diverse range of customers, including family and professional historians, lawyers, post-graduate students and agencies. Finding aids and other relevant resources are available at both Research Centres and on the State Records website. However, the descriptive information that customers use to find the records they need varies from non-existent (for older records) to accurate (for the more recent), the former making searches complex, time consuming and at times unsuccessful.

During the reporting year, there was an increase in the number of tertiary students using State Records' collection for their studies. This customer group has been a target area for State Records in recent years.

Access statistics

	2006-07	2007-08
Visitors to Research Centres	3 081	3 500
Number of public enquiries by telephone, email and letter	3 071	4 181
Number of new public registered users	1 288	1 700
Issues of original material from the collection	17 692	15 700
Number of records viewed on microfilm / microfiche	2 399	4 000

During 2008-09 an increase in request for access to records is anticipated due to investigations that flow from both the *Commission of Inquiry into Children in State Care* and the outcome of the Trevorrow “Stolen Generation” case.

4.6 Records related to Aboriginal people

State Records assists Aboriginal people reunite with their families through information held within the State Records collection. The information may relate to either themselves or their families. Information extracted from the records continues to be added to the State Records Aboriginal Information Management System (AIMS), to increase the summary information available to assist Aboriginal people gain information about their past. During 2007-08 the entries in AIMS increased from 99 000 to 108 000.

Referrals from Nunkuwarrin Yunti of South Australia, (SA Link-Up), along with participation in community events such as National Apology Day, NAIDOC and Reconciliation week, increases the number of records enquires received.

The records held in *Government Record Group 52, Series 1(GRG 52/1) - Correspondence files - Aborigines' Office and successors 1866 – 1969* continue to be well utilised by customers for family history research (including Stolen Generation), Native Title claims and discovery for court cases. GRG 52/1 contains a wide variety of information of use to researchers, but as some of the files contain documents subject to legal professional privilege, access conditions that are more restrictive than normal have been applied.

4.7 Records Management advice and assistance

4.7.1 Across-Government Records Management Strategy

State Records leads the implementation of the Across-Government Records Management Strategy. In 2008-09 the Strategy will be updated.

Strategy Goal 1

Establishment of records management education and training program

Courses provided through the State Records Education and Training Program were well attended in the reporting year.

Basic Awareness Training

In 2007-08 State Records developed induction training to enable staff at all levels from all agencies to gain a basic level of knowledge in records management and related fields. This training is provided on-line, through courses titled *Records Management Induction* and *Freedom of Information Induction*. These courses are free of charge and available through the State Records website.

It is intended that on-line basic records management awareness training also be made available in this manner during 2008-09.

Operational Training

Over 200 agency employees gained recognised competencies through State Records' operational Records Management courses covering:

- GDS 15 for State Government Agencies in South Australia
- GDS 18 for South Australian Ministerial Offices
- GDS 20 for Local Government Records in South Australia
- Records Series Identification and Transfer
- Keyword AAA Thesaurus
- Using the Local Government Thesaurus.

Certificate Program

Delivery of the nationally accredited tertiary level Certificate III and IV in Business (Recordkeeping), through an auspicing arrangement with TAFE SA, enabled 38 students to undertake and graduate from the Program.

During 2007-08 changes were to the National Business Services Training Package affecting the content of Certificate III and IV in Business (Recordkeeping). During the first half of 2008-09 the course material will be re-written to reflect the new requirements. This re-write will also provide the opportunity for the courses to be structured for delivery by correspondence – resulting in increased participation, particularly by public sector staff in regional areas. It is intended that the revised courses, to be renamed to Certificate III and IV in Recordkeeping, will be ready for implementation from February 2009.

University Education

State Records has been working in partnership with the University of South Australia, the State Library of South Australia and Fuji Xerox to develop a suite of tertiary level education courses titled the Business Information Management Program.

State Records and the University of South Australia completed course development work for the subjects *Digital Recordkeeping* and *Virtual Archiving* in the reporting year for classes that commenced in 2008.

The structure of the Program was revised considerably during 2007-08 in order to maximise the potential learnings for students and to ensure better integration across complementary fields.

In 2008-09 State Records will work with partners to further establish the course at both the national and international levels. This will include gaining accreditation with professional bodies and promotional strategies.

Other Training

In addition to the Records Management focused training and education, State Records also facilitates the delivery of FOI and privacy training courses for Government.

Strategy Goal 2

Develop a guide on records management resources within agencies

The first *Records Management Resourcing Benchmarks and Classification Equity Guideline for South Australian Government* was released in 2006. The Guideline sought to provide agency decision makers with guidance on resourcing their organisation's records management responsibilities. Feedback from those utilising the Guideline

highlighted some implementation issues and a revision was commenced in 2007-08 in partnership with public sector human resource professionals. The new Guideline will be completed during 2008-09 and will identify the common skill requirements across agencies and a methodology for determining staff numbers for the records management function.

Strategy Goal 3

Audit agency records management performance

State Records commenced auditing agency records management practices and procedures in 2005. An assessment of feedback indicated that the audits were not delivering the anticipated benefits to records management in agencies. During 2007-08 an internal assessment of the methodology and processes of the regime was undertaken, with a view to identifying greater efficiencies and increasing effectiveness.

The revised assessment and auditing regime will take a more holistic approach by reviewing agency recordkeeping systems, tools and practices. This will assist agencies gain a more complete understanding of the gaps in their recordkeeping programs and provide guidance on improvements.

Strategy Goal 4

Establish panel of systems to manage official electronic and hardcopy records

Since 2004 the South Australian Government has operated a mandated panel of suppliers of Electronic Document and Records Management Systems. A second tender call was concluded in 2007-08 with no new providers being added to the Panel.

During 2007-08 the original Panel agreement was extended to July 2009 by the State Procurement Board. At the end of the reporting year State Records, in collaboration with a number of stakeholders, including the Office of the Chief Information Officer, was reviewing the approach to ensure that future legislative, business and technology needs are met. It is anticipated that any changes to the current arrangement will be finalised during the first half of 2009.

State Records continues to provide advice and assistance to agencies in the procurement and installation of solutions from the Panel, and liaison with Panel providers on issues of contract administration.

Strategy Goal 5

Develop records management standards to assist agencies.

There were no new standards released during the reporting year. Two records management Advice Sheets related to *Digital Rights Management* and *Microsoft SharePoint Server* were issued across government due to concerns about their impact on records and archives. A number of standards have been identified for review in 2008-09 to support the push for improved management of electronic records.

Refer Section 4.8 below.

Strategy Goal 6

Assist regional and smaller agencies improve their Records Management

State Records continued to tailor communication and assistance to regional areas during 2007-08. State Records' staff attend regional records management group meetings to ensure quality communication of emerging issues and changes in the records management field.

State Records' supply of on-line induction training has enabled staff in regional areas to more easily access information about their records management responsibilities. In 2009 regional staff will be able to access the Certificate Program via correspondence – an opportunity that were not previously available.

4.7.2 Temporary Records storage approved service provider list

In 2001 the State Government implemented an approved panel of providers to be used by agencies for the storage of records of temporary value. With the term of the original contract due to expire, a request for tender to establish a new list of providers was put to the market place. At the end of the reporting year, analysis of the tenders received was nearing completion and is expected to be formalised and functional by November 2008.

4.8 Standards

During 2007-08 the following documents were approved:

- Digital Rights Management - Implications for Recordkeeping (released to the website)
- Microsoft SharePoint Server and EDRMS (released to the website)
- Contracting and Official Records Standard (approved)

In 2008-09 the following standards, strategy, guidelines and advice sheets will be developed or updated to maintain currency in the ever-changing records management environment:

- *Adequate Records Management Standard – Version 2.2*
- *South Australian Recordkeeping Metadata Standard – Version 3*
- *Across-Government Records Management Strategy – Version 1*
- *Adequate Records Management – Improvement Matrix and Evidence Toolkit Guideline – Version 5*
- *Records Management Resourcing Benchmarks and Classification Equity for South Australian Government Guideline – Version 1*
- *Records of Temporary Value – Management and Storage Standard – Version 3.2*
- *Records of Temporary Value – Management and Storage Guideline – Version 3.1*
- *Digitisation of Official Records and Management of Source Documents Guideline – Version 2*
- Contracting and Official Records Guideline
- Daybatching of Official Records Advice sheet

- Records Management requirements when managing Whistleblowers complaints / disclosures Advice sheet
- Managing Web Resources as Official Records – Guideline

4.9 Promote awareness of State Records

State Records uses its website as the primary means to promote awareness of the organisation and its functions. During 2007-08 the website received around 3 000 000 hits. This is supplemented through both formal and informal mechanisms including presentations at meetings and workshops, the biennial State Records Conference, participation in events and tours of the facilities. The permanent exhibition (*Scabby Knees Hopes and Dreams*) at the City Research Centre also assists promote awareness about State Records.

Tours of the Gepps Cross Research Centre and repository, as part of the program for History Week and the SA History Conference were again a success in 2007-08. The History Week tour focussed on highlighting the very early treasures within the collection while the SA History Conference tour was linked to the conference theme of *Changing Places: Changing Lives*.

A focus for State Records in recent years has been the tertiary education sector. A number of targeted workshops have been delivered to students to enable them to become familiar with how the records held in the archive can be of assistance to them in their studies. The workshops also provide hands on instruction in the use of indexes and other search tools. Feedback from the students and lecturers has been very positive and State Records has seen an increase in the number of tertiary students using the records as part of their studies.

During 2007-08 television programming included SBS's *Who Do You Think You Are?* and a segment on the ABC's *Landline* related to the "Barwell Boys" – both promoted awareness of State Records.

4.10 Other functions

In accordance with Section 7(j) of the Act, State Records has responsibilities related to the FOI Act, the Information Privacy Principles and the State's Copyright agreements.

4.10.1 Freedom of Information

State Records supports the Minister responsible for the administration of the FOI Act. Collaboration with the Crown Solicitor's Office and the Ombudsman is key to the success of this function.

The *Freedom of Information (Exempt Agency) Regulations 1993* were amended during 2007-08 and fees and charges as detailed in the *Freedom of Information (Fees and Charges) Regulations 2003* increased on 1 July 2007, in line with the 4.2% Consumer Price Index.

There has been a focus on freedom of information laws both nationally and internationally with a number of jurisdictions undertaking reviews of their legislation. State Records is monitoring developments to ensure that any issues relevant to South Australia are considered.

For further information on the administration of the FOI Act, please refer to the *Freedom of Information Annual Report, 2007-08*.

4.10.2 Privacy

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

The Privacy Committee has provided input to the State Government's response to the Commonwealth Government's review of privacy law across Australia, and is monitoring developments.

For further information on the administration of the Privacy Principles, please refer to the *Privacy Committee Annual Report, 2007-08*.

4.10.3 Copyright

State Records has responsibility for the ongoing management and maintenance of the State's copyright licence agreements with Copyright collecting societies. Negotiation and administration of these licence agreements is made possible through a strong partnership with the Crown Solicitor's Office.

National negotiations continued with Copyright Agency Limited during 2007-08 to move towards reaching agreement on the requirements of a new licence agreement. It is anticipated that the licence agreement will be finalised towards the middle of 2009.

During 2007-08 planning for national negotiations on the development of a licence agreement for Government use of copyrighted sound and broadcast material were progressed. It is anticipated that a licence agreement will be finalised in 2008-09.

5. State Records Council

The role, and membership categories, of the State Records Council (the Council) are described in Section 9 of the Act. The Council's two main functions are to:

- approve all records disposal determinations and
- provide advice to the Minister responsible for the Act or the Director of State Records on policies relating to records management or access to official records.

Other situations where the Council is to be advised or consulted are the:

- development of standards
- acceptance of non-official records into the custody of State Records and
- withholding of access to records for preservation or administrative reasons.

The Council is required to meet at least every three months but in practice has a scheduled meeting at least once every two months. State Records provides Executive Officer support to the Council.

5.1 Composition

Prior to the expiry of the third Council in November 2007, the then Minister for Finance appointed new members to the fourth Council for a term of three years.

5.1.1 Third Council

Membership of the third Council, which expired in November 2007, was:

Chair

Michael Moore, Registrar of the District Court, as a person nominated by the Chief Justice of the Supreme Court.

Members

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

Kylie Percival, Manager of Records and Archives Services, University of Adelaide, as a person eligible for professional membership of the Australian Society of Archivists.

Susan Farrimond, Team Leader of Records at the City of Charles Sturt, as a person eligible for membership of the Records Management Association of Australasia.

Simon Froude, Manager of Records Management Services of the Department of Education and Children's Services and subsequently Manager, Records Management Services at State Records, as a chief executive of an agency (or delegate of the chief executive), nominated by the Commissioner for Public Employment.

Marie Feltus, Senior Records Officer of the City of Salisbury, as a person with experience in local government, nominated by the Local Government Association of South Australia.

Heather Croucher, Consultant for Minter Ellison, as a person with practical business experience.

Ribnga Green, Senior Project Manager, Aboriginal Affairs and Reconciliation Division, Department of the Premier and Cabinet, as an Aboriginal person engaged in historical research involving the use of official records, nominated by the chief executive of the Department of State Aboriginal Affairs (or successor agency).

Julie-Ann Ellis, Consultant Historian, as a person who, as a member of the public, makes use of official records in the custody of State Records for research purposes.

5.1.2 Fourth and current Council

The current Council is the fourth since the establishment of the Act. Members were appointed in November 2007 until November 2010 and an induction meeting was held in January 2008. A number of members were reappointed from the previous Council, including Michael Moore, Margaret Anderson, Marie Feltus, Simon Froude and Ribnga Green. Note the position held has changed for some of these reappointed members.

Council membership is as follows:

Chair

Michael Moore, as a person with practical business experience.

Members

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

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

Marie Feltus, Team Manager, Records Management, Employee Services, SA Water as a person eligible for membership of the Records Management Association of Australasia.

Simon Froude, Manager Records Management Services, State Records of South Australia, Department of the Premier and Cabinet, as a chief executive of an agency nominated by the Commissioner for Public Employment, (or delegate of the chief executive).

Tammy Watson, Records Management Coordinator, City of Port Adelaide Enfield as a person with experience in local government, (who may, but need not be, a member or officer of a Council) nominated by the Local Government Association of South Australia.

Ribnga Green, Senior Project Manager, Heritage Branch, Aboriginal Affairs and Reconciliation Division, Department of the Premier and Cabinet, as an Aboriginal person engaged in historical research involving the use of official records, nominated by the Executive Director Aboriginal Affairs and Reconciliation Division.

Susan Marsden, Historian, as a person who, as a member of the public, makes use of official records in the custody of State Records for research purposes.

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

5.2 Functions

5.2.1 Approve disposal determinations

During the year, the Council approved the extension of General Disposal Schedule (GDS) 20 for Local Government Records in South Australia (3rd edition) and noted that a review of GDS 20 would take place during 2007-08.

17 operational records disposal schedules (RDS) were also approved for a number of agencies as listed below:

- RDS 2006/06 Version 2 – Department of the Premier and Cabinet – SafeWork SA
- RDS 2000/17 Version 1 – Department for Families and Communities – Families SA (formerly Children, Youth and Family Services) - reactivation and extension of existing RDS
- RDS 2007/01 Version 1 – Office of the Employee Ombudsman
- RDS 2006/17 Version 1 – Department of Transport, Energy & Infrastructure – Energy Division
- RDS 2007/07 Version 1 – Parole Board of South Australia
- RDS 2007/06 Version 1 – SA Water Corporation
- RDS 2007/03 Version 1 – Department of the Premier and Cabinet - Public Sector Workforce Division (and predecessor agencies)
- RDS 2007/08 Version 1 – Department of Transport, Energy and Infrastructure – Government Information and Communication Technology (ICT) Services (and predecessor agencies)
- RDS 2007/13 Version 1 – Department of the Premier and Cabinet – Aboriginal Affairs and Reconciliation Division (AARD) (and predecessor agencies)
- RDS 2000/17 Version 1 – Department for Families and Communities – Families SA (and predecessor agencies) - reactivation and further extension of existing RDS
- RDS 2005/08 Version 1 – Department for Families and Communities – Families SA (and predecessor agencies) – reactivation and extension of existing RDS
- RDS 2007/11 Version 1 – Adelaide Cemeteries Authority (and predecessor agencies)
- RDS 2007/14 Version 1 – Public Trustee (including the Public Trustee and predecessor agency)
- RDS 2008/1 Version 1 – School of Languages
- RDS 2008/03 Version 1 – Australian Energy Market Commission (AEMC)
- RDS 2008/02 Version 1 – Families SA – McBride Hospital Records (Salvation Army) (and predecessor entities)
- RDS 2000/22 Version 2 – Attorney-General’s Department – Crown Solicitor’s Office

5.2.2 Advice to Minister or Director State Records

Following the release of the final report of the *Commission of Inquiry into Children in State Care*, in March 2008. The Council commenced preparation of a submission to the Minister which is expected to be submitted for consideration in 2008-09.

From time to time the Council receives letters from organisations and the community suggesting improvements and raising concerns about records and archives management in South Australia. In response to such correspondence, in the reporting year, the Council requested that State Records implement a number of changes to its processes. These include making all pre-1901 records permanent and updating the RDS template accordingly and the development of a system whereby all new and revised agency RDS' that are approved by Council are uploaded to the State Records website to provide ready public access.

5.2.3 Consultation

Under Section 7 (h) of the Act, State Records consults with the Council on standards, strategies, policies or guidelines. During 2007-08 there were no standards, strategies, policies or guidelines reviewed or developed.

6. Legislative Reporting

6.1 Amendments

No amendments were made to the State Records Act during the year.

6.2 Regulations and Fees and Charges

Fees and charges prescribed by Regulation under the Act increased as of 1 July 2007, in line with the 4.2% Consumer Price Index. There were no further amendments made to the Regulations during this reporting year.

6.3 Alleged Breaches

There have been a number of alleged breaches asserting the unauthorised destruction of official records that have been reported to State Records. The Director State Records has followed up with the agency responsible for the official records in each case to seek information on the validity of the allegation. I can advised that there were no cases reported that involved wilful destruction of official records.