



STATE RECORDS COMMISSION

Perth, Western Australia

Annual Report

2006 / 2007





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CHAIRPERSON'S FOREWORD

I am pleased to present the State Records Commission's sixth annual report, reflecting on a year of significant achievement.

In March 2007, the Commission approved the last of the outstanding retention and disposal schedules associated with the first round of recordkeeping plans. Approved recordkeeping plans are now in place for all State organizations. I extend my appreciation to the Chief Executive Officers and staff of these organizations, and to the State Records Office for the part they played in achieving this recordkeeping milestone - the first time this has been achieved in an Australian jurisdiction.

This achievement bears testimony to the effectiveness of the *State Records Act 2000*, following its proclamation in late 2001, and the gazettal in March 2002 of the inaugural SRC Principles and Standards. As more than five years have elapsed since the implementation of the Act throughout State and local government, a review of the Act was undertaken during the reporting year. The Commission expects to receive the final report of this review very soon.

As anticipated in last year's report, Deirdre O'Donnell relinquished the roles of Chairperson and Commissioner in January 2007. Des Pearson, the inaugural Chair, left the Commission in September 2006. As Des' successor I assumed the role of Commissioner, and was elected as Chair of the Commission following Deirdre's departure. I wish to acknowledge both Des' and Deirdre's considerable contributions to the promotion of best practice recordkeeping throughout the WA public sector.

The Commission also welcomes Mr Chris Field, who succeeded Deirdre O'Donnell as State Ombudsman and Commissioner, and congratulates Kandy-Jane Henderson who, in May 2007, was reappointed for a third term as the Governor's appointee to the Commission.

Commissioners are concerned that no progress has occurred towards the development of a regime for monitoring recordkeeping practices, an activity anticipated by my predecessor in last year's report. However, it is anticipated that this will be a major focus of activity during 2007-08.

My fellow Commissioners and I are also disappointed to report once more that the Director of State Records remains unable to accept custody of archival records from government organizations. Approximately 40 linear kms of State archives are currently awaiting transfer from these agencies to the State Records Office.

I am pleased to report on progress with the development of SRC Standard 7 *Storage of State Archives by State Organizations*, and SRC Standard 8 *Digital Recordkeeping*. Initial drafts of both standards were released for stakeholder



comment this year. The Commission expects to promulgate these Standards during 2007-08.

I wish to thank all who have contributed to this year's achievements, including current and past Commissioners and the Director and staff of the State Records Office, for their support and dedication to the successful implementation of recordkeeping legislation in this State.

Colin Murphy
Chairperson, State Records Commission

October 2007



THE STATE RECORDS COMMISSION

Left – right: Kandy-Jane Henderson, Darryl Wookey, Chris Field, Colin Murphy



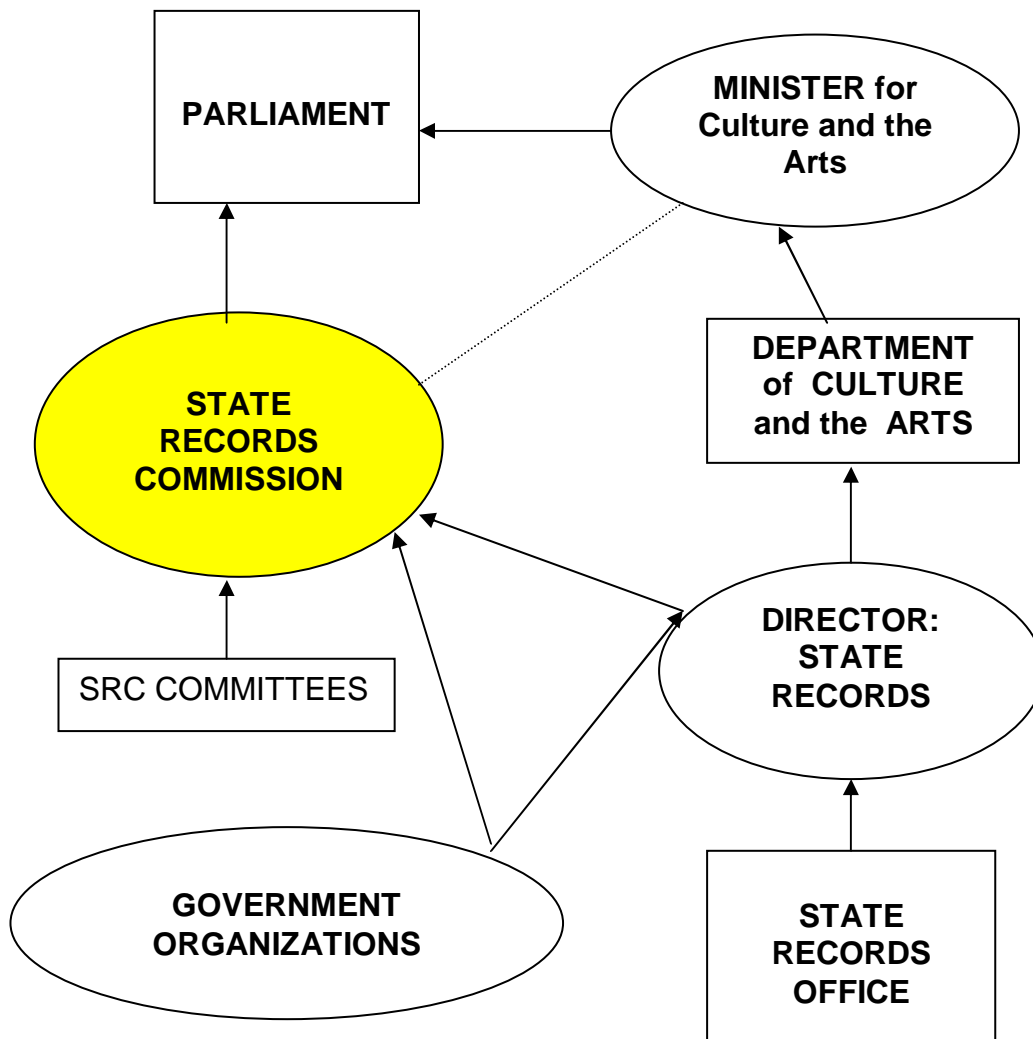
INTRODUCTION

This Annual Report is submitted to Parliament in accordance with the obligations of the State Records Commission (hereafter called the Commission) under section 64(1) of the *State Records Act 2000* (hereafter called 'the Act').

The Report outlines the activities of the Commission during 2006 - 2007 and comments on matters that pertain to the operations of the State Records Office (hereafter called SRO).

- **Note:** The Commission is not an accountable agency with respect to the requirements of the *Financial Management Act 2006*.

FIGURE 1. Representation of the Commission's role in the reporting framework established by the *State Records Act 2000*





HIGHLIGHTS 2006 – 2007

Recordkeeping Plan milestone – All government organizations now have an approved records retention and disposal schedule. Over 310 plans and more than 90 schedules have been approved since recordkeeping principles and standards were first issued by the Commission in March 2002. This completes the first round submission and approval of recordkeeping plans for every Government agency in Western Australia since the commencement of the Act.

Lonnie Awards – This year's award, for excellence in annual reporting by State government agencies on their recordkeeping obligations, was presented to Central West College of TAFE at the Lonnie Awards night on 21 June 2007.

Draft Standard for Digital Recordkeeping – In September 2006 the Commission and the SRO released the second part of the Exposure Draft for a Digital Recordkeeping Standard, and associated Guidelines.

ABOUT US

The Commission was established in July 2001 in accordance with Part 8 of the *State Records Act 2000* (the Act). The Commission consists of four members: the Auditor General, the Information Commissioner, the Parliamentary Commissioner for Administrative Investigations (Ombudsman), and an appointee with recordkeeping experience from outside Government. The Governor appoints the fourth Commissioner for a three-year term.

During 2006 - 07 the Commissioners were:

Ms Deirdre O'Donnell, Parliamentary Commissioner for Administrative Investigations, and **Chair of the Commission** until January 2007.

Mr Colin Murphy, Auditor General, from September 2006, and **Chair of the Commission** from January 2007.

Mr Des Pearson, Auditor General, and Commissioner until September 2006.

Ms Darryl Wookey, Acting Information Commissioner.

Mr Chris Field, Parliamentary Commissioner for Administrative Investigations, and Commissioner from March 2007.

Ms Kandy Jane Henderson, Governor's Appointee. Ms Henderson is an inaugural member of the Commission and was reappointed for a three year term in May 2007.



WHAT WE DO

The Commission's functions are set out in section 60 of the Act and include:

- approving agencies' record keeping plans;
- monitoring the operation of and compliance with the Act;
- monitoring compliance by government organizations with their record keeping plans;
- inquiring into breaches, or possible breaches of the Act; and
- establishing principles and standards for the governance of recordkeeping by State organizations.

The Commission held six formal meetings during 2006 - 07. The meeting dates were: **3 July, 5 October, 5 December 2006, 8 March, 2 April, and 18 June 2007.**

Of the six meetings, five were held at the Alexander Library Building in central Perth. The October 2006 meeting was held at Kununurra (hosted by the Department of Indigenous Affairs).

OUR OPERATING ENVIRONMENT

In performing its functions the Commission is responsible for ensuring, as far as possible, that a standard of recordkeeping that best serves the interests of the people of Western Australia is maintained in over 300 State government agencies and statutory organizations (including 149 local governments).

Altogether these agencies employ well over 100,000 people who produce records in a variety of formats, including conventional paper files, microfilm, cartographic plans and digital records.

The Commission comprises four part time Commissioners and its technical advice and administrative support is provided by the Director of State Records (hereafter called, the Director). In this circumstance the Commission's approach is to establish a framework that gives effect to the Act, which places a primary responsibility on government organizations and the Director, to comply with recordkeeping requirements.

OUR CLIENTS

The Commission's clients consist of:

- the people of Western Australia, who are able to access records in the State archives collection and ultimately benefit from the principles and standards by which State archives are selected;
- WA public sector agencies;
- local authorities; and
- a range of statutory offices, including the Governor's Establishment, Ministerial offices, Commissions and Committees of Inquiry.



VISION FOR 2011

In May 2006 the Commission released its *Vision for 2011*. This document sets out the Commission's priorities and identifies what they and the Director believe can be achieved within the next five years in terms of best practice recordkeeping across the WA public sector. The vision is built on the following foundations that are to be laid in the following order:

1. *Recordkeeping Plans for all State and Local government authorities approved and implemented*
2. *Digital records standards and guidelines developed in tandem with a national approach*
3. *A monitoring regime informed by intelligence derived from targeted analysis of the record keeping plans*
4. *Access to archives facilitated through a range of practical mechanisms and employing sophisticated information technology.*

The first of these foundations was achieved in March 2007 with the final approval of all outstanding first-round recordkeeping plans.

Significant progress towards the second was made with the release for comment of the exposure draft of SRC Standard 8. This Standard is expected to be finalized in the coming year.

The development of a compliance regime will be a focus for 2007-08.

Access to archives in the State archives collection continues to be developed through AEON (the SRO's online catalogue), and this year's review of the restricted access archives held in the collection.

The Commission expects that over time these programs will result in the following positive outcomes for all Western Australians:

- *A sustainable, self regulated public sector, with records management integrated into mainstream operations, and*
- *Useful accessible archives.*

KEY PERFORMANCE AREAS

The following activities carried out in 2006-07 demonstrate the Commission's resolve to achieve the objectives identified in the *Vision for 2011*.

1. Evaluation and approval of recordkeeping plans

Under section 61 of the Act the Commission must establish principles and standards for the governance of recordkeeping by State organizations and guidelines for the compilation of recordkeeping plans by those organizations.



A plan describes an agency's recordkeeping systems, disposal arrangements, policies and practices. The plan indicates whether records are to be retained permanently as State archives and when the records are to be transferred to the State Records Office. It also contains recommendations about records that are to be treated as restricted access archives.

Under the Act all government organizations are required to submit a recordkeeping plan (RKP) for approval by the Commission. The first stage of the RKP approval process was completed by December 2004; by then the RKP of every organization (that was extant when the process commenced in March 2002), had been approved or cleared by the Commission.

During 2006-07 the Commission approved the RKPs of 68 organizations. Work on the assessment of those RKPs due for review this year was delayed due to the need to clear the backlog of records retention and disposal schedules. An organization's RKP is not finally approved until the Commission has approved its retention and disposal component.

In late 2006 the Commission, following advice by the Director, agreed to a March 2007 deadline for the processing of these schedules. This goal was achieved and formally acknowledged at the Commission's April 2007 meeting.

Appendix A of this Report details the status of all government organizations' recordkeeping plans as at 30 June 2007.

Retention and Disposal Schedules

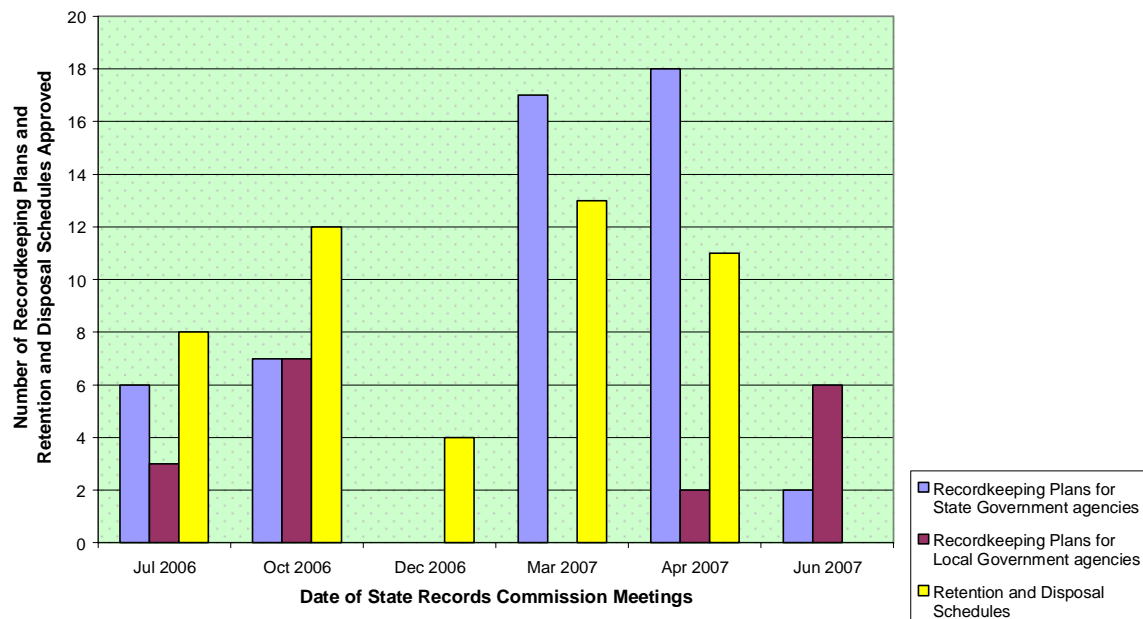
The records retention and disposal schedule (R&D) is an integral part of an organization's recordkeeping plan. State government organizations develop schedules that are unique to their organizations, whereas the *General Disposal Authority for Local Government Records* determines the disposal of local government records. The Commission advises an organization that its RKP is finally approved once it has approved the retention and disposal component of the organization's RKP.

During 2006-07 the Commission approved 48 disposal authorities referred to it by the State Records Advisory Committee. These disposal authorities comprised 45 R&Ds, one general disposal authority, and amendments to two existing schedules. The *General Disposal Authority for Financial and Accounting Records*, which was approved by the Commission at its July 2006 meeting, had not been amended since the original version was released in February 1996.



Figure 2. Recordkeeping Plans approved 2006-07

**RECORDKEEPING PLANS AND RETENTION AND DISPOSAL SCHEDULES APPROVED
2006/07**



2. SRC Standards

The Commission is required under section 61 of the Act to produce principles and standards governing recordkeeping by government agencies. The following progress was achieved during 2006-07.

Digital recordkeeping

Last year's report mentioned the appointment of a Digital Records Coordinator to the SRO in February 2006. During the reporting year the Coordinator was Executive Secretary to the Digital Records Working Group (the DRWG), and with the DRWG, compiled SRC Draft Exposure Standard No 8, *Digital Recordkeeping*. This Standard is largely based on previous work done by members of ADRI (the Australasian Digital Records Initiative), notably the National Archives of Australia.

SRC Standard 8 was released for comment in two parts (in June and September 2006). Progress was interrupted following the Coordinator's departure from the SRO in December 2006. However the appointment of a Digital Archives Support Manager in May 2007 is expected to result in the Standard's completion and official release during 2007-08.

Storage of State Records

In October 2006 the Commission endorsed a draft SRC Standard 7 '*Storage of State Archives by Government Organizations*'. The Commission's intention is that the Standard will establish a best practice benchmark throughout the



public sector; this is of critical importance in the current environment in which the SRO is unable to accept custody of the State's archival records. A "Request for Comment" on the Standard, (renamed since as '*Storage of State Archives by State Organizations*'), was circulated to all agencies in March 2007. Following receipt and consideration of agencies' feedback, and any changes arising therefrom, the Commission will proceed to finalise the matter.

3. Monitoring Compliance with Recordkeeping Plans

The Commission is required under section 60(1)(b) of the Act to monitor "compliance by government organizations with record keeping plans". The Commission's priority to date has been the completion of the first round of the RKP process. All agencies need to have RKPs in place before monitoring compliance with them can be usefully undertaken. Now that the first stage of implementation has been completed and all agencies have approved RKPs, it is proposed that a compliance-monitoring regime be developed and commenced in the forthcoming year.

Lonnie Award for Excellence in Recordkeeping

The Institute of Public Administration (IPAA) recognizes excellence in annual reporting by the public sector through the Lonnie Awards. In 2006 a new award for excellence in annual reporting on record keeping was introduced by IPAA, in collaboration with the Commission and the SRO.

This year all State government agencies were asked to self-nominate for the award. Twelve nominations were received and assessed by the judging panel of industry representatives. The Judging panel assessed the reports against SRC Standard 2 Principle 6. The second Lonnie Award for excellence in recordkeeping was announced at the IPAA Awards night on 21 June 2007.

The winner of the Commission-sponsored award was Central West Regional College of TAFE. The Judging Panel also commended the Disability Services Commission and the Fremantle Port Authority for their high standard of reporting.

4. User Friendly Accessibility to State Archives

Archives Explored Online

In previous reports the Commission has referred to the success of the State Records Office's online 'catalogue' of record items in the State archives collection. Item titles held by the State Records Office in the State archives collection can be searched on the SRO website, www.sro.wa.gov.au/aeon. The titles of approximately 91% of State archives held by the SRO can now be found online.



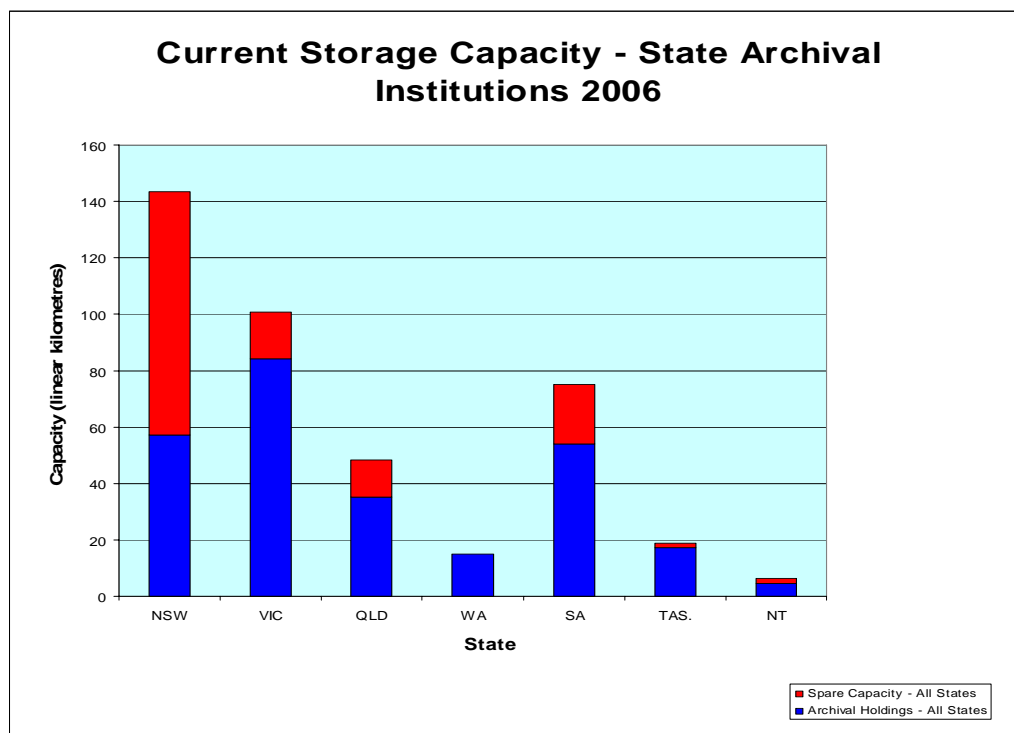
New storage for State archives

The Commission remains very concerned that the Director of State Records cannot accept custody of conventional archives from government organizations, because of a lack of appropriate storage space. The Director is therefore constrained from facilitating the carrying out of those duties imposed on agencies under section 32 of the Act, which – among other things – requires agencies to transfer archives to the State archives collection when the archives become 25 years old. This situation has prevailed since July 2001.

A Business Case for a Digital Archive was prepared by SRO during 2006-07 with funding from the Department of Culture and the Arts. The Business Case was formally submitted for State government endorsement in November 2006. The need for a digital archive had been flagged in the 2005 Business Case for an archival repository for conventional archives. The Director has advised the Commission that neither case has been successful to date.

Without suitable storage facilities for State archives the State risks the loss of much of its valuable recorded history.

Figure 3. Comparison of storage capacity held by Australian State archival authorities (including capacity shortfall for WA).



Restricted access archives

Under Part 6 of the Act all State archives should be open access archives after 75 years unless they contain exceptionally sensitive information or



information about another person's medical condition or disability – in which case they may be restricted for up to 100 years.

Sections 37 & 38 of the Act require the Commission to rule on applications by government agencies to restrict access to certain State archives (or open previously restricted archives) and set the age at which these records cease to be restricted.

SRC Standard 4 Principle 1 requires agencies to identify restricted access archives in their record keeping plans. At its July 2006 meeting the Commission asked the Director to provide the Commission with a business case with respect to each group of records identified as restricted access archives in R&Ds submitted for future Commission approval.

Access review of records in the State archives collection

According to Section 15 of the *State Records (Consequential Provisions) Act 2000*, any record, which is a restricted access archive at the commencement of the Act, is to remain restricted for five years, i.e. until December 2006.

With this deadline in mind the SRO (after liaising with the relevant agencies) asked the Commission to maintain the restricted access status of certain records that were already restricted under Section 15, with the proviso that the records would cease to be restricted at a future date. These applications took the form of 27 schedules, which were submitted to and approved by the Commission at its meetings in July, October and December 2006.

This project has enhanced public access to State archives by:

- rationalising the restricted access status of similar records created by separate organisations, and
- opening many records in the State archives collection that were previously restricted access records; many of which were previously subject to an indefinite access restriction.

OUR RELATIONSHIP WITH THE STATE RECORDS OFFICE

Part 9 of the Act establishes the position of Director of State Records. As well as having other functions under the Act, the Director is the Commission's Executive Officer and provides advice and support to the Commission. In that capacity the Director attends meetings of the Commission. The SRO's Manager: State Recordkeeping, is the Executive Secretary to the Commission.

The Director reports to the Commission on matters relating to the operation of the Act. The Director also reports to the Director General, Department of Culture and the Arts, on administrative and financial matters.

A cornerstone of the legislation is the recordkeeping plan, which is a requirement of each government organization. Each plan must identify all



records created by the organization, explain how those records are managed in the context of the organization's functions, specify a retention period for each class of record, and describe disposal procedures for obsolete records.

Draft recordkeeping plans are submitted by government organizations to the Director for evaluation by SRO staff, before the plans are submitted to the Commission for clearance or approval. When they receive a plan, SRO staff assess it against a criteria matrix, and then report on the plan to the Commission.

The Director and staff of the SRO provide advice, assistance and training to government organizations, concerning the management of records by those agencies. The SRO also provides information about, and public access to, records held in the State archives collection. The Director is required by the Act to create and maintain a register of all State archives, including those not in the State archives collection.

COMMITTEES OF THE COMMISSION

Section 62(1) of the Act directs the Commission to establish a committee to assist the Commission with the selection of records as State archives, and propose retention periods for all State records. Section 62(3) allows the Commission to establish other committees to assist it in the performance of its functions.

The Commission has formally established two Committees under section 62 of the Act: the **State Records Advisory Committee**, which examines retention and disposal schedules prior to their referral to the Commission for approval, and the **Digital Records Working Group**. The Director chairs, and other SRO staff provide administrative support to, each Committee.

1. The State Records Advisory Committee

The State Records Advisory Committee is established to provide advice regarding:

- State records that should be archives;
- retention periods for those State records that are not to be State archives; and
- associated matters.

The Committee meets regularly to consider the records retention and disposal components of recordkeeping plans, and makes recommendations to the Commission about the disposal of records described in those plans.

During 2006-07 the Committee met on ten occasions, and recommended 34 disposal authorities for Commission approval. The Committee's meeting dates



were: **20 July, 24 August, 25 October, 30 November, 20 December 2006 and 22 January, 21 February, 26 & 28 March, 14 June 2007.**

The Committee includes representatives from the Public Service and bodies concerned with recordkeeping. Members and deputy members are appointed for three-year terms. Members of the State Records Advisory Committee who are not government employees are paid sitting fees for their attendance at Committee meetings in recognition of the impost on their time associated with considering disposal authorities, a critical element of the comprehensive records management framework established by the Act.

The Commission gratefully acknowledges the work and dedication of all Committee members and their deputies during 2006-07. Worthy of particular mention is Ms Jenny Edgecombe who left the Committee in December 2006. Ms Edgecombe had been a participant on this committee since 2002, and the former Standing Committee on Public Records from 1994 to 2001.

Membership of the State Records Advisory Committee, as approved by State Records Commission as at 30 June 2007

Chair of the Committee

Mr Tony Caravella - Director of State Records

Australian Society of Archivists (WA) Inc

Dr Karen Anderson (Deputy: Dr Roberta Cowan)

Department of Indigenous Affairs

Mr Andrew Pepper (Deputy: Ms Julie Kickett)

Historical Interests representative

Dr Cathie Clement (Deputy: Dr Neville Green)

Institute for Information Management Ltd (WA)

Ms Gaynor Deal (Deputy: Ms Lesley Ferguson)

Law Society of Western Australia

Mr Michael Sonter (Deputy: Mr Rob O'Connor)

Local Government Records Management Group

Ms Shirley Conway-Mortimer (Deputy: Mr Mark Caporn)

State Government CEO Representative

Mr Barry Sergeant (Deputy: Mr Brian Bradley)

Records & Information Management Liaison Group

Mr Roy Watkins

Records Management Association of Australia

Ms Josette Mathers (Deputy: Ms Gail Murphy)



Executive Secretary

Ms Isabel Smith - Manager: State Recordkeeping, SRO

Minutes Secretary

Ms Claire Sever - Senior Executive Assistant, SRO

2. The Digital Records Working Group

Digital Records Working Group (DRWG) operates as a committee of the Commission, as per section 62(3) of the Act.

The DRWG was established for the following purposes:

- to provide advice to the SRO regarding projects undertaken by the Australasian Digital Records Initiative (ADRI).
- to assist the SRO in developing solutions to the effective management of digital records. The SRO will report these to the Commission.
- to advise the SRC in the development of guidelines principles and standards for the management of digital records in government agencies (and related matters).

The Director of State Records is the Chair of the DRWG. The SRO also provides administrative support for the Committee. The Committee met on the following dates during 2006-07: 13 July, 10 August, and 21 September 2006.

Membership of the DRWG is drawn from government agencies, academia and professional groups. Members are recruited on the basis of their knowledge of digital recordkeeping issues and their expertise in and willingness to contribute to developing policies relating to the control and management of those records. Members are appointed on a voluntary basis for a three year term.

During 2006-07 Working Group members contributed to projects undertaken by ADRI, and assisted the SRO's Digital Records Coordinator with the development of Exposure Draft of SRC Standard No 8, 'Digital Recordkeeping'. Part 2 of the exposure draft and 'Guidelines for Making and Managing Digital Records', were released for stakeholder comment in September 2006.

The Commission and the Director gratefully acknowledge the work of all Working Group members during 2006-07.



Members of the Digital Records Working Group

Chair of the Committee

Mr Tony Caravella – Director of State Records

Members

Ms Karen Anderson – Edith Cowan University
Ms Maureen Bradford – Department of Health
Mr Mark Brogan – Edith Cowan University
Mr Terry Gaston – Legal Aid WA
Mr Graham Hilton – Department of Culture and the Arts
Mr John Layton – WA Police Service
Ms Jillian Lewis – Department for Community Development
Mr Kye O'Donnell – City of Perth
Ms Joanne Ng – Office of E-Government
Ms Debra Rule – CALM
Mr Brian Soares – Department of Justice
Mr Peter Stampoultzis – Department of Consumer and Employment Protection
Mr Jonathon Toquero – Department of Education and Training
Mr Laurie Varendorf – Independent Consultant
Mr Alex Wells – WA Police Department – Forensics

Executive Secretary

Dr Mark Brogan – Digital Records Coordinator, SRO
(to December 2006)

Ms Meg Travers – Digital Archives Support Manager, SRO
(from May 2007)

Minutes Secretary

Ms Claire Sever – Senior Executive Assistant, SRO

COMPLIANCE REPORT - STATE RECORDS ACT 2000

Part 8 of the State Records Act establishes the Commission. The Commission's duties are set out there and elsewhere in the legislation. A compliance statement on the Commission's activities in 2006-07 is presented below.

Part 3 Division 2

Section 20(2) – gazette orders prescribing timing for submission of agencies' record keeping plans

Not issued during 2006-07.



Section 23(1) – approve or refuse record keeping plans

In 2006-07 the Commission approved 68 recordkeeping plans for government organizations.

Section 23(2) – give reasons for refusal to approve record keeping plan

The Commission did not refuse approval of any recordkeeping plans.

Part 3 Division 3

Section 25(1) – Commission to have a plan

The Commission's recordkeeping plan was submitted and approved by the Minister in September 2002. A review of the plan commenced in 2006-07.

Section 25(2) – submit draft to Minister within 6 months of commencement

See above

Section 25(6) – submit any amendments to Minister

No amendments to the Commission's recordkeeping plan were sought in 2006-07.

Section 26(4) – approve or refuse SRO record keeping plan

The Commission approved the SRO's recordkeeping plan in July 2002. A review of the plan commenced in 2006-07.

Section 26(5) – give reasons for refusal

See above

Part 3 Division 4

Section 27(3) – gazette orders prescribing timing for submission of Schedule 3 organizations' record keeping plans

Orders were gazetted on 29 September 2006 for four new organizations established following the splitting of functions from Western Power (Schedule 3 item 1) on 1 April 2006. These orders required the four organizations to submit their draft recordkeeping plans to the relevant Minister before 1 April 2007.



Section 28(3) – require an agency to review its record keeping plan (discretionary)

The Commission required no reviews in 2006-07.

Section 28(5) five yearly review of all record keeping plans

The recordkeeping plans of 24 organizations were due for review as of 30 June 2007.

Section 29(1) – give directions as to intervals re periodic reporting (discretionary)

No directions were given in 2006-07

Section 30(1) – give Parliament copies of reports to Commission under s.29

No reports under s.29 were required or received by the Commission in 2006-07

Part 5 Division 2

Section 37(2)(b) & (4) – direct that archive in State archives collection is restricted access (on application) & set age of cessation

No applications were received in 2006-07

Section 37(5) – review direction given under s.37 (2)(b)

There were no directions to review in 2006-07

Section 38(4) – change age of cessation (on application)

At its meetings in July, October and December 2006 the Commission considered applications by the Director to review the access status of those records in the State archives collection that were restricted access records when the Act was proclaimed in November 2001. Section 15 of the Consequential Provisions Act required that these records remain restricted for five years after the commencement of the Act.

The Commission approved the combined total of 27 schedules of access applications submitted by the Director at these meetings.



Part 5 Division 3

Section 40(2) – approve or refuse archives keeping plan

The Commission approved the archives keeping plan in May 2003. No action required in 2006-07

Section 40(3) – give reasons for refusal

Not required

Section 40(4) – direct time for resubmission

Not required

Section 41(2) – require Director to review archives keeping plan (discretionary)

Not required in 2006-07

Section 42(1) – direct intervals for reporting on archive keeping plan (discretionary)

No directions given in 2006-07

Part 5 Division 4

Section 43(3), (4) & (5) – deal with applications from Director to destroy archives

No applications from the Director were received in 2006-07

Part 6

Section 48(1) & (2) - direct that record is “exceptionally sensitive archive” & set age of cessation (on application)

No directions were given by the Director in 2006-07

Section 48(4) – review direction given under s.48 (1)

No directions required review in 2006-07



Part 8 Division 1

Section 60(1)(a) – monitor the operation of and compliance with the State Records Act

A review of the Act was undertaken during the reporting year. The outcome of this review will be discussed in next year's annual report.

Section 60(1)(b) – monitor compliance by government organizations with record keeping plans.

During the sixth year of the Act's implementation the Commission's priority has been to ensure that all agencies have approved recordkeeping plans in place. In respect of compliance, in 2006/07 the Commission has maintained its approach of educating, dealing with issues and events as they arise and reliance on established annual reporting obligations by government organizations pending development of a compliance-monitoring program in 2007/08.

Section 60(1)(c) – inquire into breaches or possible breaches of this Act

Three new alleged breaches of the Act by government organizations were reported to the Commission this year.

- *The Director advised the Commission on 23 March 2007 of media allegations that a State Supply Commission investigation of the Department of Education and Training had found deficiencies in recordkeeping processes in the awarding of contracts to two companies. The Director's investigation of this matter on the Commission's behalf was still under underway as of 30 June 2007.*
- *The Director also advised the Commission on 23 March 2007 of media allegations that the Supreme Court had ordered the Public Transport Authority (PTA) to recover emails deleted over a nine month period. The Director wrote to the PTA seeking explanatory information. The PTA's reply satisfied the Director and the Commission that PTA emails are not deleted and are electronically retrievable and searchable.*
- *On 21 June 2007 the Commission noted media reports of comments by the Minister for Health that emails in the Department of Health's system are only fully retrievable for three months after each message has been sent/received. Further explanatory information was then sought from the Department regarding its recordkeeping policy and procedures with respect to the retention of emails.*

Several days later the Minister for Health announced an inquiry by barrister Ken Pettit into email communications between the Director General of Health and former Premier, Brian Burke. After further consultation with the State Solicitor and Mr Pettit, the Chair decided to



await the outcome of the Pettit Inquiry before committing the Commission to a separate inquiry.

Since then the Corruption and Crime Commission ('the CCC') has commenced a separate investigation of this matter. The Commission sought and obtained confirmation from the CCC that the CCC's investigation will encompass, amongst other things, those aspects of the matter which would be investigated by the Commission. On that basis the Commission decided to defer its investigation of the matter, pending the outcome of the CCC's investigation. The Commission will then consider the outcome of the CCC's inquiry and decide whether any further inquiry by the Commission is necessary.

Section 61 – establish principles and standards

In June 2006 the Commission and the SRO jointly released an Exposure Draft and Guidelines for SRC Standard 8 – "Digital Recordkeeping". Stakeholders were asked to provide feedback to this draft by 1 November 2006. The Commission expects this Standard will be finalised and promulgated in 2007-08.

The Commission also anticipates that Standard 7, "Storage of State Archives by State Organizations", will be finalised in 2007-08.

Section 62 – establish committees

The State Records Advisory Committee was established in December 2001 in accordance with s.62(1) & (2). The current membership structure of the committee was approved by the Commission in July 2005.

The Digital Records Working Group was established under s.62(3) in 2005. The Working Group held three formal meetings during 2006-07.

Section 64(1) & (3) – submit annual report to Parliament by 1 November each year

The Commission's fifth Annual Report (2005-06) was submitted to both Houses of the State Parliament on 31 October 2006. Copies of the Report were tabled in the Legislative Council on 1 November 2006 and in the Legislative Assembly on 21 November 2006.

Section 64(2) & (3) – submit reports to Parliament re contraventions of the Act (discretionary)

No special reports were submitted to Parliament in 2006/07

Section 64(4) – give Minister copy of report

A copy of the Commission's Annual Report (2005-06) was given to the Minister for Culture and the Arts on 31 October 2006.



Part 8 Division 2

Section 65(4) – include in annual report any policy directions given by Minister

The Minister for Culture and the Arts issued no general policy directions to the Commission, in accordance with s.65(2) of the Act, in 2006/07.

Section 66(4) – comply with requests by Minister for information and make facilities available

During 2006-07 neither the Commission nor the Director received any specific request as per this section of the Act.

COMPLIANCE WITH STANDARD 2, PRINCIPLE 6

The SRO manages the Commission's records, and thus our compliance with SRC Standard 2 Principle 6 is linked to the compliance of the SRO.

In relation to the obligation to evaluate the efficiency and effectiveness of the Commission's record keeping systems not less than once every five years, such a review will be undertaken by the SRO during 2007/08, and will be reported on once this has occurred.

In relation to the obligation to conduct relevant training, to review the efficiency and effectiveness of such training, and to ensure an induction program covers Commissioners' roles and responsibilities under the Commission's Record Keeping Plan, the Commissioners through their active membership of the Commission and through their attendance at associated events (see the section '**Spreading the Message**') have continued to expand their knowledge in this area.

SPREADING THE MESSAGE

The Commissioners attended and/or participated in the following events and activities during 2006/07, with the aim of enhancing public sector and community awareness of the Commission and the Act.

8 September 2006 Commissioner O'Donnell addressed the Local Government Records Management Conference.

October 2006 Commissioner Henderson attended the Australian Society of Archivists annual conference at Port Macquarie NSW.

8 November 2006 Commissioner Henderson attended the Geoffrey Bolton Lecture at Government House. Commissioner Henderson introduced the guest speaker at this event.



- 27 November 2006** Commissioner Henderson visited the South West Regional College of TAFE at Bunbury to present the inaugural Commission Award for Reporting on Recordkeeping Compliance.
- 2 May 2007** Commissioner Murphy presented the 2007 Margaret Medcalf Award at the Alexander Library Theatre.
- 1 June 2007** Commissioners Murphy, Wookey and Henderson attended the official release of the 1976 State Cabinet papers, an annual SRO sponsored event.

HOW TO CONTACT THE STATE RECORDS COMMISSION

The State Records Commission operates through the State Records Office of Western Australia. All enquiries for the Commission, whether in person, by telephone, fax, email, or in writing, should be directed through the State Records Office.

State Records Commission of Western Australia

Alexander Library Building
Perth Cultural Centre
Perth WA 6000
Mon – Fri: 9am to 5pm
Phone: (08) 9427 3426
Fax: (08) 9427 3368
Email: sro@sro.wa.gov.au
Website: www.sro.wa.gov.au

State Records Office of Western Australia

Ground Floor
Alexander Library Building
James St (West entrance)
Perth Cultural Centre
Perth WA 6000
Phone: (08) 9427 3360
Fax: (08) 9427 3368
Email: sro@sro.wa.gov.au
Website: www.sro.wa.gov.au

Chairperson: State Records Commission

Mr Colin Murphy
Auditor General

Director of State Records & Executive Officer to the State Records Commission

Phone: (08) 9427 3426
Fax: (08) 9427 3368
Email: sro@sro.wa.gov.au

Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Albany Cemetery Board	5	3 Jun 2009
Albany Port Authority	5	27 Mar 2011
Animal Resources Authority	3	8 Mar 2010
Aqwest (Bunbury Water Authority)	5	18 Jun 2012
Architects Board of WA	5	2 Apr 2012
Armadale Redevelopment Authority	5	27 Mar 2011
Art Gallery of WA	2	22 Apr 2006
Botanic Gardens & Parks Authority	5	16 Dec 2009
Broome Port Authority	1	2 Apr 2008
Builders' Registration Board of WA	5	22 Apr 2009
Building and Construction Industry Training Fund	5	22 Apr 2009
Bunbury – Harvey Regional Council	5	30 Aug 2009
Bunbury Cemetery Board	5	2 Oct 2008
Bunbury Port Authority	5	8 Mar 2012
Burswood Park Board	5	27 Mar 2011
Busselton Water Board	5	8 Mar 2012
Chiropractors Registration Board of WA	3	15 Jul 2007
Chowerup Cemetery Board	5	18 Nov 2009
City of Albany	3	7 Oct 2007
City of Armadale	3	5 Oct 2009
City of Bayswater	5	30 Aug 2009
City of Belmont	5	10 Mar 2010
City of Bunbury	5	18 Nov 2009
City of Canning	5	3 Jun 2009
City of Cockburn	5	8 Dec 2010
City of Fremantle	5	30 Aug 2009
City of Geraldton	5	15 Jul 2009
City of Gosnells	3	7 Oct 2007
City of Joondalup	5	30 Aug 2009
City of Kalgoorlie-Boulder	3	15 Jul 2007
City of Mandurah	5	7 Oct 2009
City of Melville	5	3 Jun 2009
City of Nedlands	5	30 Aug 2009
City of Perth	5	15 Jul 2009
City of Rockingham	3	3 Jun 2007
City of South Perth	5	7 Oct 2009
City of Stirling	5	18 Nov 2009

Status legend: **C** = Cleared pending approval of the Retention & Disposal Schedule

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
City of Subiaco	5	15 Jul 2009
City of Swan	5	3 Jun 2009
City of Wanneroo	3	15 Jul 2007
Coal Industry Superannuation Board	5	30 Aug 2009
Coal Miners' Welfare Board of WA	5	3 Jun 2009
Community Development Ministerial Body <i>Note: Organization established 1 March 2006. Records managed in accordance with the Department of Community Development's (or the successor agency's) Recordkeeping Plan.</i>	N/A	N/A
Conservation Commission of WA	5	2 Oct 2008
Construction Industry Long Service Leave Payments Board	5	6 Nov 2008
Corruption & Crime Commission	1	2 Apr 2008
Council of Official Visitors	5	30 Aug 2009
Country High Schools Hostels Authority	5	6 Nov 2008
Curtin University of Technology	3	10 Mar 2008
Dampier Port Authority	3	3 Jul 2009
Dental Board of WA	3	30 Aug 2007
Department for Child Protection <i>Note: Organization established 1 May 2007. Absorbs certain functions of the Department of Community Development.</i>	N/A	1 Nov 2007
Department of Agriculture	5	22 Apr 2009
Department for Communities <i>Note: Organization established 1 May 2007. Absorbs certain functions of the Department of Community Development.</i>	N/A	1 Nov 2007
Department of Community Development <i>Note: Organization ceased to exist on the 1 May 2007. Functions absorbed by two new Departments: Department for Child Protection and Department for Communities. This Department's Recordkeeping Plan remains in force until the new Departments' Recordkeeping Plans are approved.</i>	5	N/A
Department of Conservation & Land Management. <i>Note: Organization ceased to exist on 1 July 2006. Functions absorbed by the Department of Environment and Conservation. This Department's Recordkeeping Plan remains in force until the new Department's Recordkeeping Plan is approved.</i>	5	N/A
Department of Consumer & Employment Protection	5	8 Dec 2010

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Department of Corrective Services	5	8 Mar 2012
Department of Culture & the Arts	5	22 Apr 2009
Department of Education & Training & TAFE WA Colleges	5	5 Oct 2011
Department of Environment and Conservation <i>Note: Organization established 1 July 2006 amalgamating the Department of Environment and the Department of Conservation and Land Management.</i>	N/A	3 Dec 2007
Department of Environmental Protection <i>Note: Name changed to the Department of Environment on 1 July 2004. Organization ceased to exist on 1 July 2006 and functions absorbed by the Department of Conservation and Environment. This Department's Recordkeeping Plan remains in force until the new Department's Recordkeeping Plan is approved.</i>	5	N/A
Department of Fisheries	5	4 Dec 2008
Department of Health	5	8 Mar 2012
Department of Housing & Works	5	6 Nov 2008
Department of Indigenous Affairs	3	18 Nov 2007
Department of Industry and Resources	5	4 Dec 2008
Department of Land Information <i>Note: Organization ceased to exist on 1 July 2006. Functions absorbed by the Western Australian Land Information Authority (WALIA). This Department's Recordkeeping Plan applies to WALIA.</i>	N/A	N/A
Department of Local Government & Regional Development	5	10 Mar 2010
Department for Planning and Infrastructure (and Western Australian Planning Commission)	5	8 Mar 2012
Department of Premier & Cabinet	5	2 Apr 2012
Department of Racing, Gaming & Liquor	5	22 Apr 2009
Department of Sport & Recreation	5	14 July 2010
Department of the Attorney General	5	8 Mar 2012
Department of Treasury & Finance	5	14 Jul 2010
Department of Water	5	3 Jul 2011
Disability Services Commission	1	2 Apr 2008
Doodenaning Cemetery Board	5	3 Jun 2009
Drug & Alcohol Authority	3	8 Dec 2008
Dwellingup Cemetery Board	5	22 Apr 2009
East Perth Redevelopment Authority	5	30 Aug 2009
Eastern Metropolitan Regional Council	3	15 Jul 2007

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Economic Regulation Authority	1	2 Apr 2008
Edith Cowan University	5	27 Mar 2011
Electricity Generation Corporation (Verve)** <i>Note: Recordkeeping Plan approved by the Minister for Energy on 23 April 2007.</i>	N/A	31 Dec 2008
Electricity Networks Corporation (Western Power)** <i>Note: Recordkeeping Plan approved by the Minister for Energy on 21 May 2007.</i>	N/A	31 Dec 2008
Electricity Retail Corporation (Synergy)** <i>Note: Recordkeeping Plan approved by the Minister for Energy on 16 May 2007.</i>	N/A	31 Dec 2008
Equal Opportunity Commission	5	27 Mar 2011
Esperance Port Authority	5	8 Mar 2012
Fire & Emergency Services Authority	5	3 Jul 2011
Forest Products Commission	3	9 Mar 2007
Fremantle Port Authority	5	20 Mar 2008
Gascoyne Development Commission	3	14 Jul 2008
Geraldton Cemetery Board	5	9 Mar 2009
Geraldton Port Authority	3	3 July 2009
Gold Corporation	5	2 Apr 2010
Goldenlines (Eastern Goldfields Transport Board)	1	8 Dec 2006
Goldfields Esperance Development Commission	3	8 Dec 2008
Gordon Inquiry <i>Note: Organization ceased to exist as of 31 July 2002. Records managed in accordance with the Department of Premier & Cabinet's Recordkeeping Plan.</i>	N/A	N/A
Government Employees Superannuation Board	5	7 Oct 2009
Governor's Establishment	3	2 Apr 2010
Great Southern Development Commission	5	14 Jul 2010
Hairdressers Registration Board of WA	3	8 Dec 2008
Heritage Council of WA	5	5 Oct 2011
Independent Market Operator	1	2 Apr 2008
Inspector of Custodial Services	1	31 Dec 2006
Insurance Commission of WA (including State Government Insurance Corporation)	5	7 Oct 2009
Kalgoorlie-Boulder Cemetery Board	5	3 Jun 2009
Keep Australia Beautiful Council	E	

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Kimberley Development Commission	3	14 Jul 2008
Landcorp	5	27 Mar 2011
Law Reform Commission of WA	5	22 Apr 2009
Legal Aid WA	5	2 Apr 2012
Legal Practice Board	1	2 Apr 2008
Legislative Assembly **	5	16 Oct 2007
Legislative Council **	5	4 Dec 2007
Lotterywest	5	5 Oct 2011
Main Roads WA	5	7 Oct 2009
Medical Board of WA	3	8 Dec 2008
Medical Radiation Technologists Registration Board	E	
Metropolitan Cemeteries Board	5	5 Oct 2011
Mid West Development Commission	5	29 Jan 2009
Midland Redevelopment Authority	5	18 Nov 2009
Mindarie Regional Council	5	14 Jul 2010
Minerals & Energy Research Institute of WA	3	15 Sep 2008
Murdoch University	5	8 Mar 2012
National Trust of Australia (WA)	5	2 Apr 2012
Nurses Board of WA	5	5 Oct 2011
Occupational Therapists Registration Board of WA	5	8 Mar 2012
Office of Energy	5	6 Nov 2008
Office of Public Sector Standards Commissioner	5	18 Nov 2009
Office of Shared Services <i>Note: Recordkeeping Plan approved on 2 April 2007. Management of OSS records will be incorporated into the Department of Treasury and Finance's Recordkeeping Plan when it is next reviewed.</i>	N/A	N/A
Office of the Auditor General	5	8 May 2008
Office of the Director of Public Prosecutions	1	18 Nov 2005
Office of the Information Commissioner	5	6 Nov 2008
Optometrists Registration Board	3	30 Aug 2007
Osteopaths Registration Board of WA	5	8 Mar 2012
Painters' Registration Board	5	22 Apr 2009
Parliamentary Commissioner for Administrative Investigations (Ombudsman)	5	27 Mar 2011
Parliamentary Services Department**	5	4 Dec 2007
PathWest Laboratory Medicine WA	N/A	30 Jul 2007

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
<i>Note: Formerly WA Centre for Pathology and Medical Research (PathCentre).</i>		
Peel Development Commission	5	12 May 2010
Perth Market Authority	3	3 Jul 2009
Perth Theatre Trust	5	22 Apr 2009
Perth Zoo	5	22 Apr 2009
Pharmaceutical Council of WA	3	27 Mar 2009
Physiotherapists Registration Board of WA	5	8 Mar 2012
Pilbara Development Commission	3	14 Jul 2008
Podiatrists Registration Board of WA	3	15 Jul 2007
Port Hedland Port Authority	5	12 May 2010
Psychologists Board of WA	5	18 Jun 2012
Public Transport Authority	5	8 Mar 2012
Regional Power Corporation (Horizon)** <i>Note: Recordkeeping Plan approved by the Minister for Energy on 23 April 2007.</i>	N/A	31 Dec 2008
Rottneest Island Authority	5	8 Dec 2010
Screen West	5	7 Oct 2009
Shire of Ashburton	5	9 Mar 2009
Shire of Augusta / Margaret River	3	30 Aug 2007
Shire of Beverley	1	16 Dec 2005
Shire of Boddington	5	30 Aug 2009
Shire of Boyup Brook	5	14 Jul 2010
Shire of Bridgetown-Greenbushes	5	1 Jul 2009
Shire of Brookton	3	7 Oct 2007
Shire of Broome	3	7 Oct 2007
Shire of Broomehill	5	18 Jun 2012
Shire of Bruce Rock	1	18 Nov 2005
Shire of Busselton	5	15 Jul 2009
Shire of Capel	5	7 Oct 2009
Shire of Carnamah	5	7 Oct 2009
Shire of Carnarvon	2	9 Mar 2006
Shire of Chapman Valley	5	30 Aug 2009
Shire of Chittering	3	9 Mar 2007
Shire of Collie	3	22 Apr 2007
Shire of Coolgardie	5	30 Aug 2009
Shire of Coorow	5	18 Nov 2009
Shire of Corrigin	3	1 Jul 2007
Shire of Cranbrook	1	18 Nov 2005
Shire of Cuballing	3	7 Oct 2007

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Shire of Cue	1	18 Nov 2005
Shire of Cunderdin	1	16 Dec 2005
Shire of Dalwallinu	3	7 Oct 2007
Shire of Dandaragan	5	3 Jul 2011
Shire of Dardanup	5	9 Mar 2009
Shire of Denmark	3	3 Jun 2007
Shire of Derby / West Kimberley	3	18 Nov 2007
Shire of Donnybrook Balingup	5	7 Oct 2009
Shire of Dowerin	1	16 Dec 2005
Shire of Dumbleyung	5	18 Jun 2012
Shire of Dundas	3	2 Apr 2010
Shire of East Pilbara	3	31 May 2007
Shire of Esperance	5	30 Aug 2009
Shire of Exmouth	3	07 Oct 2007
Shire of Gingin	5	18 Jun 2012
Shire of Gnowangerup	1	15 Jul 2005
Shire of Goomalling	1	16 Dec 2005
Shire of Greenough	5	3 Jul 2011
Shire of Halls Creek	3	16 Dec 2007
Shire of Harvey	3	7 Oct 2007
Shire of Irwin	5	30 Aug 2009
Shire of Jerramungup	5	3 Jun 2009
Shire of Kalamunda	5	15 Jul 2009
Shire of Katanning	5	15 Jul 2009
Shire of Kellerberrin	3	18 Nov 2007
Shire of Kent	5	18 Nov 2009
Shire of Kojonup	3	18 Nov 2007
Shire of Kondinin	1	16 Dec 2005
Shire of Koorda	1	18 Nov 2005
Shire of Kulin	E	
Shire of Lake Grace	3	30 Aug 2007
Shire of Laverton	5	22 Apr 2009
Shire of Leonora	3	7 Oct 2007
Shire of Manjimup	5	7 Oct 2009
Shire of Meekatharra	3	7 Oct 2007
Shire of Menzies	1	16 Dec 2005
Shire of Merredin	3	30 Aug 2007
Shire of Mingenew	5	18 Jun 2012
Shire of Moora	3	15 Jul 2007

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Shire of Morawa	5	18 Jun 2012
Shire of Mt Magnet	5	7 Oct 2009
Shire of Mt Marshall	3	7 Oct 2007
Shire of Mukinbudin	3	18 Nov 2007
Shire of Mullewa	3	3 Jun 2007
Shire of Mundaring	5	22 Apr 2009
Shire of Murchison	3	16 Dec 2007
Shire of Murray	5	19 Dec 2008
Shire of Nannup	5	18 Nov 2009
Shire of Narembeen	5	5 Oct 2011
Shire of Narrogin	3	18 Nov 2007
Shire of Ngaanyatjarraku	3	7 Oct 2007
Shire of Northam	5	17 Oct 2008
Shire of Northampton	3	3 Jun 2007
Shire of Nungarin	3	30 Aug 2007
Shire of Peppermint Grove	5	7 Oct 2009
Shire of Perenjori	1	7 Oct 2005
Shire of Pingelly	5	22 Apr 2009
Shire of Plantagenet	E	
Shire of Quairading	3	7 Oct 2007
Shire of Ravensthorpe	3	22 Apr 2007
Shire of Roebourne	5	30 Aug 2009
Shire of Sandstone	3	7 Oct 2007
Shire of Serpentine - Jarrahdale	5	3 Jun 2009
Shire of Shark Bay	1	7 Oct 2005
Shire of Tambellup	5	3 Jun 2009
Shire of Tammin	3	18 Nov 2007
Shire of Toodyay	3	18 Nov 2007
Shire of Trayning	E	
Shire of Upper Gascoyne	3	7 Oct 2007
Shire of Victoria Plains	5	22 Apr 2009
Shire of Wagin	E	
Shire of Wandering	3	18 Nov 2007
Shire of Waroona	5	18 Nov 2009
Shire of West Arthur	5	5 Oct 2011
Shire of Westonia	1	16 Dec 2005
Shire of Wickepin	3	5 Oct 2009
Shire of Williams	5	15 Sep 2010
Shire of Wiluna	3	7 Oct 2007

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Shire of Wongan-Ballidu	5	7 Oct 2009
Shire of Woodanilling	3	7 Oct 2007
Shire of Wyalkatchem	1	18 Nov 2005
Shire of Wyndham/ East Kimberley	3	18 Jun 2010
Shire of Yalgoo	3	18 Nov 2007
Shire of Yilgarn	5	9 Mar 2009
Shire of York	3	27 Mar 2009
Small Business Development Corporation	5	6 Nov 2008
South Caroling Cemetery Board	5	22 Apr 2009
South East Metropolitan Regional Council	5	18 Nov 2009
South West Area Health Service / Board	5	20 Mar 2008
South West Development Commission	5	12 May 2010
Southern Metropolitan Regional Council	3	2 Apr 2010
State Library of WA	5	21 Aug 2008
State Records Commission ** <i>Note: To be submitted to the Minister for Culture and the Arts for approval.</i>	E	
State Records Office of WA	E	
State Solicitor's Office	5	2 April 2012
State Supply Commission	5	30 Aug 2009
Subiaco Redevelopment Authority	5	30 Aug 2009
Swan River Trust	5	27 Mar 2011
Tamala Park Regional Council	3	5 Oct 2009
Three Springs Shire Council	5	3 Jun 2009
Totalisator Agency Board of WA	5	2 Oct 2008
Town of Bassendean	3	30 Sep 2007
Town of Cambridge	3	30 Aug 2007
Town of Claremont	5	7 Oct 2009
Town of Cottesloe	3	5 Oct 2009
Town of East Fremantle	3	30 Aug 2007
Town of Kwinana	5	14 Jul 2010
Town of Mosman Park	5	30 Aug 2009
Town of Narrogin	5	18 Nov 2009
Town of Northam	5	3 Jul 2011
Town of Port Hedland	3	18 Nov 2007
Town of Victoria Park	5	15 Jul 2009
Town of Vincent	1	30 Aug 2005
University of WA	5	8 Mar 2012
Upper Preston Cemetery Board	5	3 Jun 2009

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
Veterinary Surgeons Board of WA	5	10 Mar 2010
WA Boxing Commission – renamed WA Professional Combat Sports Commission	5	14 Jul 2010
WA Centre for Pathology and Medical Research (PathCentre) <i>Note: Superseded by PathWest Laboratory Medicine WA. This organization's Recordkeeping Plan remains in force until the new organization's Recordkeeping Plan is approved.</i>	3	N/A
WA Coastal Shipping Commission (Stateships) <i>Note: Organization no longer trading. Records managed in accordance with the Department for Planning and Infrastructure's Recordkeeping Plan.</i>	N/A	N/A
WA College of Teaching	5	8 Mar 2012
WA Country Health Service	5	20 Mar 2008
WA Egg Marketing Board <i>Note: Organization privatized as of 2 July 2005 when West Coast Eggs Ltd established. West Coast Eggs Ltd to manage State records in accordance with the approved Recordkeeping Plan.</i>	N/A	N/A
WA Electoral Commission	5	1 May 2011
WA Government Railways Commission <i>Note: Organization ceased to exist as of 30 June 2003. Records managed in accordance with the Public Transport Authority's Recordkeeping Plan.</i>	N/A	N/A
WA Greyhounds Racing Association	5	8 Mar 2012
WA Health Promotion Foundation (Healthway)	5	10 Mar 2010
WA Industrial Relations Commission	5	15 Jul 2009
WA Meat Industry Authority	5	8 Mar 2012
WA Museum	3	5 Oct 2009
WA Police Service	5	16 Dec 2009
WA Sports Centre Trust	3	14 Jul 2008
WA Tourism Commission	E	
WA Treasury Corporation	5	29 Jan 2009
Water & Rivers Commission	5	1 May 2011
Water Corporation **	5	18 Jun 2009
Western Australian Land Information Authority <i>Note: Organization established 1 January 2007. Formerly the Department of Land Information [DLI]. DLI's Recordkeeping Plan applies.</i>	5	7 Oct 2009
Western Metropolitan Regional Council	5	16 Dec 2009
Western Potatoes	3	8 Dec 2008
Western Power **	N/A	N/A

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Recordkeeping Plans Status Register (as at 30 June 2007)

Agency Name	Approval Period (years)	Review Date / Due Date
<i>Note: Organization ceased to exist on 1 April 2006. Four new organizations established: Electricity Networks Corporation (Western Power); Electricity Generation Corporation (Verve); Electricity Retail Corporation (Synergy); and Regional Power Corporation (Horizon).</i>		
Wheatbelt Development Commission	3	7 Oct 2007
Wildflower Country Regional Council	E	
Work Cover WA	5	29 Jan 2009
Yarra Yarra Catchment Regional Council <i>Note: Organization established 30 March 2007.</i>	N/A	30 Sep 2007

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