

Our Vision

A future where the use of
State archives knows
no bounds



2011 - 2013

STATE

RECORDS

STRATEGIC PLAN

OFFICE

of WESTERN AUSTRALIA



Government of Western Australia
Department of Culture and the Arts
State Records Office of Western Australia

Strategic Priorities 2011 - 2013

Priority 1:

Empowering government to achieve good recordkeeping

Since the introduction of the benchmark government recordkeeping legislation, the *State Records Act 2000*, significant focus has been on the development and approval of Recordkeeping Plans and Retention and Disposal Schedules for all State and Local government organisations. These Plans and Schedules are now subject to cyclical reviews.

To augment how this work will be conducted in the future we will:

Restructure our business practices and processes to support improved efficiency and effectiveness across government

We will introduce new systems, processes and tools to improve the conduct of our business. We will rationalise processes, such as developing sector-based General Disposal Authorities for the whole of government.

We also aim to improve the recordkeeping skill set of employees in government organisations. Toward this aim, we will:

Develop a training strategy in the effective management of government information

Priority 2:

Ensuring State archives are preserved and well managed

Archival storage facilities for the State archives collection have been at maximum capacity since 2001. The backlog of State archives awaiting transfer to the collection is estimated to be over 40 linear kilometres with annual growth of 1.5 – 2 linear kilometres. Resolution of this situation remains our highest priority.

We will continue to:

Pursue business case activities to secure government investment in appropriate storage and service delivery solutions for State archives in all their formats

A crucial priority for our organisation and the public sector is the need to establish protocols and strategies for the proper management of government's digital assets. A critical component of this work is establishing a digital archive capability – ensuring that there is a robust framework and adequate infrastructure for the preservation of and access to digital records of permanent value.

To ensure structure to this important work we will:

Develop and commence implementation of a Digital Preservation Action Plan

The Plan will provide a platform for State and Local government organisations to act in a coordinated way to manage their digital information efficiently. The Plan will be formulated with input from stakeholders across State and Local government.



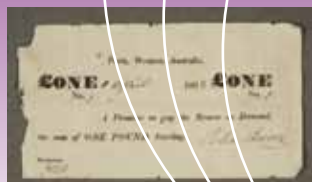
Priority 3: Enabling Access to State Archives

In recent years, we have expanded the ways we make State archives accessible. As well as Search Room services, we are adopting online service models to reach a wider client base. To ensure our services cohere and meet community needs, we will:

Develop an Access Strategy that will set the future direction of access to State archives

The Access Strategy will provide a fundamental review of access services. It will also set the future direction for how we will deliver access to archives for both government and public clients. Formulation of the Strategy will include consultation with our clients.

STATE **RECORDS** OFFICE STRATEGIC PLAN



Our Mission

To foster high standards of government recordkeeping; to care for the State's archives; and to ensure that they are accessible and widely used.



Our Values

- To act with integrity, impartiality and professionalism; to uphold the principles of openness and accountability.
- To promote innovation, creativity and alternate approaches and solutions.
- To lead by example; to strive to create positive and productive working relationships.
- To recognise the talents of our staff and to support, motivate and assist them to reach their full potential.



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