

Territory Records Advisory Council Minutes

MEETING No.1 of 2015/16

12:00-2:00pm 13 August 2015

Darling Room
Level 1, 221 London Circuit, Civic

Present

TRAC: Anne Buttsworth (Chair), Michael Piggott (Deputy Chair), Chris Aulich, Dani Wickman (Director).

Meeting opened: 12:10pm.

Welcome

The Chair welcomed Council Members to the meeting. Ms Buttsworth advised that Karl Alderson, Deputy Director General, Policy and Cabinet Division apologised that he would be unavailable for today's Council meeting. The Chair also advised that two Council appointments are almost complete and receiving Ministerial approval. The proposed Members are David Brumby, Records Manager, Australian National University and Geoffrey Rutledge, Strategic Policy and Cabinet, ACT representative. Both Amanda Harris and Nick Swain's reappointments are also currently being processed.

Agenda Item 1 – Agenda and Apologies

There was one apology: Roslyn Brown.

Agenda Item 2 – Minutes of previous meetings and business arising

The minutes were accepted.

Business arising: Mr Piggott raised Council's interest in receiving the Self Assessment check list to be provided with the Standards and Guidelines. The Director advised that this would be actioned for next meeting.

The introductory material for the Records Disposal Schedule is also to be amended as discussed at Council's last meeting, and this matter will be discussed under item 5.

Resolution Number 1 of Meeting No.4 2014-15: Council approved the Minutes of Meeting No.4 2014/15.

Agenda Item 3 - Director's Update (no papers)

The Director advised that the TRO has moved to the Policy and Cabinet Division with the Chief Minister, Treasury and Cabinet Directorate. She also advised that the TRO would be physically moving into Nara House in November. This restructure will give the TRO a broader perspective on Government.

The digital recordkeeping policy was endorsed by the Strategic Board on 5 August 2015. The policy outlines three key principles:

- . that agencies should move into the digital space in relation to all records;
- . that recordkeeping needs to continue to be compliant with TRO regardless of format; and
- . that recordkeeping needs to be considered in all decision-making regarding business systems.

The Director will write to senior officers responsible for recordkeeping in ACT government directorates about the policy and its implications. The policy was approved in conjunction with a small amount of money for a project to standardise the use of electronic document and records management systems,

particularly TRIM, across the ACT Government. The project will also measure efficiencies as EDRM systems are rolled out. A project manager position will be advertised shortly and will be available to both ACT public servants and others.

The TRO's work to standardise the configuration of recordkeeping metadata in ACT Government systems will also contribute to this process. The Director advised that she has written to agencies seeking their agreement to use a standard metadata set for EDRMS. The TRO will be following up with any agencies who will need assistance in making the transition to the new system.

The Director also advised that there was a very positive and successful meeting with the University of Canberra regarding the Chief Minister's Lecture. Professor Mark Evans from the University has provided a proposal for the lecture. Members discussed possible approaches to the event

Mr Michael Piggott commented to Council that it should be noted that the Director had her work published in a prestigious archives journal writing about local government archives. Mr Piggott suggested that such recognition does not happen very often and that she should be congratulated for her article being published by the International Council on Archives.

Agenda Item 4 – Section 28 declarations (verbal)

The Chair advised that she was pleased that the TRAC now has a system in place concerning Section 28 declarations. The Director advised that there have been three decisions made since Council's last meeting and that she has agreed to those requests which relate to the Eastman Inquiry. These requests related to the privacy of parties to the inquiry, the protection of legal professional privilege, and the restriction of materials subject to non disclosure orders by the Inquiry. No further inquiries relating to Section 28 had been received since then.

Agenda Item 5 – Records Disposal Schedule – Disability Services

The Chair stated that she was pleased that this Schedule was proposing to amalgamate three existing Schedules into one and that the aim was to simplify records disposal processes. The three existing schedules relate to the functions of Community Access Services, Community Concession Services and Health Professional Services. The activities under each of the previous functions were also combined under the new function. Consultation was conducted with Disability ACT and Therapy ACT staff in Community Services Directorate.

Chris Aulich referred to pages 27 and 37 of the draft Schedule highlighting the use of words "evaluation" which had a disposal action of "7 years after last action", and then "research" which had a disposal action of "retain as Territory Archives". He highlighted that sometimes evaluation material should still be accessible for future inquiries and reviews. Mr Aulich suggested that if we destroy evaluation material too prematurely then we can find ourselves having to repeat or "go over old stuff" rather than having the evaluation material for supporting any further research and analysis.

The Director referred to the previous meeting's discussion of the difference between the terms 'major' and 'significant', and advised that there was no intentional difference between their usage in the schedules. Mr Piggott referred to Page 34 of the draft Schedule highlighting how the "Tip" section of the page provides ACT agencies with a meaning as to what "major" means and its consequences. He suggested that this tips section was helpful and should be included in further schedules.

Professor Aulich referred to page 20 suggesting the disposal action of "destroy 7 years after last action" could be premature for some useful information such as agreements which could stand as a model for proposals later down the track. He suggested possibly a three tier kind of disposal action might be helpful. For example, 20 years, 7 years and then 3-5 years for minor arrangements.

Mr Piggott referred to page 23, clarifying whether all clients are "adult clients", and noted that this begged the question of what might happen to records of clients who were not adults. The Director agreed to clarify this provision. Mr Piggott also referred to page 30 and page 32 stating that "indigenous groups" followed by "Aboriginal and Torres Strait Islander community groups" wording is used. Mr

Piggott suggested that there should be consistent terminology.

Members agreed to provide further minor comments by email to the Director.

The Director also advised that the introductory text to disposal schedules would be updated following the Council's discussion at the last meeting to confirm that agencies must take all reasonable steps to make themselves aware of possible legal action in relation to records.

Agenda Item 6 – Review of Standards and Guidelines

The Director advised that the TRO Standards and Guidelines were last reviewed between 2009 and 2012. Good practice dictates that the Standards and Guidelines be reviewed every five years. The Director advised that any deadline is of the TRO's own making and that she is hoping that the review is completed early in the new year. It is proposed that the current nine Standards be amalgamated into one. The new structure of the standard and guidelines has a principle based approach and each of the seven core principles articulated in the standard would be supported by an associated guideline.

Members, particularly Mr Piggott, discussed the implications of the current title of the draft standard, which refers to "Records, Information and Data". The Director noted that the choice of terminology at the moment was quite deliberate, and indicated the TRO's interest in providing guidance in the broader area of information and data governance. Members discussed the balance between ensuring that the Standard would be applied to all records, as is enabled by the Territory Records Act, and providing practical guidance in the wider information management environment.

It was agreed that documents relating to this review would be sent out to TRAC as soon as possible out of session.

Agenda Item 7 – Territory Records Office Workplan 2015-16

Michael Piggott commented that the document was very comprehensive. Council agreed that it was a challenging set of proposed activities, particularly relating to the review on Standards.

The Director confirmed that the TRO currently does not have any strategic performance indicators.

Agenda Item 8 – Report on ArchivesACT

TRAC noted the document. The Director confirmed that ArchivesACT does not have a Facebook page established, but could in the long term.

Agenda Item 9 – Report on Agency Records Management

TRAC noted the document.

Other Business –

Nil.

Next meeting:

The Director advised that the next meeting is scheduled for Thursday, 19 November 2015 at 12noon.

Meeting closed: 2.20pm.

Minutes confirmed on: / /2015 _____ Anne Buttsworth (Chair)