TERRITORY RECORDS ADVISORY COUNCIL MINUTES

MEETING 11.30 – 2.00pm 13 JUNE 2008

No. 4 of 2007/08

CANBERRA MUSEUM AND GALLERY BOARD ROOM

CIVIC SQUARE, LONDON CIRCUIT, CIVIC

Present

TRAC: Steve Stuckey (Chair), Veronica Pumpa, Jill Caldwell, June Penny, David Headon, Greg Wood, Phil Tardif, David Wardle (Director, TRO)

TRO: Elizabeth Estbergs, Rosetta Romano, Wayne Finlaison

Meeting Opened: 11:35 AM

Agenda item 1. - Welcome to new member of the Council Steve Stuckey welcomed the Council and introduced new member Rebecca Stubbs.
Agenda item 2. - Apologies No apologies
The Chair suggested the rearrangement of the agenda as follows: Agenda items 6 and 7 were brought forward to be considered before agenda item 3 – Minutes of the Previous Meeting. Agenda item 11 was brought forward and considered before agenda item 5 - Legal opinion from the ACT Government Solicitor (to be tabled at meeting).
Agenda item 6. - Preparations for Access (oral presentation) Elizabeth Estbergs gave a PowerPoint presentation to Council showing the new area being developed within the ACT Heritage Library for access to Territory records. **Action:** Provide TRAC members date and time details of the launch of Archives ACT access to Territory Records - **David Wardle**
Agenda item 7. - Preview of Archives ACT website (joint oral presentation) Christine Morris (Payment and Services Integration Manager and Simon Peters Senior Web Coordinator from Canberra Connect demonstrated the new Archives ACT web site.

Agenda item 3. - Minutes of the previous meeting

The Chair raised issues relating to the minutes and their presentation. The Council agreed that in future, the minutes would capture the essence of substantive decisions made by the Council.

Resolution Number 1 of 4 Meeting No.4 2007/08. During meetings Council and individual members are to state whether specific substantive comments should be recorded in the minutes.

Resolution Number 2 of 4 Meeting No.4 2007/08. All action items are to be recorded in future minutes.

Resolution Number 3 Meeting No.4 2007/08. Council stated the preference for subsequent versions of schedules to be presented with track changes printed (the changes are to exclude minor formatting). The out of session document provided to TRAC would no longer be required.

Resolution Number 4 of 4 Meeting No.4 2007/08. All out of session correspondence between the Council members will have a time limit of one (1) week for any email discussion on the wording and its inclusion in the minutes or requests for comments. It was agreed if comments and input was not received within one (1) week it will be taken there are no issues. If comments are received after the one (1) week period these views will not be accepted.

Resolution Number 5 of 4 Meeting No.4 2007/08. Council agreed to forward any comments to the Territory Records Office out of session.

The Council requested the minutes be amended to include an additional item relating to a request for the Director of Territory Records to seek legal opinion on the Director of Public Prosecutions (DPP), Veterinary and Environmental Management Records Disposal Schedule. Specific opinion was sought on why other agencies would be keeping their records longer than the DPP if the DPP was destroying their records relating to convictions.

Resolution Number 6 of 4 Meeting No.4 2007/08. Draft minutes to include the request for legal opinion.

Action: Wording for inclusion in the minutes of Meeting No.3 to be provided - **Greg Wood.**

Agenda item 4. - Legal opinion from the ACT Government Solicitor (to be tabled at meeting)

The legal opinion was provided to members for advice and comments.

Action: A copy of the request made by the Director of Territory Records for a legal opinion to be forwarded to TRAC – **David Wardle**

Agenda item 11. - Records Disposal Schedule for Schools Management Records: Final [New]

Ambiguous difference between classes 170.186.001 and 171.190.001 were unclear.

Action: The agency to be asked to check whether or not the Examination and Assessment class 170.186.001 should be under the function of Schools Management as it deals with the schools not the students and to modify the scope note if the class is retained under this function.

Council asked why more than one copy of examination results are being retained RTA for year 10 and 12 only.

Action: TRO to follow up TRAC concerns with the agency.

Resolution Number 7 of 4 Meeting No.4 2007/08. RDS is passed with the minor amendments by the TRO as identified in this meeting.

Phil Tardif left the meeting at 1:20 PM.

Agenda item 5. - Draft Territory Records Office Business Plan [for Council information]

The Chair gave an overview of the business planning day to Council members and discussed ways in which TRAC could assist the TRO in the future.

David Wardle explained the context of the TRO business plan within TAMS, described some of the tasks in the plan. The Director also mentioned the performance audit in ACT Government agencies.

Resolution Number 8 of 4 Meeting No.4 2007/08. TRAC members requested this item be included in the agenda for Meeting Number 5.

Action: Agenda item for Meeting No.5 of 2007/08 - **Wayne Finlaison**

Agenda item 8. - Records Disposal Schedule for Environmental Management Records: Final [Revised]

The Council discussed the legal advice requested at last meeting as it applied to this particular RDS.

Spelling of the word 'jail' rather than 'gaol' in the schedule suggests American English.

The Council questioned how 'significant' records are determined. A discussion about the subjective nature of the process and the reliance on a particular sentencer undertaking the appraisal ensued.

Resolution Number 9 of 4 Meeting No.4 2007/08. Spell checking of documents is to be consistent with Australian English.

Resolution Number 10 of 4 Meeting No.4 2007/08. RDS is passed with the minor amendments as identified in this meeting.

Agenda item 9. - Records Disposal Schedule for Parks, Reserves and Public Places Records: Final [Revised]

106.067.003 examples to be removed from this class.

Resolution Number 11 of 4 Meeting No.4 2007/08. RDS is passed with the minor amendments as identified in this meeting.

Agenda item 10. - Records Disposal Schedule for ACT Government Veterinarian Records: Final [New]

The Council suggested that the retention period (3 years) for records relating to the implementation of plans, policies and procedures was too short and requested 2 classes be created, one for significant policies, etc. and one for routine or less significant policies, etc. and to consider changing the disposal in TVKAAA when it is revised.

Resolution Number 12 of 4 Meeting No.4 2007/08. Council approved this RDS provided the agency did not disagree with the minor changes.

Veronica Pumpa left the meeting at 1:50 PM.

Agenda item 12. - Draft Records Disposal Schedule for Justice of the Peace Records: Draft [New]

Class for Ceremonies, 178.018.001, is to be changed to RTA in line with the Corporate Governance RDS.

Council questioned the requirement for the ACTGS to keep copies of documents in Entry No. 178.234.001 for 5 years. Other agencies sight the information and do not require certified copies to be kept on file. Discuss this option with the Agency.

Resolution Number 13 of 4 Meeting No.4 2007/08. Outcomes from Agency discussions to be included in Track Change format for TRAC information on next version as Final [New] due for presentation at Meeting No.5 2007/08.

Agenda item 13. - Draft Records Disposal Schedule for Corporate Governance including Board, Council and their Committee Records: Draft [New]

The Council suggested that this RDS be copied to the Management Council for information as it may have wider application across all agencies.

Council asked for an example of a non-ongoing Board mentioned in class 177.401.003 for Boards be provided, or if not found, the reference to be removed.

Resolution Number 14 of 4 Meeting No.4 2007/08. Any comments to be included in Track Change format for TRAC information on next version as Final [New] due for presentation at Meeting No.5 2007/08.

Agenda item 14. - Draft Records Disposal Schedule for Business Development Records: Draft [New]

Clarification of examples of the types of agreements mentioned in class 176.025.001 for Investment acquisition.

Resolution Number 15 of 4 Meeting No.4 2007/08. Any comments to be included in Track Change format for TRAC information on next version as Final [New] due for presentation at Meeting No.5 2007/08.

Agenda items 15 and 16. - Draft Standard on the Physical Storage of Records, Draft Guideline on the Physical Storage of Records

The Council requested a legal opinion on storing records outside the ACT in other jurisdictions, e.g. storing records across the border in Queanbeyan.

Resolution Number 16 of 4 Meeting No.4 2007/08. Council agreed to forward any comments to the Territory Records Office out of session.

Action: TRO to seek legal opinion from the Government Solicitor's Office and report at next meeting to Council – **David Wardle**

Other Business

There was no other business for discussion.

Next meeting:

Director of Territory Records to determine a suitable time for members for the next meeting and advise them once finalised.

Action: TRO to set meeting date and time and advise Council – **David Wardle**

Meeting Closed: 2:30 PM

Approved

29 August 2008