

TERRITORY RECORDS ADVISORY COUNCIL

MINUTES

**MEETING 12.30pm 27 April 2005
No.4 2004-05**

LEVEL 2 Macarthur House, Lyneham

Present: George Nichols (Chair), Judith Baskin, Jill Downer, Meredith Whitten, Veronica Pumpa, David Wardle (Director), Amanda Harris (Secretariat)

The meeting opened at 12:38PM.

1. Welcome

Mr Nichols welcomed members to the final meeting of this Council as their term ends tomorrow.

2. Apologies

Sigrid McCausland, Lawrence Gilbert.

3. Minutes

The Council resolved to accept the Minutes of the previous meeting of the Council held on 11 February 2005 as a true and accurate record. (Resolution No.1 of 4-2004/05)

4. Records Disposal Schedule for Emergency Services Records

The Records Disposal Schedule for Emergency Services Records was adopted with minor revisions from the last Council meeting. (Resolution No.2 of 4-2004/05).

5. Records Disposal Schedule for Disaster Recovery (Human Services) Records

The Records Disposal Schedule for Disaster Recovery (Human Services) Records was adopted. (Resolution No.3 of 4-2004/05)

6. Records Disposal Schedule for Inquiries and Commissions Records

The Records Disposal Schedule for Inquiries and Commissions Records was adopted. (Resolution No.4 of 4-2004/05)

7. Records Disposal Schedule for Milk Vending Records

The Records Disposal Schedule for Milk Vending Records was adopted.
(Resolution No.5 of 4-2004/05)

8. Draft Records Disposal Schedule for Development Approval and Asset Acceptance Records

This Records Disposal Schedule had to be created to cover records within Urban Services that were not covered in the Land, Planning & Building RDS. The new Council will assess this document when it next meets.

9. Draft Records Disposal Schedule for Fair Trading Records

Ms Baskin asked whether some of the exhibits seized would make interesting museum items after they were no longer required for business needs. Council also enquired whether the retention periods in this Records Disposal Schedule were similar to other jurisdictions. Mr Wardle would check on this out of session with the Office of Fair Trading.

10. Draft Records Disposal Schedule for Public Trustee Records

There was general discussion on whether or not there was a legislative basis for some of the retention periods listed within the Records Disposal Schedule. Mr Wardle will discuss this with the agency out of session.

11. Draft Records Disposal Schedule for Stadium Records

This Records Disposal Schedule will be offered in draft form to other agencies that have a similar role such as the Exhibition Park in Canberra and Canberra Theatre. Council thought that there may be other uses for this RDS.

12. Draft Records Disposal Schedule for Workcover Records

Council had some general queries on some of the record classes kept. Mr Wardle will discuss this with the agency out of session.

13. Draft Records Advice - Executive Records

14. Draft Records Advice - Preparation for the implementation of an ERMS

15. Other business

Ms Baskin asked whether the Territory records Office had considered using volunteers to create finding aids to records in the custody of the ACT Government. Mr Wardle explained that some researcher that were doing work on behalf of government currently would be asked if they were willing to create findings aids to the records of their research.

Mr Wardle explained to Council that some agencies were finding that the scope notes in the common administrative records disposal schedule (TARDiS) was limiting its use because it referred to records created on behalf of the agency instead on behalf of Government. Ms Whitten

suggested that it would be appropriate to consider the term “the agency” when the agency provided services to the whole government. Council agreed that this was an appropriate action.

Mr Wardle thanked Council for all their hard work and the support they have given to him and the Territory Records Office throughout their term as the inaugural Council.

Mr Nichols also thanked the members of the Council for their contribution and congratulated them on being such a successful Council.

Ms Whitten thanked Mr Wardle and the Territory Records Office for their hard work and dedication in creating a regime for good records management within the ACT Government.

16. Next meeting: The dates of future meetings will be established following the appointment of the next Territory Records Advisory Council