

PREMIER — PORTFOLIOS — RECORDS MANAGEMENT AND ARCHIVING

1369. Hon Alison Xamon to the Leader of the House representing the Premier:

I refer to records management and archiving, and I ask:

- (a) for each of the last five financial years finishing 2016–17, for each Government agency within the Minister’s portfolio, could the Minister please provide the cost of records archiving services including:
 - (i) collection;
 - (ii) storage;
 - (iii) retrieval; and
 - (iv) destruction;
- (b) for each of the last five financial years, finishing 2016–17, for each Government agency within the Minister’s portfolio, could the Minister please provide the cost of records management consultancy services provided by:
 - (i) the State Records Office; and
 - (ii) private consultants and/or consultancy businesses; and
- (c) for each Government agency reporting to the Minister, could the Minister please explain the process by which records held offsite by third-party private companies can be searched and accessed by:
 - (i) members of the agency;
 - (ii) members of other Government agencies;
 - (iii) members of academia; and
 - (iv) members of the public?

Hon Sue Ellery replied:

Department of Premier and Cabinet:

- (a) 2012–13: \$56,185.15
2013–14: \$82,605.07
2014–15: \$74,312.52
2015–16: \$47,184.47
2016–17: \$64,671.41
- (b) 2012–13: Nil.
2013–14: Nil.
2014–15: Nil.
2015–16: Nil.
2016–17: Nil.
- (c) (i) Records held in offsite storage are catalogued and searchable in the Department’s records system.
(ii) State Government access to records is by written request to the Director General, Department of the Premier and Cabinet (DPC).
(iii)–(iv) The Department’s approved Recordkeeping Plan and the Freedom of Information (FOI) processes provide for access to records in the possession of the Department. Requests for restricted materials are made through the FOI process. Access to unrestricted records is by written request to the Director General, Department of the Premier and Cabinet (DPC).

Salaries and Allowances Tribunal:

- (a) (i)–(iv) Nil.
- (b) (i)–(ii) Nil.
- (c) (i)–(iv) To obtain access to routine government records under the Tribunal’s control, written applications can be made to the Tribunal, with sufficient information to enable identification of the records. Application for records not readily available may be made under the *Freedom of Information Act 1992 (FOI)*.

GoldCorp

- (a) FY13 – \$18,860.39
FY14 – \$33,866.01
FY15 – \$25,317.01
FY16 – \$43,094.53
FY17 – \$66,242.05
- (b) FY13 – \$14,400.00
FY14 – \$12,638.75
FY15 – \$13,570.00
FY16 – \$600.00
FY17 – \$81,850.00
- (c) (i) The process for searching and retrieving offsite records is detailed in the following controlled documents;
- M 002 Records Management System Manual
M 356 Records Manager Record Keeping System – Quick Reference Guides
P 114 Records Retention & Disposal – Archiving & Destruction
- (ii)–(iv) No agency or individual external to Gold Corporation is able to search for or access restricted Gold Corporation records stored offsite.

Lotterywest:

- (a) for each of the last five financial years finishing 2016–17, for each Government agency within the Minister’s portfolio, the cost of records archiving services including collection, storage, retrieval and destruction:
- 2012/13 \$16,066.73
2013/14 \$16,560.49
2014/15 \$13,715.63
2015/16 \$26,236.03
2016/17 \$13,381.44
- (b) for each of the last five financial years, finishing 2016–17, the cost of records management consultancy services provided by:
- (i) for the last five financial years, finishing 2016–17, there was no cost for records management consultancy services provided by the State Records Office
- (ii) for the last five financial years, finishing 2016–17, there was no cost for records management consultancy services provided by private consultants and/or consultancy businesses.
- (c) the process by which records held offsite by third-party private companies can be searched and accessed by:
- (i) members of the agency;
- All employees can search for records using Lotterywest’s records management system. If those records are held offsite, Lotterywest’s Information Management Officers use the offsite storage provider’s internet portal to request retrieval of those records.
- (ii) members of other Government agencies;
- Searching and accessing offsite records is undertaken by Lotterywest’s Information Management Officers and access by other government agencies only provided in accordance with legislation and Lotterywest information management policies.
- (iii) members of academia; and
- Searching and accessing offsite records is undertaken by Lotterywest’s Information Management Officers and access by member of academia only provided in accordance with legislation and Lotterywest information management policies.

The Public Sector Commission advises:

- (a) 2012/13 \$12,630.44
 2013/14 \$13,133.83
 2014/15 \$10,921.18
 2015/16 \$10,429.88
 2016/17 \$ 8,255.21
- (b) (i)–(ii) Nil.
- (c) (i)–(iv) Access to all Public Sector Commission records is set out in clause 6.1 – Security and Access, of the Commission’s Record Keeping Plan. [See tabled paper no 1674.]

The Department of Jobs, Tourism, Science and Innovation advises:

For the previous Department of State Development:

- (a) Cost (excl. of GST) of records archiving services for items (i) to (iv) for:
 2016–17 = \$7282
 2015–16 = \$9320
 2014–15 = \$7386
 2013–14 = \$10 827
 2012–13 = \$4655
- (b) Cost of records management consultancy services provided by State Records Office and consultants:
 2016–17 (i) and (ii) Nil
 2015–16 (i) and (ii) Nil
 2014–15 (i) and (ii) Nil
 2013–14 (i) and (ii) Nil
 2012–13 (i) and (ii) Nil
- (c) All external enquiries for records held off-site are managed by the Department’s Records Branch. The processes by which records held off-site by third-party private companies can be searched and accessed are as follows:
- (i) internal staff can access records held in off-site storage using the Department’s information systems as these are catalogued and mostly in digital form and can be retrieved upon request;
 - (ii) other government agencies through the inter-agency agreements;
 - (iii) members of academia through the Freedom of Information process; and
 - (iv) members of the public through the Freedom of Information process.