

ATTORNEY GENERAL — PORTFOLIOS — RECORDS MANAGEMENT AND ARCHIVING

1358. Hon Alison Xamon to the Leader of the House representing the Attorney General:

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:**

The Corruption and Crime Commission

- (a) (i)–(iv)

Year	(a)(i)–(iii)	(a)(iv)
2012/2013	\$8,693.17	\$1,433
2013/2014	\$9,481.68	\$2,367.86
2014/2015	\$9,057.62	\$2,161.06
2015/2016	\$9,674.68	\$8,116.28
2016/2017	\$7,154.75	\$2,831.40

Note: the figures (a)(i)–(iv) cover the costs of using a third party to manage physical records held offsite and provide secure physical destruction services. The figures do not include staff costs. The figures also do not include staff costs and services required to manage digital records and information (including State Archives) held by the Commission. Obtaining these costs would be onerous and resource intensive.

- (b) (i) Nil.
- (ii) 2012/2013, 2013/2014, 2015/2016 – Nil.  
2016/17 – \$45,400
- (c) (i) Staff can search the Commission’s recordkeeping system and request files to be retrieved from offsite storage.
- (ii) No search access is available for Government Agencies to any Commission records including records held offsite.
- (iii) No search access is available for members of academia to any Commission records including records held offsite.
- (iv) No search access is available for members of the public to any Commission records including records held offsite.

Department Of Justice

- (a) The Department of Justice (the Department) is unable to extract this information from its corporate systems and it would require extensive resources to manually and accurately calculate the costs.
- (b) (i) 2012/2013 to 2016/2017 inclusive – Nil.  
 (ii) 2012/2013 – \$1,054,142.34  
 2013/2014 – \$1,129,662.16  
 2014/2015 – \$956,262.60  
 2015/2016 – \$145,850.41  
 2016/2017 – \$146,328.25
- (c) (i) Staff members of the agency are able to search the Department’s recordkeeping system for on-site and off-site records according to the security classification and access control related to their role and following document procedures.  
 (ii) Other Government agencies are able to request access to records that are not public records through a formal written request. The release of records is dependent on legislative provisions and information sharing arrangements.  
 (iii) Academics are able to request access to records that are not public records through a formal written request or under the *Freedom of Information Act 1992*.  
 (iv) Members of the public are able to request access to records that are not public records under the *Freedom of Information Act 1992*.

Equal Opportunity Commission

- (a) (i)–(iv) It is not possible to disaggregate costs per category. The table below provides aggregated costs.

Year	\$ exclusive GST
2012–13	1 436
2013–14	3 849
2014–15	1 585
2015–16	2 368
2016–17	4 439

- (b) (i) Nil;  
 (ii) As per table below.

Year	\$ exclusive GST
2012–13	Nil
2013–14	Nil
2014–15	13 737
2015–16	3 037
2016–17	Nil

- (c) (i) Staff can search and access records using the records management system HPE Content Manager in accordance with authorisation granted to them tailored specifically to the needs of their role. To physically access records, staff email a request to the Management Support Officer – Records who will arrange retrieval of the records.  
 (ii)–(iv) Access may be granted in response to a written application or a Freedom of Information request. Such applications or requests are assessed in accordance with the relevant policies and procedures of the Equal Opportunity Commission, the *Freedom of Information Act 1992* and the privacy provisions of the *Equal Opportunity Act 1984*.

The Legal Practice Board including the Legal Profession Complaints Committee (which is a Committee of the Board)

- (a) (i)–(iv) 2012 – 2013 = \$20,604.32  
 2013 – 2014 = \$22,673.26  
 2014 – 2015 = \$22,326.56

2015 – 2016 = \$23,626.28

2016 – 2017 = \$25,007.20

- (b) (i)–(ii) \$0
- (c) (i) Specific files or boxes are requested from storage to be delivered to the Legal Practice Board or Legal Profession Complaints Committee. These are then accessed and/or search on the premises by staff.
- (ii) An application for access under the *Freedom of Information Act 1992* would need to be lodged with the Legal Practice Board or Legal Profession Complaints Committee. The relevant boxes and or files would then be delivered to the Legal Practice Board or Legal Profession Complaints Committee. Staff would then access and/or search for the relevant information. The information would then be copied by staff and supplied to the member(s) of the other Government agency under the *Freedom of Information Act 1992*.
- (iii) An application for access under the *Freedom of Information Act 1992* would need to be lodged with the Legal Practice Board or Legal Profession Complaints Committee. The relevant boxes and or files would then be delivered to the Legal Practice Board or Legal Profession Complaints Committee. Staff would then access and/or search for the relevant information. The information would then be copied by staff and supplied to the member(s) of academia under the *Freedom of Information Act 1992*.
- (iv) An application for access under the *Freedom of Information Act 1992* would need to be lodged with the Legal Practice Board or Legal Profession Complaints Committee. The relevant boxes and or files would then be delivered to the Legal Practice Board or Legal Profession Complaints Committee. Staff would then access and/or search for the relevant information. The information would then be copied by staff and supplied to the member(s) of the public under the *Freedom of Information Act 1992*.

#### LegalAid WA

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|-----|----------------|--------------|
| (a) | Financial year | Cost exc GST |
|     | 2016–2017      | \$38,963     |
|     | 2015–2016      | \$60,571     |
|     | 2014–2015      | \$64,125     |
|     | 2013–2014      | \$53,665     |
|     | 2012–2013      | \$53,128     |
- (b) (i) Nil.
- (ii) Nil.
- (c) (i) Members of the agency search recordkeeping systems to determine whether a record is offsite. If the record is offsite an email request is sent to the records section. The records section lodges an online request with the offsite provider. The offsite provider retrieves the record and delivers it to the records section who arrange access for the person who requested the record.
- (ii) Members of other Government agencies cannot search recordkeeping systems. Records held offsite can be requested through an agency member or the FOI process. The agency member sends an email request to the records section. The records section lodges an online request with the offsite provider. The offsite provider retrieves the record and delivers it to the records section who arrange access for the person who requested the record. Original records are not released however copies of relevant information can be provided as deemed appropriate.
- (iii) Members of academia cannot search recordkeeping systems. Records held offsite can be requested through an agency member or the FOI process. The agency member sends an email request to the records section. The records section lodges an online request with the offsite provider. The offsite provider retrieves the record and delivers it to the records section who arrange access for the person who requested the record. Original records are not released however copies of relevant information can be provided as deemed appropriate.
- (iv) Members of the public cannot search recordkeeping systems. Records held offsite can be requested through an agency member or the FOI process. The agency member sends an email request to the records section. The records section lodges an online request with the offsite

provider. The offsite provider retrieves the record and delivers it to the records section who arrange access for the person who requested the record. Original records are not released however copies of relevant information can be provided as deemed appropriate.

Office of the Commissioner for Children and Young People

- (a) (i) 0 for all years.
- (ii) 0 for all years.
- (iii) 0 for all years.
- (iv) for security shredding
  - 2012/13 – \$119.10
  - 2013/14 – \$48.35
  - 2014/15 – \$59.10
  - 2015/16 – \$55.20
  - 2016/17 – \$64.40
- (b) (i) 0 for all years.
- (ii) 2012/13 – \$0
- 2013/14 – \$5,687.50
- 2014/15 – \$6,200
- 2015/16 – \$0
- 2016/17 – \$0

- (c) No records held offsite.

Office of the Director Of Public Prosecutions

- (a) A split up of the archiving services is too onerous to provide.
- (b) (i) Nil; and
- (ii) Nil.
- (c) (i) ODPP records held in offsite storage can only be accessed upon request and approval through ODPP Information Management;
- (ii) ODPP records cannot be searched and accessed by members of other Government Agencies;
- (iii) ODPP records cannot be searched and accessed by members of academia; and
- (iv) ODPP records cannot be searched and accessed by members of the public.

Office of the Information Commissioner

- (a) (i)–(iii)

2012–2013	\$ 628.98
2013–2014	\$ 887.40
2014–2015	\$ 937.25
2015–2016	\$ 847.20
2016–2017	\$ 665.56

- (iv) Nil.
- (b) (i)–(ii) Nil.
- (c) (i) Requests for records retrieval are made to the records manager who lodges the request using the facilities' secure online booking system.
- (ii)–(iv) Not applicable.

Solicitor General's Office

- (a) for the financial years leading up to 2016, all these costs were met by the Department of the Attorney General. For the financial year 2016–2017 costs of records archiving services are:
  - (i) absorbed by the State Solicitor's Office;

- (ii) \$611.54;
- (iii) absorbed by the State Solicitor's Office as they order the retrieval of files for the Solicitor General's Office;
- (iv) nil;
- (b) (i) nil;
- (ii) nil;
- (c) (i) request made by email to State Solicitor's Office Records Section who process request email through to Grace Records;
- (ii)–(iv) access not provided.

State Solicitors Office

- (a) Not supplied as it will be too onerous a task to undertake for the purposes of providing an answer.
- (b) (i) Nil.
- (ii) Nil.
- (c) (i) Staff of the State Solicitor's Office search for, and can request access to, records held off-site by using the Office's records management software tool (TRIM). Their request is then actioned by the Office's records section by the submission of a recall notice to the third party private company using their on-line software system.
- (ii)–(iv) Members of other government agencies, academia and the public are not provided access to records held by the State Solicitor's Office