Western Australia

informaa

Branch President's Column

Date: March 2010

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President: Lisa Read White
Secretary: Jane Larke
Treasurer: Julie Coxall

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Dianne Harley
Pauline Joseph
Leith Robinson
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WA Branch Events
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Contact Editor Leith Robinson ltkrobinson@bigpond.com for feedback, submissions or advertisements. Deadline for the June issue is 31 May 2010.

Lisa Read White MRMA

This newsletter celebrates a number of Information Management awards with our very own RMAA Student Award going to Rachael Palmer of Curtin University. Rachael wrote a great essay that stood out because it was both easy to read and had a good grasp of the topic. Read Pauline's article for more details.

Our first event is shaping up to be a big one with a high number of registrations already.

It will kick off with the mentoring program and valuable networking time and a chance to register for the next round. The mentoring program is proving to be very valuable for those that are participating through shared knowledge, and opportunities. If you haven't already considered being a mentor or mentee, please do, it's a great opportunity to meet other like minded people and share some knowledge. Then Damien is going to update us on the progress the SRO is making with their Online Retention and Disposal Application process. This has been much anticipated amongst Records Managers in government departments.

Once again, the committee has a lot on and is finding we are stretched too thinly with our respective jobs and the demands of putting on events. If you think you have some time to help out with an event or would like to take up a coordinator role, please get in contact with any of our councilors. We would really appreciate some help, and it benefits all of you through more regular and more interesting events.

Thanks to everyone who contributed and happy reading.

Lisa

Upcoming events

Thu 25 March 2010 DOUBLE EVENT:
4-4.45pm Mentoring Program Launch
5-6pm   Speaker: Damien Hassan from SRO on
Topic: Online Retention & Disposal Application (ORDA)
Where: State Library of WA theatrette
Cost: FREE; plus refreshments provided

Event sponsored by IEA – They will outline the Australian Records Retention Manual (ARRM) between sessions
(See advertisement and registration form in this issue; see RMAA website for usual conditions)

Fri 26 March 2010 FIRK breakfast
Fri 7 May 2010 FIRK breakfast
(Both at Kailis Café, Leederville, 7am, $20)

Profile: Councillor Robyn Bryan

Robyn entered the Information Management field as a practicing RM in 2003 after transitioning from Library Management. She transitioned at, what some would call, an exciting time when the implementation of the State Records Act was in full swing.

She found herself grappling with Recordkeeping Plans, Archiving and Retention and Disposal Schedules, Vital Records and Disaster Management to name a few issues. It was at this time that she felt the need for networking with peers and formed the TAFE Records Managers Group, nominated as WA Branch Councillor RMAA, joined FIRK and restarted the TRIM User Group in Western Australia.

A few years later Robyn joined the RMAA as a professional member. She enjoys the Continuing Professional Development program which ensures she remains an informed professional for today's needs.

Robyn is currently seconded to Project Manage the TRAINING WA (formerly TAFE) EDMS project. This project is significant for the various colleges that form TRAINING WA as they make the transition from paper to electronic recordkeeping. Stage 1 of the project will see all colleges upgrade to a standard TRIM platform – for some colleges this will mean change from systems installed 15 years ago and never upgraded since installation. Stage 2 of the project will involve the configuration / development of a TRAINING Model that each college will implement. This model will be intuitive to electronic recordkeeping and simple to use. The model will be rolled out to all staff to empower them with a system that meets best practice recordkeeping standards and ensures colleges move towards compliance with the State Records Act.

In her spare time Robyn enjoys spending time with her family, reading and travelling.

Mining records at the SRO: 11 March 2010 presentation

Contributed by Leith Robinson

In the first of the 2010 lunchtime seminars, State Records Office employee Tom Reynolds – who annually presents one in the series – discussed the large collection of mining records held by the repository.

Their origin and topic diversity is remarkable, such as:

- Colonial Secretary's Office (e.g. correspondence)
- Mining Accidents (e.g. police occurrence books and Courthouse evidence statements)
- Royal commissions (e.g. 1905 Ventilation and Sanitation in Mines)
- Government Chemical Laboratories files
- Legislation (e.g.1915 Miners Relief Fund)
- Wardens and Registrars [Mining judicial and office workers]

Tom gave an overview of the state's mining history, and what material was associated with it. Key events include:

- 1831 Crown reserved rights to all mines of precious metals
- 1840s Mining of coal at Collie, lead and copper at Mundijong
- 1846 Land regulations allowed for leases
- 1846 Establishment of first serious mining entity West Australian Mining Co
- 1847 Arrival of prominent Eastern States geologist Ferdinand von Sommer, who surveyed from Kalbarri to Dongara
- 1850s use of convict labour in mines along the Murchison River
- Late 19th century goldfields boom
- 1893 Mines Department established (interestingly the first man in charge was the notorious Henry Prinsep, known for his role as Protector of Aborigines)
- 1902 School of Mines opened in Coolgardie
- 1904 Mining Act (eventually superseded 1984)
- 1960s Kambalda nickel mine boom

Tom demonstrated – via PowerPoint – sample searches on the AEON database. He admitted there are only an assortment of types as well as date ranges of records online, and the process of transferral is slow – however it is ongoing, and in the meantime there are other finding aids (and of course knowledgeable staff!)

Tom advised access to certain files is restricted due to their sensitive nature; other items have handling limitations due to their age and fragility (e.g. Gold Mining registers), and an audience member warned that records held at the Department of Mines are currently difficult to gain permission to view due to personnel and direction changes.

Some realia had been brought in to enrich the discussion: Tom showed a 1908 Mines Department plan of the area east of Kalgoorlie, and the bound-into-book-form reports to the Legislative Council from the State's Government Geologist.

The audience was particularly interested in records concerning Wittenoom's asbestos mines. Tom had a copy of a 1986 *Western Mail* article reporting that a Health Department file long considered lost only came to light after vigorous action by WA members of the Asbestos Society.

Another popular series of records relate to the 1907 Varischetti "Entombed Miner" incident, plus people are keen to discover their ancestor's mining rights. Tom suggested that researchers would be assisted by the indexes of individual names prepared by the WA Genealogical Society (stored in the Battye Library).

This presentation took place on a scorching hot Thursday, meaning more than ever the attendees appreciated the coolness of the venue and the refreshments generously provided.
The next event is on Tuesday 4 May, when Isla Macphail (last year's winner of the Margaret Medcalf Award) will speak about parliamentary records.

NAA News

Sent by Marjorie Bly, Assistant Director, Access & Communications, Perth

Workshop:
"Making Australia Home"- Immigration records for family historians
Migration records in the National Archives cover many millions of people who made the journey to Australia, including post-war displaced persons, those who travelled on assisted passage schemes and new arrivals who stayed in migrant accommodation centres. The records typically include personal details, such as name, nationality, date and place of birth and information about family members. In some cases there are photographs on the files.

Date and time: 12th May 2010, 10.30 am – 12 pm
Location: National Archives, Perth,
                        384 Berwick Street East Victoria Park
                        (Free parking outside the front door).
Cost: Free, but bookings essential: (08) 9470 7500

RMAA Curtin Student Prize
2009
by RMAA WA Branch

Rachael Palmer from Curtin University of Technology is the recipient of the RMAA Curtin Student Prize for 2009 presented by the RMAA WA branch. Rachael is currently enrolled in Curtin's undergraduate program (Bachelor of Arts - Media and Information).

A cheque for $250 and student membership to RMAA for a year were part of the award.

The recipient of this award was chosen based on the best essay on a records management topic by a WA student in Curtin's Management of Recordkeeping and Archives Services unit in 2009.

Rachel's essay titled "*Recordkeeping and corporate governance: an exploration of the ways that recordkeeping is entwined with good governance practices*" met this criterion.

A few words from the winner ...

I would like to express my thanks to the RMAA for supporting student work, and also to my lecturer Pauline Joseph for entering my essay in the competition.

Rachel Palmer

Writing the essay on corporate governance was a great learning experience, and a very useful and pertinent topic for the unit of Management of Record Keeping Services, as governance underpins much of the practices within recordkeeping. It was a lovely surprise to win the RMAA student prize for the essay.

At the Curtin prize giving event held on 25th February 2010, Jane Larke, RMAA WA Branch Councillor presented the prize to Rachael. Jane commented that one of the reasons the RMAA judges selected Rachael's essay was because it ...

"... demonstrates a better grasp of the topic and is written in a style which is easier to read."

Jane Larke,
RMAA WA Branch
Councillor

By: Pauline Joseph, Education Coordinator – RMAA WA Branch

Awareness of ORDA / Updates on ARRM / Mentoring Program Launch 2010

4:00 to 4:45pm

Mentoring Program Launch 2010 & Networking by Mentors & Mentees

Pauline Joseph, *RMAA WA, Mentoring Coordinator*

This program is open to all industry professionals, students, recent graduates or people working in the industry. The objective of the program is to match mentors with mentees to share knowledge and to network with likeminded information and records management professionals.

Complete the Nomination From to nominate yourself for a one year commitment & email to susan.henshaw@rmaa.com.au before the event, so that you can meet your mentor/mentee at the event. Alternatively, attend the event to find out more before you sign-up.

4:45 – 5:00pm

Update on the Australian Record Retention Manual (ARRM),

Shirley Cowcher, *Director, Information Enterprises Australia*

The ARRM is a guide for business in terms of managing the retention of records. It provides details about federal and state legislation that makes reference to record creation or retention and outlines ways to implement a retention programme. Shirley, as the publisher, will present the trials, tribulations and future for the ARRM.

http://www.iea.com.au/web/Publications

5:00 – 6:00pm

Online Retention and Disposal Application (ORDA)

Damien Hassan, *Senior Archivist, State Records Office of W.A.*

The SROWA is leading the development of a new web application that will allow government agency staff and records consultants to draft and submit online Disposal Authorities to the SRO. This application is called the Online Retention and Disposal Application, or ORDA for short. Here is your opportunity to find out about the project and provide feedback.

6:00 – 6:30pm

Event details: Mentoring Program 2010 Launch / Update on the Australian Record Retention Manual / Awareness of the Online Retention and Disposal Application

Date: **Thurs, 25 March 2010**

Time: 4:00 to 6:00pm

Where: State Library of WA, Theatrette, Ground Floor, 25 Francis Street, Perth, WA 6000
Parking - Car park No 11, entry via Francis Street

RSVP By: Thurs, 18 March 2010

Cost (incl. GST)

RMAA Members	$20
FRMA/MRMA	$18
ARMA	$19
Student	$10
ASA/IIM Members	$25
Non RMAA Members	$28

Includes: Refreshments

Event Sponsors: State Records Office of W.A. and Information Enterprises of Australia

Register online:

https://members.rmaa.com.au/scripts/cgiip.exe/WService=RMAA/c
cms.r?PageID=3&CalendarCmd=Event&EventID=0x001da588

CPD Points = 1

REGISTRATION

If you are registering using your credit card please do so online.
If you require an invoice in order to pay please complete the following:

Name: _____

Company: _____

Address: _____

Email: _____

Telephone: _____

Dietary Requirements: _____

Association & Member No.: _____

Other Curtin University Information Studies prizes

Contributed by Jane Larke

A breakfast event was held on 25 February at Curtin University to give awards to the 2009 prize-winners within the Department of Information Studies. Associate Professor Kerry Smith introduced the awards which were presented by representatives of the sponsoring organisations. The breakfast was well attended and provided an excellent opportunity for networking as well as celebrating the success of the 2009 graduates. The 2009 awards and prize winners were:

Australian Library and Information Association Prize
> For the best written work on a libraries theme –
> Undergraduate – **Rachael Palmer**
> Graduate – **Blair Kelly**

ALIA Academic and Research Libraries (WA) - DA Books Prize
> For an essay presentation with a research component – **Ria Hamblett**

Australian Society of Archivists (ASA): Margaret Jennings Award
> For a student completing a diploma course in archives administration in the previous year. The award recognises academic achievement during the course. **Sheryl Wilson**

Records Management Association of Australasia (WA Branch) Prize
> For best essay in a records management unit - **Rachael Palmer**

The Peter Maskell Prize
> for the best undergraduate student who has completed at least 80% of their course as a part time external student in Information Studies - **Anna Apfelstedt**

Wendy Rogers Memorial Prize
> For the most promising potential in special librarianship – **Claire Burton**

The John Dean Award
> For academic achievement in an undergraduate course – **Kylie Isaia**

The G.G.Allen Award
> For excellence in academic achievement in a masters by coursework or graduate diploma course - **Adrian Bowen**

George Buick Award
> for academic excellence in an Information Studies higher degree research project of 100 credit points, OR honours course - **Niamh Corbett**

Maggie Exon Award
> For academic achievement in the conduct and completion of a higher degree by research thesis (first awarded to graduands of 2009) – **Aminath Riyaz**

Information Studies Chapter of Curtin Alumni Prize
> To the graduate who achieves a first professional qualification in Information Studies with academic excellence over the duration of the course – **Kylie Isaia**

Brenda Freeman Award – given by the Information Studies Student Association (ISSA)
> To the student who has done the most for the welfare of students in the Department. –
> **Melissa Pratt**

SRO update of activities

Contributed by Lena Stekl

Online Retention and Disposal (ORDA) Project
As reported in the last RMAA WA Branch newsletter, good progress is being made on the State Records Office's (SRO's) Online Retention and Disposal Application (ORDA) project. This project aims to develop a web application to manage Disposal Authority processes. ORDA will be built over 2010 with a pilot program for its use scheduled for later in the year.

At an upcoming event co-hosted with the RMAA WA Branch, the SRO will deliver a briefing on the project. The event will be held in the theatre of the Alexander Library Building, Perth Cultural Centre, on Thursday 25 March.

More details about the ORDA project are available on the SRO's website at
http://www.sro.wa.gov.au/government/ORDA-project.asp

Review of the General Disposal Authority for Local Government Records
The SRO is progressing well with the review of the *General Disposal Authority for Local Government Records (GDALG)*. The draft GDALG is being reviewed in conjunction with a Working Group of local government representatives. Four meetings of the Working Group have been held so far with good progress being made.

Compliance Monitoring
During October – November 2009, the first part of the second phase of compliance monitoring was conducted. In this part, 20 local government organizations were surveyed about the creation and keeping of records associated with the licensing of caravan parks and camping grounds. A report on the survey will be submitted to the State Records Commission early in 2010.

The remainder of the second phase will be conducted during the first half of 2010, with a focus on 'Management Plans' required to be created or kept by State government organizations.

Recordkeeping Plans (RKPs) and Retention and Disposal Schedules (R&Ds) Workload
A total of 24 agencies are due to review their RKPs during 2010. In addition, 26 other agencies have indicated that they will submit an amended RKP for approval during the year.

A total of 29 agencies are due to review R&Ds in 2010.

Training
The SRO continues to provide training, induction and information sessions on demand to organizations requesting specific assistance. In October 2009, SRO staff facilitated a Recordkeeping Practices workshop for five local government organizations in the South West region, hosted by the Shire of Williams.

Please contact the SRO for further information about customised training.

Lunchtime Seminars
The SRO's series of free Lunchtime Seminars is designed to inform researchers about SRO functions and the collections it houses, allowing for questions and discussions in a relaxed and friendly environment. Attendees are encouraged to bring their sandwiches and drinks to the Seminars. Tea and coffee are provided.

Forthcoming Seminars will cover the following topics:
- **Tuesday 4 May** – Western Australian Parliamentary elections 1829 – 1901 (Speaker: Isla Macphail)

Seminars will be held in the Southwest Room, on the Ground Floor of the Alexander Library Building. To book a place, please contact the SRO's Search Room Desk on 9427 3360.
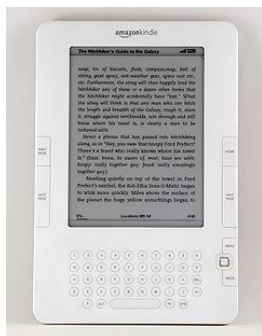
Information management in the news - Did you see these stories?

Compiled by Leith Robinson – If you would like a copy of any article please
mailto:ltkrobinson@bigpond.com

"Hospital disorder: Vital records go missing", *Sunday Times,* 31/01/09, p.38.
Health Services Union state secretary Dan Hill claims that in WA hospitals patient information is frequently lost, files go missing and storage is disorganized.

"The end of civilization as we know it?" *The Weekend Australian,* 23-24/01/10, Review pp.6-8.
The e-book trickle is becoming a flood, and its impact on readers and reading is examined.

The Amazon Kindle

"Comedy by the book", *Sunday Times, ST Entertainment magazine,* 17/01/09, p.17.
Josh Earl went from being a teacher and librarian to a comedian, and will be performing at PIAF 2010.

"Keeping tabs", *Nova magazine,* January 2010, p.21.
Columnist Jeremy Hill suggests developing your own Personal Health File (PHF) and taking it to each of your healthcare appointments.

"Papers enter electronic age", *The Weekend Australian,* 09-10/01/10.
In the USA in April Plastic Logic company will launch an electronic reader featuring content from partners including *the Wall Street Journal* and the *Financial Times*, and retain more of the formatting of a printed product plus allow advertising.

"News review", *Sunday Times,* 10/01/09, p.60.
An auction in Edinburgh will feature rare copies of Matthew Flinders' maps of the Australian Coast.

Flinders-map
637 x 296 - 30k - jpg
commons.wikimedia.org

"Digital is the latest word in oral records", *Stirling Times,* 05/01/10, p.2.
An $800 000 grant from Lotterywest will enable more than 7000 hours of oral histories held at the State Library to be migrated to digital format.

"Cuts to target elderly", *Sunday Times,* 20/12/09, p.40.
The Sunday Times obtained confidential emails revealing 3 of the 13 SCGH outpatient vehicles will be cut, meaning frail people will be left without transport.

"$10 000 lawyers' bill under fire", *Subiaco Post 19/12/09, p.5*
The Nedlands council hired two lawyers to fight a 91-year-old's request for land plans showing changes made to his property by his neighbours without his approval.

Document sharing or document theft? You decide!

There are a number of saints associated with the information profession, including Saint Lawrence, Saint Jerome, San Benedict of Nursia and Saint Catherine of Alexandria. See http://lahosken.san-francisco.ca.us/frivolity/misc/st_columba.html for the contentious suggestion that Saint Columba be added.

Information Awareness Month: May 2010

RMAA National will soon be providing details of the Perth event (but we can tell you it involves social media) – Stay tuned!

Party people

Are you a good organiser? Do you have an extensive network? Are your work and home events big successes?

WA council needs an event and sponsorship co-ordinator: Contact any of the councillors (see page 1)

How does anyone do this in a spreadsheet?"

a.k.a.® provides out of the box functionality for building a comprehensive range of records management tools: taxonomies, file plans, business classification schemes, thesauri, glossaries, records retention and disposition schedules, data maps, records inventories and vital records registers are among the many structures that you can create using a.k.a.®.

a.k.a.® user group meeting

Synercon will be hosting a an a.k.a.® user group meeting in Perth on April 14 . The meeting will be a chance for a.k.a.® users, and those who are considering using the software, to view the new functionality in a.k.a.® version 2-11, a.k.a.® TRIM Integrator and the a.k.a.® SharePoint Integrator and to discuss your enhancement functionality requirements.
It's also an opportunity to listen to the experiences of other users in how they build and update their classification schemes and retention schedules discuss future enhancements

a.k.a.® training

Synercon will also be delivering Basic a.k.a.® Training in Perth on April 13.

Full details about both events can be found on our website :
www.a-k-a.com.au