

INFORMAA

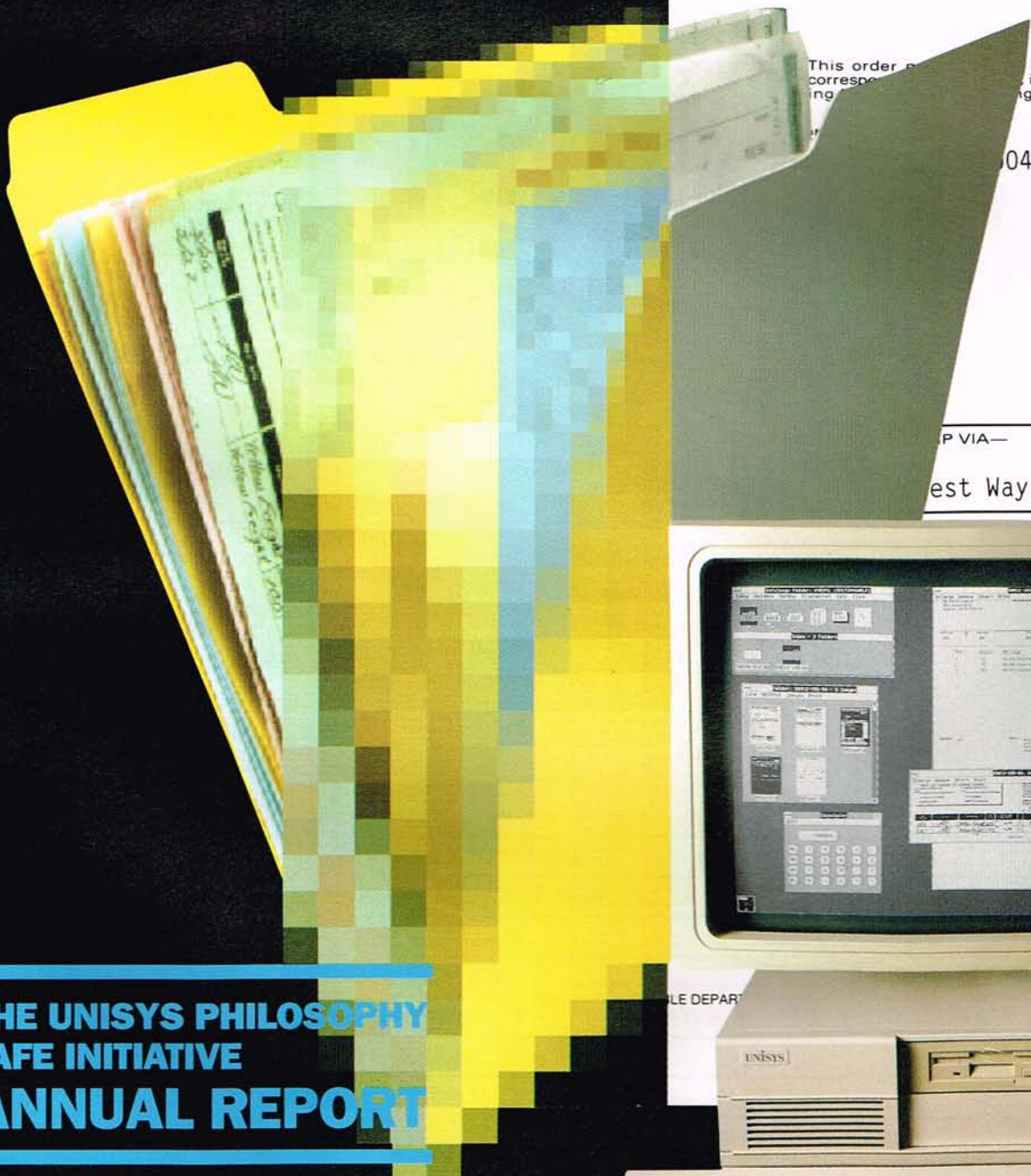
QUARTERLY

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FEBRUARY, 1992

MEMBERSHIP SURVEY RESULTS

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EDITORIAL NOTES

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INFORMAA

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FEBRUARY 1992

Contributors' opinions do not necessarily represent the views of the Records Management Association of Australia.

The next edition of INFORMAA QUARTERLY will be in May 1992.

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OUR "NEW LOOK" QUARTERLY

It is with a great deal of pleasure that I introduce the first of the Association's "new look" editions of INFORMAA Quarterly.

Because of time restrictions this edition of the Quarterly is smaller than usual - future editions will be larger. Before proceeding, it is fitting that I acknowledge on behalf of the membership, the tremendous efforts of Judith Ellis (Victoria) and other members of the editorial committee who worked so very hard to ensure the standard and quality of the INFORMAA Quarterly has been maintained during the last 12 months.

The Records Management Association

of Australia is in the process of some exciting changes concerning its image and direction. The "new look" INFORMAA Quarterly is the first of those changes and we look forward to a long association with new consulting editors, Geoff Wyatt and Nigel Dique, of Media Focus Pty Ltd.

During the last 12 months, the Association has undertaken, through the services of Marketing Advisors for Professionals Pty Ltd, a Marketing Survey of the direction, image and activities of the RMAA. The survey covered many and varied subjects, and a good cross section of members/non members were interviewed. While it is not possible to publish the full reports and recommendations, a summary appears in this edition of the Quarterly.

Federal Executive and Federal Council were provided with copies of the reports in November, 1991 and I can assure you that the

reports are more far reaching than we anticipated. The findings and recommendations have taken a long time to digest and, while changes are necessary, it is absolutely impossible to achieve them immediately. There will be a lot of hard work ahead for members of both Federal and Branch Councils, and, indeed, the membership as a whole. I will endeavour to keep you all informed regularly of the progress being made in introducing the recommended changes, through the Quarterly and/or your Branch INFORMAA'S or a special newsletter if necessary, providing the changes are approved by the Federal Council.

While on the subject of the Federal Council, it is pleasing to have each member introduced to the membership nationally for the first time in this edition of the INFORMAA Quarterly. The members of the Council are appointed annually by the members of Branch Council in each State/Territory and I can assure you they are not on the Federal Council for the "glory", because there is none. Each Director applies him or herself diligently to their tasks and are ever ready to vigorously address the issues raised by their Branches at a Federal level. I encourage members to contact their Federal Director should they wish to discuss matters of concern that affect the operation of the Association.

The RMAA has, unfortunately, lost the services of its Federal Secretary and long serving Queensland Branch Councillor, Murray Stewart. Murray has given exceptional service to the Association since the late 1960s as a Foundation Member through to his last four years as Federal Secretary. I'm sure that all our good wishes go with Murray and his family in their new private enterprise venture in Bourke, NSW.

**RAY HOLSWICH ARMA
FEDERAL PRESIDENT**

RESEARCH BASED:

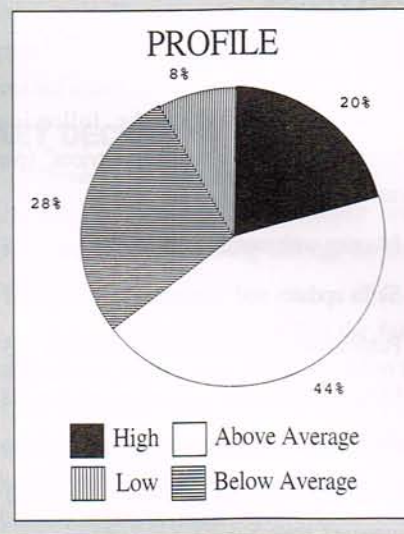
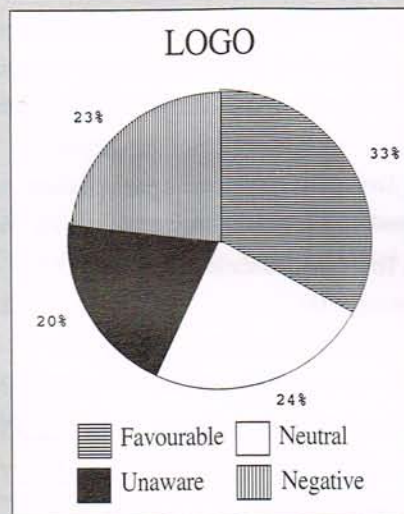
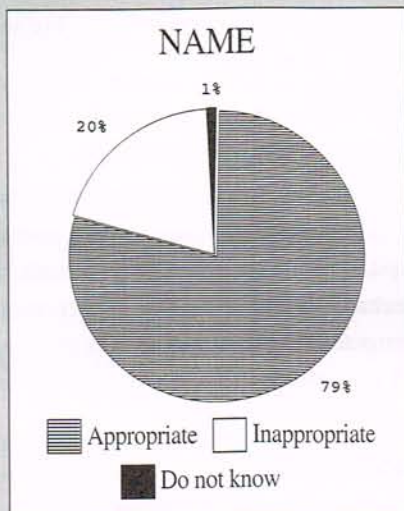
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RESEARCH UNCOVERS COMPELLING RESULTS



The RMAA is pleased to announce findings of the first comprehensive research conducted into member needs, published here in summary, without recommendations, under subject headings.

The Federal Executive recently met and made a commitment to act on the basis of research findings.

A similar survey of non-member needs was conducted and will be published in the next issue of INFORMAA Quarterly.

The research was conducted by Marketing Advisors for Professionals Pty Ltd, of Newcastle, directed by Maria Charlton.

METHODOLOGY

To minimise member inconvenience and to reduce the "paper chase", a telephone marketing survey was conducted.

A market research questionnaire was designed and tested. This questionnaire was comprehensive to facilitate research of a variety of marketing variables. The members to be surveyed were generated by random sample.

About 12.4 per cent or 190 members were interviewed by the telephone research team. The completed questionnaires were entered into a computerised database that facilitated summaries and analysis.

MEMBER IMAGE

In response to an open question concerning member image of the RMAA, 77 per cent of members made positive comments and 23 per cent negative image comments. A significant number of the total positive comments related to the RMAA providing good to very good service to members, 35 per cent; valuable service to members, 15 per cent; information and updates, 12 per cent. Of the total negative comment, 45 per cent referred to higher profile and better promotion and 13 per cent that there was a need to improve service.

NAME

Appropriateness of RMAA name

About 79 per cent of the members surveyed said that the current name was

appropriate, 20 per cent said it was inappropriate and 1 per cent did not know. Of the members who said the name was inappropriate, 41 per cent suggested that the name needed to be "Records and Information Management" and 41 per cent suggested "Information Management Association".

LOGO

Member reaction to RMAA logo

When questioned on their reaction to the RMAA logo about 33 per cent of the members' responses were favourable, 24 per cent neutral, 23 per cent negative and 20 per cent were unaware of the logo.

About 46 per cent of the members thought that the logo was an identifier, 37 per cent thought it meant nothing or very little, 4 per cent thought it was a four drawer filing cabinet and 4 per cent said it was outdated.

CONSTITUTION & PERSONNEL

Member awareness of RMAA constitution and personnel

Member awareness of professional advancement/status procedures was relatively high, 61 per cent. Less than 50 per cent of members were aware of the names of state council members, the RMAA Code of Ethics, names of federal directors, the RMAA mission statement and the Memorandum of Association.

PROFILE

RMAA profile with members

The graph shows how the members surveyed rated the member profile of the RMAA.

COMMUNICATION

Most recognised RMAA communication sources

Survey respondents said that the most noticeable forms of RMAA communication were the INFORMAA Quarterly, 52 per cent; newsletters, 43 per cent; letters, 2 per cent; telephone, 2 per cent; and conferences 1 per cent.

Other sources of member information on RMAA are word of mouth, 33 per cent; Federal, State and local branches of RMAA, 30 per cent; and meetings, 11 per cent.

MEMBERSHIP SURVEY

INFORMAA IMPRESSIONS

Member impressions of INFORMAA

Quarterly

The majority of members, 78 per cent were positively impressed with INFORMAA Quarterly, and 22 per cent were negatively impressed.

OTHER METHODS

Other methods of communication preferred by members

When asked what other methods of communication members would like the RMAA to use, 75 per cent said they were satisfied with current methods. Other methods preferred by members included: notices of meetings, events and conferences, 8 per cent; telephone or personal contact, 3 per cent; letters or facsimiles, 3 per cent; three per cent stated that the RMAA needed to improve the quality and regularity of communication and two per cent said it needed to generate more member networking.

EDUCATION

Major educational institutions relevant for records management

Members perceived that the educational institutions relevant for records management were TAFE colleges, 49 per cent; universities, 41 per cent; institutes of technology, 7 per cent; and colleges of advanced education, 3 per cent.

In evaluating the relevance of educational courses for records management about 40 per cent of members said they were very relevant; 34 per cent above average in relevance; 21 per cent below average in relevance; and 5 per cent not relevant.

OTHER PROVIDERS

Other providers of records management education

Other significant providers of records management education recognised by members include: Records Management of Australia, 27 per cent; Australian and State Archives, 22 per cent; private enterprise, 9 per cent; correspondence and distance education, 5 per cent; local government, 5 per cent.

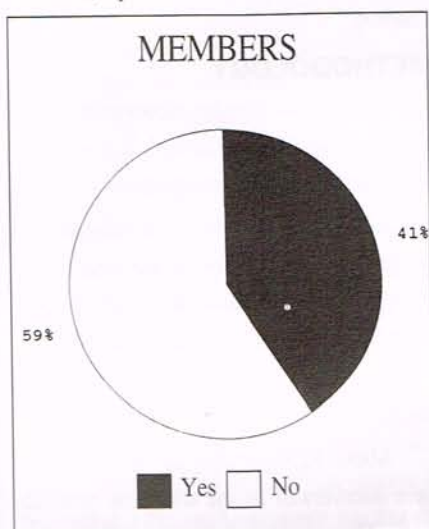
cent; in-house training, 3 per cent.

QUALIFICATIONS

Member professional qualifications

41 per cent of members surveyed had professional qualifications and 59 per cent did not.

The major qualifications held by members include: Certificate in Business, 13 per cent; Bachelor of Arts, 10 per cent; Graduate Diploma in Information Management, 6 per cent; Applied Science Degree, 4 per cent; Graduate Diploma in Library Science, 3 per cent; and Bachelor of Business, 3 per cent.



STATE-OF-THE-ART

Major areas members need state-of-the-art education

Areas members perceive that there is a need for "state-of-the-art" training include computerisation of records and management of computerised records, 23 per cent; archiving and disposal methodology, 13 per cent; using new technology, 11 per cent; all areas, 8 per cent; classification of records, 7 per cent; optical disk technology, 5 per cent; management of records, 4 per cent; basic skill in records management, 3 per cent; document imaging, 3 per cent; and legislated changes about records, 3 per cent.

CONFERENCES

Conference attendance

About 55 per cent of members said they had attended conferences and 45 per cent said that they had not attended a conference.

Major reasons stated for members not attending conferences are: perceived to be too expensive, 21 per cent; the member has only recently attained a records management position of membership of the association, 18 per cent; the company will not pay for conference attendance, 15 per cent; work pressures, 13 per cent; inconvenient location, 10 per cent; and not relevant to his/her position, 10 per cent.

TOPICS

Topics that need conference coverage

Members' responses to what topics need conference coverage include: none, as current topics are appropriate, 19 per cent; trends in technology information, 13 per cent; computerised records management systems, 12 per cent; and impact of technology on archiving systems, 8 per cent.

OBJECTIVES

Member rating of the importance of RMAA objectives

Members rated the importance of RMAA objectives in the following way (per cent):

- 1 To promote uniformity in principles and practice of records management36
- 2 To promote education in records management.28
- 3 To adopt standards to classify records managers and grant professional status. 20
- 4 Disseminating information.....13
- 5 Providing and maintaining libraries..... 3

SERVICES

Member assessment of the importance of RMAA services

Members attached the following "important ratings to member services" (per cent):

- 1 Meeting with members/networking 84
- 2 Skills updates and training.....84
- 3 Publications such as Informaa Quarterly 83
- 4 Liaise with other professional associations 68
- 5 Special interest industry discussions.....66
- 6 Professional recognition/status.....64

Continued page 5

THE UNISYS PHILOSOPHY

The concept of storing reduced images of documents is certainly not new in Australia — optical disk storage has been used in large installations since 1984-85 and microfilm, aperture cards and microfiche storage systems for considerably longer.

According to Unisys, document location, access and display with these film based systems is extremely slow and further improvement in their performance is unlikely.

ADVANTAGES

On the other hand, recent advances in optical drive technology, high resolution monitors, high speed networks and workstations, and the availability of low cost, high-capacity solid state memory have made electronic imaging a viable and attractive alternative to paper processing.

"Imaging has emerged as a fundamental component of information processing today and for the future," said David McMahon, Director, Imaging, Unisys Australia Limited.

"It is not an isolated market but is becoming an important part of the total solutions that Unisys will provide to its customers."

Mr McMahon said the philosophy of providing "total systems solutions" was shaping the Unisys approach to satisfy the growing demand in Australia for image enabled information management.

KEY DECISIONS

"Four fundamental decisions made by Unisys management have shaped the Document Image Processing Strategy for the company.

"First was to emphasise that the full value of imaging can only be realised when it is incorporated with other information management requirements, e.g. records management, full text management and decision support systems.

"Second was to build on that open systems architecture to take advantage of hardware and software development activity from manufacturers who have dominant market share internationally. Unisys has been



able to successfully integrate third-party components with developments produced internally.

"The third decision was to build this

open systems solution around industry standards such as the UNIX, MS-DOS, TCP/IP, TIFF, CCITT and Ethernet.

"Our final decision demanded the solution would be based in a generalised, distributed core architecture that could be tailored to various requirements for line-of-business customer application development."

Mr McMahon said that supplemented by the specialised services and support activities (shown in Figure 1), the core products comprised a complete Document Image Processing Solution that could meet the needs of a wide range of customers.

AIIM '92

The Association for Information and Image Management Inc. will stage AIIM '92 - "The Leading Edge", a conference and exhibition covering, image application, document management and information systems. It will be held at the Sydney Exhibition Centre, Darling Harbour, from March 3-5, 1992.

MEMBERSHIP SURVEY

Continued from page 4

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FEES

Member fee perceptions

The majority of members surveyed (70 per cent) said that the RMAA fees were competitive with other professional associations, 24 per cent did not know and 6 per cent said the fees were not competitive.

A relatively larger percentage of members said that RMAA fees were value for money, 80 per cent; about 12 per cent said they were not value for money and 8 per cent did not know.

SATISFACTION

Member satisfaction with RMAA

Overall, about 8 per cent of members said that satisfaction with the RMAA was very high, 34 per cent high, 43 per cent above average, 14 per cent below average, 1 per cent low and 1 per cent very low.

Research completed by:

MAP Research

Marketing Advisors for Professionals Pty Ltd

For further information, please contact:

Maria Charlton,

B Com, MBA, ASA, AFAMI

Telephone (049) 622 695.

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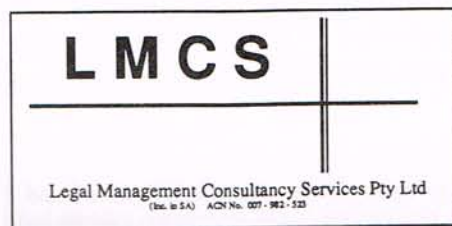
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SUPPORT FOR NSW TAFE CORE COURSE INITIATIVE

At the September Darwin convention, the RMAA Federal Education Committee expressed total support for the initiative of the NSW TAFE in seeking funding for a national core course in records management.

To ensure success each representative on the Committee was urged to follow through in each State to encourage and support the venture.

PILOT SCHEME

Peter Smith outlined the project proposal, by the Computing and Information Services Training Division of NSW TAFE, and said it would be dependent on funding from the Australian Committee on TAFE Curriculum (ACTC).

NSW would resource and co-ordinate with other States inputting to the curriculum as it must meet the needs of, and serve, all.

It is a pilot scheme, presenting new ideas for the future — Peter described it as part of the new education trend in Australia. If funding is available, the course will be written within 12 months and offered at the Certificate level. Writing would be a combined effort as would decisions on course components.

Preferably it will reside in the technical area of TAFE and will involve library, computing and records management subjects at broad levels together with some specialist subject areas.

The Committee also agreed that it should review the course once a year with a view to continuing endorsement. It also stipulated that the Committee should ensure that in each State there is an appropriate committee responsible for monitoring the delivery of the National Curriculum in that State. If no such committee already exists, the

Branch Education Committee should take that responsibility. If such does exist, the Branch Education Committee should ensure that it is represented and report annually to the Federal Education Committee on the activities of the review committee.

I have since suggested to State Committee members that, if possible, and if not already undertaken, State Branch Education Committees (or sub committees) also consider monitoring courses on offer in their State or Territory. Naturally the task may be too large in those States where many courses are offered at different levels.

ACCREDITATION

The Committee has been working on the issue of accreditation for some time now and, more particularly, over the last 12 months. The RMAA has been concerned about the lack of any formal accreditation process for those courses under the banner of "Records Management" or similar and offered throughout Australia. Employers are also reporting concern and confusion to the Association in regard to this issue.

The Committee reviewed the work that had been carried out and decided to contact both the Australian Society of Archivists and the Australian Library and Information Association before proceeding any further. The accreditation documentation reviewed related to these professional groups, archivists and librarians, who are also represented on this Committee. The accreditation papers had been drawn up along very similar lines and it was felt that they may not adequately reflect the present situation across the professions.

Before proceeding any further with establishing accreditation standards for records management courses, it was felt that

it would be advantageous if a meeting were to be convened between the three groups or Associations. A unified approach to this issue would probably be of benefit to all parties, that is, students across the three areas, those already practicing within the fields and to the educational institutions. Letters to this effect have been forwarded to the Associations concerned.

SIZE OF COMMITTEE

With the ever-increasing concerns about funding that impact on most Associations such as ours, the Committee felt that to achieve its objectives, spread as we are around Australia, some efficiency measures need to be taken. It was suggested and agreed that an Executive should be formed and that it consist of three people elected on a yearly basis. It comprises the Chairperson and two State representatives as determined at the full meeting of the Federal Education Committee (the yearly meeting held in conjunction with the Annual Convention). The Executive Committee will meet as required but no more than twice between Annual Meetings, reporting back to the Branch Chairmen.

All States and Territories are represented on the Committee and those presently serving are as follows:

Thomas Kaufhold (ACT)	Telephone (06) 276 4709
Jill Saunders (Tas)	(002) 30 3101
John Goodell (Qld)	(07) 223 2277
Chris Hurley (Vic)	(03) 651 3110
Maggie Exon (WA)	(09) 351 2000
Peter Smith (NSW)	(049) 61 7570
Helen Onopko (SA)	(08) 364 2377
Ray Holswich (NT)	(089) 46 6076
Dennis Wheeler (Chairperson)	(002) 30 3999

By Dennis G. Wheeler, Chairperson, RMAA Federal Education Committee

RECORDS MANAGEMENT, ARCHIVES AND "INFORMATION" COURSES

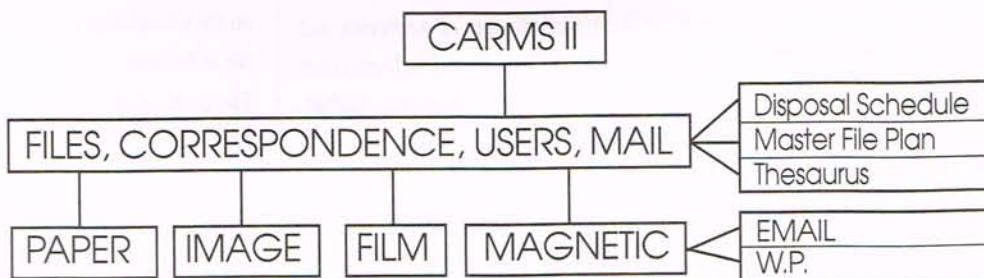
ORGANISATION	COURSE NAME	DURATION	ORGANISATION	COURSE NAME	DURATION
(VICTORIA)					
Victoria College	BA (Off Mgt)	1 unit rec.mgt 3 yrs f/t 6 yrs p/t	Mt Druitt TAFE	Ass.Dip.Bus.Rec. & Info.Sys	4 yrs p/y
Prahran TAFE	Cert. Rec.Mgt.	2 yrs p/t	Newcastle TAFE	Ass.Dip.Bus.Rec. & Info.Sys	4 yrs p/y
Melbourne University	Grad.Dip.Info.Mgt.(Arch & Rec)	2 yrs p/t	TAFE	** Proposed ** Rec.Mgt Stage 2	3 yrs p/t
Victoria Uni. Tech.	M.Bus. (Info & Comm)	4 yrs p/t	Riverina CAE	BA (Lib & Info Sci)	3 yrs f/t 6 yrs p/t
Victoria Uni. Tech.	B.Bus. (Info & Comm)	3 yrs f/t 6 yrs p/t	University of NSW	Grad.Dip.Arch.Admin.	1 yr f/t 2 yrs p/t
Melbourne University	Mater Lib.Info.	2 yrs p/t	University of NSW (QUEENSLAND)	M.Arch.Admin.	4 yrs p/t
Victoria University	Grad.Dip. (Info.Services)	1 yr f/t 2 yrs p/t 1 smstr rec.mgt	Kangaroo Point TAFE	Ass.Dip.Bus.Mgt.	5_ yrs Ass.Dip 2 yrs p/t for RM
Monash University	MA (Arch & Rec)	2 yrs f/t 4 yrs p/t	Uni. of Technology	Info.Mgt.Maj. (Inc.in Bach)	3 yrs f/t 6 yrs p/t
Monash University	Dip.Arch. & Rec. Mgt.	2 yrs p/t	Uni. of Technology	B.App.Sci. (Info)	1 unit rec mgt
Royal Melb. Instit.Tech	M.Bus.	1 unit rec.mgt	Qld Distance Ed. Coll.	Ass.Dip.Bus.Mgt	2 yrs p/t
Royal Melb. Instit.Tech	B.Bus. (Info & Comm)	3 yrs f/t 6 yrs p/t	(SOUTH AUSTRALIA)		
(NEW SOUTH WALES)			SA Insit. of Technology	Ass.Dip.Bus. (Rec Mgt)	4 yrs p/t
Canberra CAE	Grad.Dip. Info. & Rec. Mgt.	4 yrs f/t	(WESTERN AUSTRALIA)		
Canberra University	Grad.Dip.Off.Mgt.	2 yrs p/t	Curtin Uni. of Tech.	B.App.Sci. (Rec Mgt)	3 yrs f/t 6 yrs p/t
North Sydney TAFE	Ass.Dip.Bus.Rec. & Info.Sys	4 yrs p/y	TAFE, Cntrl Metro.Coll.	Cert.Rec.Mgt. contact C.Thorpe	
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EVOLUTION OF A NEW INFORMATION PROFESSIONAL

The evolution of information systems during the nineties will breed a new professional to manage information in the next century.

This professional may come from the ranks of current well known information disciplines, such as data processing, telecommunications, archives, micrographics, libraries, and of course, records management.

On the other hand, the new information guru may come from professions, such as accounting or engineering, not currently synonymous with information management.

MANAGEMENT CHANGE

Regardless, the new information manager must be able to manage change, understand people motivation skills, and be flexible. Less emphasis will be placed on programming skills, inactive storage of records, or technical awareness.

Numerous personnel support service bureaux are available at nominal fees to subsidise multiple organisations' requirements for technical maintenance of information systems. This approach benefits the enterprise in maintaining manageable head counts, reduced requirement in personnel training costs due to constant changes in programming languages and system configurations, and reduced personnel and facility costs.

SKILLS

An example was the much publicised Kodak Corporation decision to hire IBM to run its internal computing systems. This was not buying IBM hardware, but turning over the day-to-day DP operation to IBM personnel. It compares to contracting a firm to maintain your facilities.

Trends in farming out traditional administrative or information services will

change the role and skill sets of the 21st century information manager. No longer will technical skill dominate one's ability to effectively perform the job's responsibilities. More important than his technical or discipline skills, the year 2000 information professional must demonstrate a global understanding of:

The data, document, and records needs



The mobile executive can take his or her office and information anywhere in the world. Pix courtesy Telecom Australia.

of the organisation as well as the functional work group.

The current information systems used within the organisation.

Management structure and program champions.

The organisation's mission or objectives (not the information objectives).

Fundamental control directives.

System integration, multi-media scenarios and standards.

The ability to articulate concepts and be a team player.

Analysts in the 1980s were predicting an

information revolution with the advent of voice and image integration. What has occurred in both the public and private sector is a realisation that these technology advancements did not revolutionise the work place and achieve higher employee productivity at lower costs, but added to the issue of information overload

DRIP SYNDROME

The paper systems were not eliminated or even reduced; microfilm was not replaced by optical disk systems; and the lack of hardware and software standards created mismanaged islands of information.

By the end of the 1980s, management was regarding the quagmire of information and communication bottlenecks as impediments both to employee productivity and to the ability of personnel to make sound and factual decisions.

In other words, the current information environment has created the DRIP syndrome in decision makers - Data Rich Information Poor.

The availability of data through the emerging networks and storage devices, plus the ease of creating both relevant and non-relevant data, has left decision makers confused and frustrated. Their primary question: "How can I reach a sound conclusion to an issue when the information and input available is contradictory, incomplete, and too voluminous."

STRATEGIC PLAN

This frustration is heightened by the inability to easily access needed data, documents, and records. The enabling technology of storing data and images will not integrate if there is no strategic plan in place.

The strategic plan must include all

FEATURES

storage media - paper, microfilm, optical disks, and magnetic devices. Too often information strategic plans relate to data processing systems and architecture, which ignores the majority of the data retained in the eye-readable formats of paper and microfilm.

NON-CODED DATA

The U.S. Census Bureau estimates that of the 100 per cent of information generated, used and retained by today's enterprises, 95 per cent is still non-coded data. In layman's terms, non-coded data is information stored on paper and not retained in machine sensible format.

Confronted with the complexity of today's information quagmire, management is addressing information issues in two ways.

First, the re-engineering of the office is creating profit centres which are inspired by the basic tenets of entrepreneurial philosophy - sense of ownership and control.

The sheer size of government

bureaucracies or corporate conglomerates has led to this doctrine of functional work groups responsible for all aspects of their particular objectives, including those information systems that support immediate goals.

Gone are the days of the centralised administrative services infrastructure and the large centralised computer centres. This organisation is being replaced by data networks, E-mail, and voice communication systems. Fax machines are moving paper documents between departments. Centralised services are being reduced to bare essentials.

REPLACEMENT

The print shop is being replaced by smart photocopiers and desk top publishing workstations, the mail room is being replaced by data networks, fax machines, E-mail and voice mail systems, and the supply centre is being replaced by direct procurement activities through data systems and modems to the independent office supply store.

Highly motivated and goal-oriented individuals seek to reduce unneeded expenses to achieve the short term profit or service results. Long range return on investments, esoteric ideals of preserving data and documents for future generations are not the vision of these corporate entrepreneurs.

GOVERNMENT

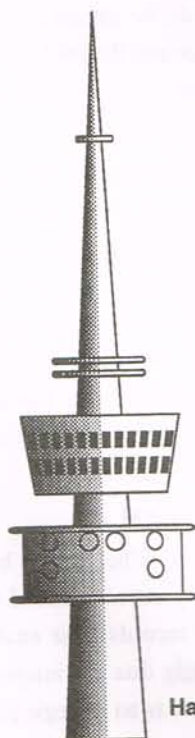
This attitude of achieving short term goals is becoming more prevalent in government because of widespread acceptance of mass storage devices, such as data networks and optical disk systems. The only difference is that governmental agencies are mandated by law to preserve information for the public good. Preservation objectives are met through statutory agencies established for the specific purpose of cataloguing and preserving information.

Outside of this realm, government agencies are autonomous in their desire to share information.

Second, within the corporate

TRIM

the COMPLETE Records Management System



TRIM Registry File Manager has everything you demand of a flexible, full function records management system - plus these unique features:

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- Keyword titling
- Bar code label printing
- File annotations and diary
- On-line disposal authority
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But TRIM is more than a records management system. It can be expanded to include the following comprehensive systems:

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environment, management is exhibiting the attitude of risk management in the attempt to remain competitive. Not the traditional risk management related to insurance issues, but an attitude to reduce ongoing operating costs based on the risk of non-compliance or enhanced legal exposure.

The advent of personal computers and cellular technology has created the mobile executive who can take his office and information anywhere in the world. From a management sense this enabling technology has given him the flexibility to create documents on the fly, distributing information from remote sites, and communicating with peers and customers. Conversely, to the MIS director and more so to the records manager, the concept of the mobile executive creates an unrestricted information environment breaking down the walls of fundamental control on which these professions have justified their existence for decades.

Risk management answers records managers' concern for complying with records retention guidelines, retaining record copy sets of vital documents, and establishing policies for the orderly disposal of unneeded records.

TRADITIONAL MANAGEMENT

To many managers, the traditional records management program has outlived its usefulness.

The records manager could argue that without records management, the organisation could not effectively respond to government regulatory required data collections of legal document production requests. Management simply responds. If the regulation is not life-threatening to the enterprise, then it is more cost-effective to pay the penalty or settle out of court than to fund an ongoing records program for the reasons previously stated. This is risk management in the 1990s.

When one combines these management concepts of migrating administrative controls to the functional work groups and risk management, a potential lethal justification for disbanding the records management program exists. This matter alone requires

today's records management professional to reassess those skills and acquire the knowledge to be positioned as an essential element within the changing information management structure and direction.

AN INFORMATION ODYSSEY

This brings us back to the original question: how does one prepare for the massive integration of data, image, document, text, voice, video, and cellular technology yet preserve value, cost effectiveness, and legal compliance of the enterprises information. Focusing on skill sets

electronic signatures will abound as an authorisation means within the enterprise, communication with customers and public will require hardcopy signed authorisations.

Microfilm will also have a significant role as a mass storage device for decoded eye-readable reference source.

Optical disk will standardise on CD ROM for mass storage of personal data and images. More employers will opt for personnel to work out of their homes to reduce facility costs. It will be less expensive



Microfilm will have a significant role...the Canon MS 100 reader printer

of this super information guru, coupled with further re-engineering of the office, will provide an insight on what initiatives are needed today to be positioned for the information environment in the year 2000.

As previously described, the basic information control will reside at the individual or functional work group level in the organisation.

These pockets of the enterprise's information will be connected via LANs and wide area networks. Within each LAN, a file and image server will store data, text, digitised images, video images, fax and voice mail. The wide area networks will retain libraries of mutually shared information as well as communicate to cellular modems and voice mail locations worldwide.

Even with all of these tools to facilitate written and verbal communication, paper documents systems will continue to prevail as the primary means of communicating to external sources and continue to be principal evidence in legal matters. Although

to set up a home office with communication links for teleconferencing and data transmission than the cost of office space.

Corporate information in the year 2000 will be created and retained on a personal computer or other portable information device, whether it be in the office or at a remote location.

The information environment will be a complex array of interconnecting and stand alone information systems. This complexity will require the information professional to play a unique balancing act — one that requires sensitivity to the needs of the individual and functional work group as well as ensure global functionality for the enterprise to effectively respond to external requirements.

FRED DIERS is an international information and records management consultant. This article represents excerpts of an address he made to the RMAA's Eighth Annual Convention in Darwin in September.

FEDERAL COUNCIL



Ray Holswich

Ray Holswich (NT) ARMA
Dip.Pub.Admin. RMIT

Ray is the Association's Federal President and has been a Federal Director of the NT Branch since 1987. He has served as a member of the Queensland Branch and was a Founding Member of the Northern Territory Branch. Ray is head of Records with the NT University in Darwin.



Ross Thompson

Ross Thompson (ACT) ARMA

Ross is the Association's Federal Vice President and has been a Federal Director since 1983. He has been a member of the ACT Branch Council since 1980 and is currently Branch President. He is employed by ORTEX Australia Pty Ltd as a Records Management Consultant.



Neil Granland

Neil Granland (WA) ARMA

Neil is the WA Branch President and Federal Director. He is employed with the State Electricity Commission of WA and has been a member of the Association since 1987.



Rosemary Kaczynski

Rosemary Kaczynski (Vic) ARMA
Grad.Dip.Inf.Man

Rosemary is the Secretary of the Victorian Branch and has been in records and information management for 11 years.



David Moldrich

David Moldrich (Vic) MRMA
Grad.Dip.Info.Man. AACCS, AAIM

David is the President of the Victorian Branch and employed as the Senior Records Manager, BHP Co Ltd, which provides a management consultancy to BHP Corporate on any aspect of records management.



Judy Watts

Judy Watts (NT) ARMA

Judy is the Federal Secretary of the Association and NT Branch President and has been a Federal Director since 1987. She is the Regional Director of the NT Branch of Australian Archives.

John Behrens (Tas) ARMA

John has been one of the Tasmanian Federal Directors since 1987 and was the Founding President of the Tasmanian Branch of the RMAA. He is Records Manager with the Tasmanian Hydro Electricity Commission.

George Smith (SA) ARMA

George has been a member of the SA Branch since 1979 and was granted Associate status in 1981. He is serving as vice president of the SA Branch. George represented the Association on the COMTEC Committee in 1983-84 and co-ordinated a series of one day seminars.



John Behrens

Graham Dudley (WA) ARMA

Graham now a life member was a Founding Associate Member of the Western Australia Branch and has been a Federal Director since 1981. He was Federal Vice President from 1982-1986 and Federal President in 1988-1991. Graham is currently the Chairperson of the Federal New Technology Committee and is employed by Ortex Systems International Limited as their International Sales and Marketing Manager.



George Smith

Jim Shepherd (Qld) MRMA

Jim, a life member has been with the Association since 1969, was Federal President in 1978-1981, and has been Federal Treasurer since 1986. Jim is the Director of Administration of the Brisbane City Council's Corporate Services Division and was awarded Life Membership of the Association in 1989.



Graham Dudley

Michael Hangan (Qld) ARMA

Michael is President of the Queensland Branch, joining the Association in 1985 and becoming an "Associate" member in 1987. He is the Administration Officer Records with the Beaudesert Shire Council.



Jim Shepherd

Thomas Kaufhold (ACT) ARMA. BA

Thomas is the Association's Public Officer and has been a Federal Director since 1988. He has been a member of the ACT Branch since 1975. Thomas is the Records Manager at the Australian International Development Assistance Bureau in Canberra.



Michael Hangan

Peter Smith (NSW) MRMA

Information not available

Chris Fripp (NSW) ARMA

Information not available

Helen Francis (SA) ARMA

Information not available

Dennis Wheeler (Tas) ARMA

Information not available



Thomas Kaufhold

WELCOME, VICTORIAN CHAPTER

The formation of a long overdue Local Government Chapter in Victoria was welcomed at the inaugural meeting held at the Bulla Community Centre, on November 20th, 1991.

It was necessitated in part by changes in legislation affecting Local Government, which have placed a greater emphasis on the accountability of Local Government Record Management practices. The Privacy and Evidence Acts and Freedom of Information will have an impact on records retention and control.

The formation of the Local Government Chapter in Victoria will provide and encourage the development, study and improvement of records management

techniques, and enhance the knowledge of the people engaged in the functions of records management.



President RMAA Local Government Chapter Victoria
Kay Lewis ARMA

Local Government records managers have the responsibility to provide accurate and comprehensive information to ensure efficient and effective decision making. Local

Government is the 'grass roots' government, and, as such, is accountable for the provision of accurate and timely information to State and Federal governments and the community.

The meeting was attended by 56 people representing municipalities, and Water Board, throughout Victoria.

Kay Lewis, Shire of Bulla, President
Rod Biggs, City of Footscray, Vice President
Ted Gale, City of Knox, Secretary
Debbie Prout, City of Doncaster/ Templestowe, Treasurer

Tom Curtain, City of Oakleigh
Angela Stitt, City of Traralgon
John Williams, City of Warrnambool

Given that this Chapter Council is about representing its members, the group is keen to receive any input or ideas. Your proposals for aims and objectives should be forwarded to:

TED GALE

Records Manager City of Knox PO Box 219
FERNTREE GULLY VIC 3156



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RMS incorporates the advanced text retrieval system STATUS. This means staff can easily find all files relating to a particular subject using natural language questions.

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ANNUAL REPORT OF FEDERAL COUNCIL

Following is the Annual Report of Federal Council for the year ended 30.6.91, presented by RMAA President Graham Dudley to the 16th annual general meeting held on September 17, 1991 in Darwin.

This report will include several important highlights achieved during the year and will focus on areas the Federal Council has identified as ongoing matters of concern to the Association as a whole.

FEDERAL EXECUTIVE

The Federal Executive has met on four separate occasions during the year in accordance with Regulation 20. The Federal Executive consists of the following office bearers: President, Vice President, Secretary, Treasurer and Public Officer. The Federal Executive has been charged with planning, co-ordinating and implementing the activities of the Federal Council.

Thirty-eight items of new business were transacted by the Federal Executive, placed before the Federal Council and resolved during the year. The process of receiving, formulating and the dispersing of received information by the Executive has enabled topical and relevant matters affecting the Association being placed before Federal Directors at the earliest possible time. This dispersal of information is then disseminated by each Federal Director to the appropriate State branch council for comment and, where necessary, the casting of votes to resolve the issue.

As previously reported to Annual General Meetings, the Association is moving towards the appointment of an Executive Director. The Articles of Association provide for such an appointment (Article 123). The time constraints now being placed on individuals, by both employers and work and study commitments, mean that this Association will need to pay for the services of such a person. This Association is moving quickly towards being recognised by industry, employers, government and people working in our industry as the representative organisation, who can and will set standards for education and work place and establish work ethics now and in the future.

ADMINISTRATION

The Federal Council consisted of the following duly elected Federal Directors for 1990/1991:

President	Graham Dudley	WA
Vice President	Ray Holswich	NT
Secretary	Murray Stewart	QLD
Treasurer	Jim Shepherd	QLD
Public Officer	Ross Thompson	ACT
Chair, Education	Dennis Wheeler	TAS
Chair, Status & Standards	Philip Taylor	VIC
Chair, New Technology	Fiona Meyer	NSW
Members	Chris Fripp	NSW
	Judith Watts	NT
	Neil Granland	WA
	George Smith	SA
	Bill Williams	VIC
	John Berhens	TAS
	Andrew Wood	SA
	Thomas Kaufhold	ACT

One Federal Councillor resigned during the year and was replaced in accordance with the Companies Act 1981.

Resigned	Mr Phil Taylor	04/01/91
Replacement	Mr David Moldrich	15/01/91

In recognition of Mr Phil Taylor's past services to the Association and acknowledging his offer to remain as the Chairperson of the Federal Status and Standards Committee for the remainder of the 1990/1991 year, the Federal Council voted unanimously in support of this continued

The finances of the Association continue to grow steadily under the capable guidance of Mr Jim Shepherd, the Association's Treasurer. The Association has moved successfully to a common bank — the Commonwealth Banking Corporation of Australia. All accounts are held with the Circular Quay Branch in New South Wales. The centralising of the banking arrangements has meant that the Association is in a firm bargaining position to require the best services offered by any bank in Australia. There is still the need for Branch Councils, via their Branch Treasurer to ensure that only that money required to run a branch is kept in the branch's working account and all excess is moved to its cash management account to attract the highest possible interest. The Federal Council continues to pay taxation on all interest earned.

MEMBERSHIP

The membership of the Association continues to grow at a steady rate.

The total figure represents an overall increase in financial members in the Association of 216 or a 9.5 per cent increase compared to the previous year's figures.

STATUS	ACT	QLD	NSW	VIC	SA	WA	NT	TAS	TOTAL
Fellow	0	0	1	1	0	0	0	0	2
Member	1	3	2	7	1	1	0	0	15
Associate	22	34	44	50	20	18	20	20	228
Ordinary	16	41	70	90	10	49	4	14	294
Corporate									
Nominees	179	196	357	418	77	129	79	86	1521
Total	218	274	474	566	108	197	103	120	2060
Members	74	79	142	140	30	57	26	30	578

* Ordinary members include student category.

MEMBERSHIP FEES

1991 - 1992

At the 34th Federal Council meeting, it was proposed by the NSW Branch Council and carried by a majority, that the fee structure would change over the next five years, to reflect the need to increase membership fees.

The whole matrix of fees for the next five years was published in the February 1991 issue of the "Informaa Quarterly".

Membership Level	1991/1991	1991/1992
	\$	\$
Affiliate	50.00	60.00
Associate	60.00	75.00
Member	70.00	85.00
Fellow	80.00	110.00
Corporate Membership	125.00	150.00
Additional Corporate Nominee	50.00	50.00
Student	25.00	25.00
Joining Fee: Individual	5.00	15.00
Corporate	10.00	15.00

INFORMAA QUARTERLY

The Association has continued to produce quarterly issues of the "Informaa Quarterly" during the financial year.

Initially it was considered that the Journal would be self-funding through advertising. However, this has not been achieved. The Federal Council believes that over this last year there has been a general upgrading of the standard and quality of the Journal.

The "Informaa Quarterly" is the official organ of the Association and should be considered by the membership of the RM industry as the professional journal, reflecting the maturity of our profession.

EDUCATION

The Federal Education Committee held two meetings in 1990/91. The first was during the 1990 Conference in Brisbane. Two major items were on the Agenda:

- (1) the formation of records management courses and their content; and
- (2) the accreditation of existing courses.

It was agreed that education courses should be developed in TAFE Colleges with the emphasis on basic skills in records management and other related administrative topics. However, any action to achieve a standard RMAA written and approved course was put aside for further discussion at the next meeting. The meeting generally concluded that the development of a model course would not be as productive as developing an accreditation process.

Membership status was also considered in line with education, the approach taken being that an approved TAFE or higher course will usually render the graduate eligible for Associate status.

The Committee took the issue of education back to the Branches through a series of five goals which serve as a guide in designing and establishing courses for entry level records personnel. The State Branches were to review these goals prior to the final ratification at the next meeting in April 1991.

The issue of tertiary level courses was not ignored. The Committee felt that initial effort should be directed at the TAFE level, as that is where it will have the most impact on the members of the Association. This decision is being tested through the inclusion of an appropriate question/s in the RMAA marketing survey being conducted this year.

At its April meeting the issue of accreditation versus the introduction of a standard Australia wide course was again raised. The majority of members of the Committee agreed that although a nationally accredited course was desirable, the method to achieve it is through the accreditation process. Several points were raised in support of this line of action.

The Committee considered that the question of accreditation must be pursued with deliberation so that objectives, criteria and structure are in place in about 3-5 years, at which time adequate financial provision should have been made to begin the national review of established courses. A framework to achieve the above is being prepared by the Committee.

Also being reviewed are the definitions "Records Management" and "Records Manager" as presently set out in Article 1 (19) and Regulation 15. The usefulness of these definitions were rendered most questionable during discussions with allied professions such as Archivists and Librarians.

Of particular importance to the Committee and the Association is the news that the Computing and Information Services Training Division of TAFE in New South Wales has obtained funding support to develop training in the area of Information Management. As part of the exercise the above Training Division will write a national course in Records and Information Systems. This will directly affect the above issues of a standard course with accreditation.

ANNUAL GENERAL MEETING, DIRECTOR'S MEETING & CONFERENCE

The 15th Annual General Meeting was held on Thursday, 13 September 1990 at the Sheraton Brisbane Hotel and Towers in Brisbane.

The 7th National Convention was held on 12-14 September 1990.

The Federal Council of the Association held the 32nd and 33rd Meetings of Directors on 9-10 September 1990.

BRANCHES

All Branches continue to meet monthly for both membership general meetings as well as for Branch Council Meetings.

The Tasmanian Branch Council has completed the successful introduction of a certificate course in Records Management in Hobart. This course has the full support of the Federal Council. The Association has committed the payment of the Lecturers' salaries for one year in support of the course.

The Queensland Branch hosted the 7th National Convention in September 1990. This was the highlight of the Record Management's National Calendar, and I know that all Association members who attended the Convention were delighted with all aspects of the Convention.

The South Australian Branch continues to grow and meet regularly. Their monthly meetings have covered several interesting topical issues.

STANDARDS ASSOCIATION OF AUSTRALIA (SAA)

During the past year, the RMAA Delegates have been:

Mr Ross Thompson - Public Officer

Ms Fiona Meyer - Chairperson, New Technology Committee.

RMAA's initial involvement was as part of the SAA Information Technology Board. However, SAA has undergone a major reorganisation with the formation of three Standards Technology Boards with Standards Advisory Committees reporting to their respective Boards.

No meetings have been held involving RMAA since the inception of the new structure. However, it is in the interest of this Association to maintain, and indeed increase, its involvement with SAA. Future representation should include the Chairperson of the Federal Status and

Standards Committee.

PUBLIC OFFICER

During the past year, Mr Ross Thompson has acted as the Association's Public Officer. The position is required under this Act.

Under direction from the Federal Council, the Public Officer has sought clarification from our registered office, Deloitte Ross Tohmatsu in Canberra, regarding the Association's responsibilities with respect to taxation, superannuation and associated costs where employment of staff is concerned. The continued assistance of this firm is greatly appreciated by the Federal Council.

INTERNATIONAL RECORDS MANAGEMENT COUNCIL

The RMAA Delegate to the IRMC, Mr Ray Holswich, attended at the Association's expense, the IRMC Board Meeting, held in San Francisco, USA on 7-9 November 1990.

Our delegate was disappointed with the activities of the IRMC and his detailed report will be considered by the Federal Council and a report will be made to the membership as to the continued membership of the international body in due course.

THE NEW TECHNOLOGY COMMITTEE

Miss Fiona Meyer, the Federal Director for New South Wales, chaired this committee during 1990/1991. However, due to her ill health, the Committee has been inactive for the past year. It is proposed that during the 1991/1992 year this Committee will become active with new and exciting initiatives being attempted. All State Branches have expressed interest in this Committee and all branches have nominated delegates to participate in the Committee.

OTHER LIKE ASSOCIATIONS

In June 1991, coinciding with the ASA's Biennial Conference, the RMAA was invited to participate in a joint meeting of seven other like Associations to formulate a draft joint declaration of interest. This declaration resolved that a pilot committee be established to explore areas of commonality to the like Associations.

This cross fertilisation will result in the drafting of co-operative initiatives that will benefit all areas of our profession.

This joint body is keen to promote recognition of our profession, education and to foster joint involvement that will result in a closer working relationship.

AUSTRALIAN INFORMATION TECHNOLOGY COUNCIL

Mr Jim Shepherd and Ms Fiona Meyer are the RMAA Delegates to this Council.

The Council is currently under the Chair of Professor John Hillier of the Institution of Radio and Electronic Engineers, Australia and has met on three occasions over the last year.

However, there is proposed increased activity forecast for the 1991/1992 year.

GENERAL MARKETING SURVEY

As reported at the last Annual General Meeting, the Association has engaged the services

of a marketing consultant to conduct a membership survey. Many of those present will have participated in the survey.

This marketing survey was the idea of the ACT Branch and has been part-funded by that Branch.

The results of the survey will be made available to Branch Council in November/December 1991.

NATIONAL RMAA REGISTER OF CONSULTANTS

The issue of a National RMAA Register of Consultants was researched by Ms Judith Watts, Federal Director for Northern Territory. Her report was circulated to all Federal Directors and a national vote was taken. The motion to establish a national register of Records Management Consultants was lost.

At this time the Federal Council considers that consultants have other avenues of advertising their services. In addition, the Association has no mechanisms in place nor resources to assemble, maintain, distribute or verify such a register.

However, the Federal Council does acknowledge there is a need for such a Register in the future and will continue to review and report to the membership on this issue.

INQUIRY INTO AUSTRALIA AS AN INFORMATION SOCIETY

The House of Representatives Standing Committee for Long Term Strategies is conducting an Inquiry Into Australia as An Information Society. I, as your President appeared before the Committee in Brisbane on 16 January 1991 and presented a report which was compiled as a result of input received from the membership. Although the inquiry was initially directed towards printed material it is my opinion that this Association was able to make a worthwhile contribution on behalf of our profession.

CONCLUSION

It goes without saying that any person holding office in whatever capacity is only as good as the support and efforts offered by others. If in time, the last three years are judged to have been fruitful for this Association, then I, as your President and Steward, have many people to thank. Firstly, my employer, Ortex Australia Pty Ltd., for the paid time off allowed to attend meetings not only at the Federal Executive but at Federal Council and at a State Branch level. To fellow members of the Executive for their wise counsel, to members of the Federal Council over the past three years for their support, ideas and commitment to the Association. I would also like to especially thank my Branch Council in Western Australia, for without their support, I would not have achieved anything. I would be remiss not to mention the Records Management Industry, that sector of the industry who have supported this Association, with sponsorships, awards, advertisements and the general commitment through time and money.

FINANCIAL STATEMENTS

Financial statements for the RMAA for the year ended June 30, 1991 are published on the following pages.

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

DIRECTORS' REPORT

The directors of Records Management Association of Australia, submit herewith the balance sheet as at 30 June 1991 and the profit and loss account for the financial year then ended. In order to comply with the provisions of the Corporations Law the directors report as follows:-

The name and particulars of the directors of the company in office at the date of this report are -

<u>NAME</u>	<u>PARTICULARS</u>
Thomas Hellmuth Wilfried Kaufhold	ACT Records Manager
Ross Grafton Thompson	ACT Records Management Consultant
Peter Augustus Smith	NSW Industry Specialist ITD TAFE
Christopher Wayne Fripp	NSW OIC General Administration Services
Murray Raymond Stewart	QLD OIC Central Records Branch
Francis James Shepherd	QLD Director of Administration (Brisbane City Council)
Helen Jane Francis	SA Consultant
George Robert Smith	SA Clerk
Rosemary Kaczynski	VIC Records Manager
Joseph Aumsley David Moldrich	VIC Records Manager
Graham Vincent Dudley	WA Records Mgmnt Consultant & Director Internal Records Mgmnt Council
Neil Harold Granland	WA Supervisor, Correspondence Control
Raymond John Holswich	NT Head of Records
Judith Watts	NT Regional Director
John Bertram Behrens	TAS Records Officer
Dennis Graham Wheeler	TAS Consultant

The principal activities of the company in the course of the financial year were to provide and encourage the development, study and improvement of records management.

During the year there was no significant change in the nature of those activities.

The net amount of profit of the company for the year after extraordinary items and income tax expense was \$14,299

No dividends have been paid or declared since the commencement of the financial year. As the company is limited by guarantee, payment of dividends is prohibited under S383 of the Corporations Law.

During the financial year there was no significant change in the state of affairs of the company other than that referred to in the accounts or notes thereto.

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

DIRECTORS' REPORT

Cont/...

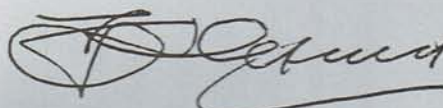
There has not been any matter or circumstance, other than that referred to in the accounts or notes thereto, that has arisen since the end of the financial year, that has significantly affected, or may significantly affect, the operations of the company, the results of those operations, or the state of affairs of the company in financial years subsequent to this financial year.

In the opinion of the directors, disclosure of information regarding likely developments in the operations of the company and the expected results of those operations in subsequent financial years would prejudice the interests of the company. Accordingly, this information has not been included in this report.

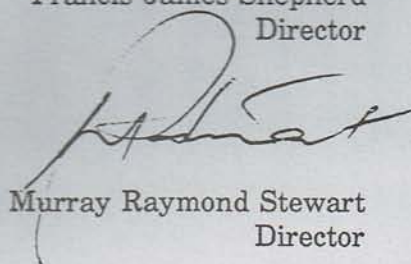
Since the end of the previous financial year, no director has received or become entitled to receive a benefit (other than a benefit included in the aggregate amount of emoluments received or due and receivable by directors shown in the accounts, or the fixed salary of a full-time employee of the company or a related corporation), by reason of a contract made by the company or a related corporation with the director or with a firm of which he is a member, or with a company in which he has a substantial financial interest.

Signed in accordance with the resolution of directors made pursuant to Section 310(2) of the Corporations Law.

On behalf of the Director



Francis James Shepherd
Director



Murray Raymond Stewart
Director

BRISBANE

Dated: 3/9/91

AUDITOR'S REPORT TO THE MEMBERS OF
RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

FEDERAL ACCOUNT

We have audited the accounts set out on pages 4 to 14 in accordance with Australian Auditing Standards.

In our opinion the accounts are properly drawn up in accordance with the provisions of the Corporations Law and so as to give a true and fair view of :

- i) the state of affairs of the company at 30 June 1991 and of the profit of the company for the year ended on that date;
- ii) the other matters required by Division 4 of Part 3.6 of that Law to be dealt with in the accounts;

and are in accordance with Statements of Accounting Concepts and applicable approved accounting standards.

Deloitte Ross Tohmatsu.

DELOITTE ROSS TOHMATSU

MA Moreland.

MA Moreland
Partner

CHARTERED ACCOUNTANTS

307 Queen Street
Brisbane

Date : 5/9/91

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

STATEMENT BY THE DIRECTORS

FOR THE FINANCIAL YEAR ENDED 30 JUNE 1991

In the opinion of the directors:

- (a) The attached profit and loss account of the company is drawn up so as to give a true and fair view of the profit of the company for the financial year ended 30 June 1991.
- (b) The attached balance sheet of the company is drawn up so as to give a true and fair view of the state of affairs of the company as at 30 June 1991.
- (c) At the date of this statement there are reasonable grounds to believe that the company will be able to pay its debts as and when they fall due.

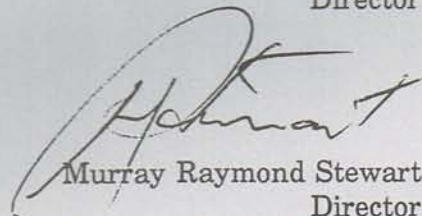
The attached accounts of the company have been made out in accordance with applicable approved accounting standards.

Signed in accordance with a resolution of the directors made pursuant to Section 310(2) of the Corporations Law.

On behalf of the Director



Francis James Shepherd
Director



Murray Raymond Stewart
Director

BRISBANE

Dated: 3/9/91.

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

PROFIT & LOSS STATEMENT AS AT 30 JUNE 1991

	<u>Note</u>	<u>1991</u> \$	<u>1990</u> \$
Operating Profit	2	20,723	42,195
Income Tax attributable to Operating Profit	3	6,424	7,176
		<hr/>	<hr/>
OPERATING PROFIT AFTER INCOME TAX		<u>14,299</u>	<u>35,019</u>
 Retained Profits at the beginning of the Financial Year		 <u>224,295</u>	 <u>189,276</u>
 RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR		 <u>238,594</u>	 <u>224,295</u>

Notes to and forming part of the Financial Statements
are included on pages 7 to 14

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

BALANCE SHEET AS AT 30 JUNE 1991

	<u>Note</u>	<u>1991</u> \$	<u>1990</u> \$
CURRENT ASSETS			
Cash		148,462	123,119
Receivables	4	14,722	15,414
Investments	5	89,301	132,702
Inventories	6	2,666	2,030
Other	7	-	19,056
TOTAL CURRENT ASSETS		<u>255,151</u>	<u>292,321</u>
NON-CURRENT ASSETS			
Inventories	8	3,714	3,543
Property, Plant & Equipment	9	14,051	10,569
TOTAL NON-CURRENT ASSETS		<u>17,765</u>	<u>14,112</u>
TOTAL ASSETS		<u>272,916</u>	<u>306,433</u>
CURRENT LIABILITIES			
Creditors & Borrowings	10	27,734	37,878
Provisions	11	6,478	7,176
Other	12	110	37,084
TOTAL CURRENT LIABILITIES		<u>34,322</u>	<u>82,138</u>
TOTAL LIABILITIES		<u>34,322</u>	<u>82,138</u>
NET ASSETS		<u>238,594</u>	<u>224,295</u>
SHAREHOLDERS' EQUITY			
Retained Profits		<u>238,594</u>	<u>224,295</u>
TOTAL ASSOCIATION'S EQUITY		<u>238,594</u>	<u>224,295</u>

Notes to and forming part of the Financial Statements
are included on pages 7 to 14

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

1. ACCOUNTING POLICIES

General System of Accounting underlying the Financial Statements

The accounts have been prepared using the historical cost convention. The accounts have been prepared in accordance with Schedule 5 of the Corporations Law, applicable approved accounting standards and applicable Australian Accounting Standards and comply with other requirements of the law.

Accounting Policies which have been significant in the Preparation & Presentation of the Accounts

Inventories

Inventories are valued at the lower of cost or net realisable value. Costs are assigned to stock on hand by the method most appropriate to each particular class of stock, with the majority being valued on a first in first out or average cost basis.

	<u>1991</u>	<u>1990</u>
	\$	\$
2. OPERATING PROFIT		
The operating Profit before income tax includes the following items of Revenue and Expense:		
<u>Operating Revenue</u>		
Membership Fees		
Affiliates	11,549	10,919
Associates	7,526	7,556
Corporate Members	65,538	57,949
Member	618	380
Student	370	-
	<u>85,601</u>	<u>76,804</u>
Total Levy Income:		
<u>Other Revenue</u>		
Advertising	4,367	1,775
Certificate Fee	50	20
Functions Receipts	52,655	78,324
Interest Received	18,328	19,908

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

2. OPERATING PROFIT	<u>1991</u>	<u>1990</u>
	\$	\$
<u>Other Revenue - Cont/...</u>		
Joining Fees	1,035	855
Sale of Publications	4,928	5,020
Profit/(Loss) on Sale of Badges & Ties	328	21
National Convention (Net Profit)	57,007	5,397
Sundry Income	26,428	28,344
Seminar Receipts	31,689	19,855
Total Other Operating Revenue	<u>196,815</u>	<u>159,519</u>
TOTAL OPERATING REVENUE	<u>282,416</u>	<u>236,323</u>
<u>Operating Expenses</u>		
Accountancy Fees	850	300
Auditors Remuneration:		
Auditing the Accounts	10,220	6,380
Other Services	2,522	4,130
Education	26,887	-
Bank Charges	687	466
Consultancy Fees	9,500	5,783
Depreciation on Plant & Equipment	2,547	1,757
Function Costs	30,362	44,649
Postage & Post Office Box Rental	18,201	13,296
Printing & Stationery	16,516	17,200
Publicity & Promotions	613	250
Sundry Expenses	14,924	11,147
Insurance	445	431
Premises Costs	2,000	1,271
Secretarial Expenses	9,447	2,947
Subscriptions	2,300	1,717
Loss on disposal of Stock	558	61
Seminar Expenses	37,452	29,007
Special Project Account Expenses	-	1,323
Publications/Informaa	26,274	25,984
Telephone Costs	2,993	552
Travelling & Other Meeting Costs	45,430	24,655
Advertising	965	822
	<u>261,693</u>	<u>194,128</u>

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

	<u>1991</u> \$	<u>1990</u> \$
3. INCOME TAX		
a. The prima facie income tax expense on pre-tax accounting income reconciles to the income tax expense in the accounts as follows:		
Taxable Interest Income	<u>16,611</u>	<u>18,399</u>
Income Tax expense calculated at 39% of taxable interest income	6,478	7,176
Prior Year Adjustment	<u>(54)</u>	<u>-</u>
Income Tax Expense	<u>6,424</u>	<u>7,176</u>
b. Income Tax Expense Comprises:		
Current Income Tax Payable	<u>6,478</u>	<u>7,176</u>
4. CURRENT RECEIVABLES		
Trade Receivables	2,222	1,733
Loan to 7th Convention Committee	-	13,681
Loan to 8th Convention Committee	5,000	-
Loan to 9th Convention Committee	<u>7,500</u>	<u>-</u>
	<u>14,722</u>	<u>15,414</u>
5. CURRENT INVESTMENTS		
Non Quoted Investments - at Cost		
Investments at Bank	<u>89,301</u>	<u>132,702</u>

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

	<u>1991</u> \$	<u>1990</u> \$
6. CURRENT INVENTORIES		
Finished Goods - at Cost		
Badges & Ties	469	1,222
Scarves	611	808
Other	<u>1,586</u>	<u>-</u>
	<u>2,666</u>	<u>2,030</u>
7. OTHER CURRENT ASSETS		
Deferred Expenditure	<u>-</u>	<u>19,056</u>
8. NON-CURRENT INVENTORIES		
Finished Goods - at Cost		
Badges & Ties	1,598	1,566
Scarves	<u>2,116</u>	<u>1,977</u>
	<u>3,714</u>	<u>3,543</u>
9. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment - at Cost	20,147	14,118
Less:		
Accumulated Depreciation	<u>6,096</u>	<u>3,549</u>
	<u>14,051</u>	<u>10,569</u>

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

	<u>1991</u> \$	<u>1990</u> \$
10. CURRENT CREDITORS & BORROWINGS		
<u>Unsecured</u>		
Trade Creditors	4,186	6,725
Auditor's Remuneration:		
Auditing the Accounts	7,750	6,650
Other Services	1,500	540
Fees in Advance	14,298	10,282
Loan for 7th Convention Committee	-	13,681
	<u>27,734</u>	<u>37,878</u>
 11. CURRENT PROVISIONS		
Provision for Taxation	<u>6,478</u>	<u>7,176</u>
 12. OTHER CURRENT LIABILITIES		
Deferred Income	<u>110</u>	<u>37,084</u>

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

13. REMUNERATION OF DIRECTORS	<u>1991</u> \$	<u>1990</u> \$
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The directors of Records Management Association of Australia during the Year were:

THW Kaufhold
RG Thompson
F Meyer
CW Fripp
MR Stewart
FJ Shepherd
AM Wood
GR Smith
WR Williams
P Taylor
GV Dudley
NH Granland
RJ Holswich
J Watts
JB Behrens
DG Wheeler
PA Smith
HJ Francis
R Kaczynski
JAD Moldrich

Aggregate income received, or due and receivable by directors and associated persons of Record Management Association of Australia from the company and any related corporation in connection with the management of the company and any related corporation.

6,862

-

The number of directors of the company whole total remuneration from the company and related corporations falls within the following bands:

No.

No.

\$0-\$10,000

20

21

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

14. SUMMARY OF SOURCES & APPLICATIONS OF FUNDS	1991	1990
	\$	\$
<u>SOURCES OF FUNDS</u>		
<u>Funds from Operations</u>		
Inflow of Funds from Operations		
Membership Fees	85,601	76,804
Other Revenue	<u>196,815</u>	<u>159,519</u>
	282,416	236,323
Outflow of Funds	<u>259,146</u>	<u>192,371</u>
	23,270	43,952
<u>Reduction in Assets</u>		
Current Assets:		
Trade Receivables	1,181	-
Deferred Expenditure	19,056	13,641
Loan to Conv Committees	-	14,492
Investments	<u>43,401</u>	<u>-</u>
	63,638	28,133
Non-Current Assets:		
Inventories	<u>-</u>	<u>391</u>
	-	391
<u>Increase in Liabilities</u>		
Current Liabilities:		
Fee in Advance	4,016	6,332
Deferred Income	-	36,998
Loan for 7th Ntnl Conv	<u>-</u>	<u>11,681</u>
	4,016	55,011
	<u>90,924</u>	<u>127,487</u>

RECORDS MANAGEMENT ASSOCIATION OF AUSTRALIA

(INCORPORATED IN ACT)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 1991

	1991	1990
	\$	\$
14. SUMMARY OF SOURCES & APPLICATIONS OF FUNDS		
APPLICATION OF FUNDS		
Increase in Assets		
Current Assets:		
Cash at Bank	25,343	26,513
Trade Receivables	489	382
Investments	-	54,272
Loan to 7th Conv Committee	-	3,681
Inventories	-	187
Deferred Expenditure	636	-
	26,468	85,035
Non-Current Assets:		
Plant & Equipment	6,129	4,692
Inventories	171	-
	6,300	4,692
Reduction in Liabilities		
Decrease in Liabilities:		
Creditors	379	-
Deferred Income	36,974	-
Loan for Conv Committee	13,681	33,877
Income Tax Paid	7,122	3,883
	58,156	37,760
	90,924	127,487

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