

## On the Record

### Message from Ross

#### Preservation of the State Audio and Visual Collection

A highlight of the Tasmanian Archives collection is the state audio-visual component, which has significant, irreplaceable value for the Tasmanian community. It includes footage of the Tasman bridge disaster, an extensive series of Tasmanian feature films, the 1967 bushfires and well-known footage of the last known thylacine in Tasmania.

The small portion of this collection that has been digitised and is available online is highly popular with a world audience via the Libraries Tasmania YouTube channel. The content is also actively used by Tasmanian business and industry to create new film productions, which supports the government's agenda of job creation and industry growth.

However, over time, because of the outdated formats on which this history has been recorded, it is degrading to the point of being unusable.

All tape-based formats created in the 20<sup>th</sup> century are already considered obsolete, and it is globally recognised that magnetic tape that is not digitised by 2025 will risk being lost forever. Our ageing motion picture film archive is also deteriorating, as acetate-based formats have a limited life expectancy.

We are delighted to have been allocated State Government funding so that we can digitise and guarantee the long-term preservation of this iconic collection. Transferring the audio-visual archives to a contemporary digital technology format will guarantee long-term access for future generations and celebrate who we are as Tasmanians. Ensuring we can continue to tell Tasmania's story also aligns with Brand Tasmania's strategic direction of place-branding to unify cultural expression.

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## Tasmanian Government Commission of Inquiry into Child Sexual Abuse

On 23 November 2020, The Honourable Peter Gutwein MP, Premier, announced a [Commission of Inquiry](#) to investigate the responses of Tasmanian Government agencies to the management of historical allegations of child sexual abuse. The Inquiry will start in early 2021 and is expected to take approximately twelve months to complete.

The three separate agency-specific investigations underway (Tasmanian Health Service, Department of Health and others; Department of Education; and Communities Tasmania) will continue until the Commission of Inquiry is established. Information gathered from these investigations will then be rolled into the Commission of Inquiry.

We'd like to remind you that investigations or inquiries in progress override authorised disposal schedules or disposal authorisations. This means you cannot dispose of any records that may be relevant.

Records in all formats may be relevant, no matter where they are kept. Relevant records may include defunct or predecessor organisations, and those held by outsourced businesses.

We'll provide more advice once the Terms of Reference are finalised.

## Update on Royal Commissions

### Royal Commission into National Natural Disaster Arrangements

The Royal Commission into National Natural Disaster Arrangements has released its final report. Many of the 80 recommendations relate to data and information, particularly sharing of personal information, national information systems and national data collection and standards.

For Tasmanian Government, we think the Department of Primary Industries, Parks, Water and Environment, the Department of Police, Fire and Emergency Management, the Department of Premier and Cabinet, the Department of Health, Sustainable Timber Tasmania and local councils will be the most impacted by the recommendations.

The Commonwealth has either 'Supported' or 'Supported in Principle' the majority of recommendations. They have 'Noted' the recommendations directed to the States and Territories. The Commonwealth did not disagree with any of the Recommendations.

#### More information:

Royal Commission into National Natural Disaster Arrangements. [Royal Commission into National Natural Disaster Arrangements Report](#) (October 2020, 594 pages.)

Commonwealth of Australia, Department of Prime Minister and Cabinet. [A national approach to national disasters: The Commonwealth Government response to the Royal Commission into National Natural Disaster Arrangements](#) (November 2020, 33 pages.)

### Royal Commission into Aged Care Quality and Safety

The Commission held its last hearing in October. A final report is expected by February 2021.

### Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability

The Commission released an Interim Report in October. It sets out what the Commission has done in its first fifteen months, until July 2020. There are no recommendations in the report, instead, it identifies emerging themes and key issues. Data is discussed in detail in Chapter 15. The report notes that there is no nationally consistent data on neglect or exploitation of people with disability.

The final report was due in April 2022. The Commission has asked for an extension to September 2023.

#### More information:

Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. [Interim Report](#) (October 2020. 586 pages.)

Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. [Interim Report: Summary](#) (October 2020. 80 pages.)

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## Government records retrievals over Christmas - New Year

Retrieval and borrowing of records will be limited over the Christmas and New Year break.

The last retrieval of records will be on Thursday 24 December. Requests need to be received by 5pm Wednesday 23 December. Normal retrievals resume on Monday 4 January 2021.

You can view our opening hours over the Christmas-New Year period [here](#).

## Information Management Framework

We're pleased to announce publication of:

[Information and Records Management Standard](#)

[Physical Storage Technical Standard](#)

These Standards have been available as drafts on our website for some time, and are now authorised.

We know that many of you refer to our Guidelines in your policies and procedures. We've provided overviews for each Standard to help you update your documentation and map from our old guidance to our new publications.

Our old publications are still available on our website.

### Background:

Our Information Management Framework is a streamlined suite of Policies, Standards and Implementation Tools. The Framework is aligned to whole-of-government strategies and policies issued by the Digital Strategy and Services Division, Department of Premier and Cabinet. We developed the Framework in response to a report on our publications.

### Key changes:

- We've moved from a compliance focus to a risk-based approach.
- We're gradually replacing our existing Guidelines and Advices with Standards and Implementation Tools.
- We have a publication development, consultation and review cycle process.
- We're using high-level minimum requirements instead of the more prescriptive 'must', 'should', 'recommend', 'must not and 'should not'.
- We're aiming to write our publications in plain English, and have fewer of them.
- Our new templates use our new name, Office of the State Archivist (instead of TAHO), and feature our state floral emblem, the Tasmanian Flowering Blue Gum.

### More information:

[Tasmanian Government Information Management Framework](#)

[Tasmanian Government Information Management Framework: Overview](#)

[Information and Records Management Standard: Overview](#)

[Physical Storage Technical Standard: Overview](#)

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## Shared Data Business Case

Samara McIlroy has taken up a role working in the Department of Premier and Cabinet with the Tasmanian Chief Information Officer and his Digital Strategy and Services team until April 2020.

David Bartie (Director Shared Data Management) and Samara are talking to stakeholders to develop a business case for shared Government data capability in response to the Premier's Economic and Social Recovery Advisory Council (PESRAC) recommendations. Their focus will be on data sharing issues relevant to COVID-impacted subpopulations, but they will also look at ways to uplift data capability across Tasmanian Government.

A key input into the project will be understanding how services and support are provided to the Tasmanian community currently, particularly in the case of disadvantaged groups. They have talked to data experts in Education, Health, Communities and in other states, with many more discussions planned!

Have you recently been involved in a project involving exchange of client or other data across agencies, or do you have any views about how government can make better use of data to inform policy development and service delivery? If so, David and Samara would love to hear from you.

Contact: [david.bartie@dpac.tas.gov.au](mailto:david.bartie@dpac.tas.gov.au) and [samara.mcilroy@dpac.tas.gov.au](mailto:samara.mcilroy@dpac.tas.gov.au)

## In brief

### Are you interested in attending Information Management Foundations training in 2021?

We are considering holding one of our introductory training sessions in February next year. If you are interested, please email [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au)

### Land Grants Indexed and Added to Tasmanian Names Index

The Land Grants have been indexed and added to the Libraries Tasmania [Tasmanian Names Index](#).

23,383 land grant deeds can now be found under the \*new\* record type **Land**. The date range for these records is 1832-1935. You can search these records by the name of the deed holder and the location. This means you can search for a place name and find all the grants for that area.

The records are linked to both the AD956 Index to Deeds and the RDI Deeds to Land Grants.

### New Disposal Schedule template

Thanks to those that provided feedback on our draft Disposal Schedule templates in our new OSA colours. We have decided on portrait format/orientation for easier reading.

The first schedule in this format will likely be the updated Aurora Disposal Schedule.

### Second Edition of ISO 16175 Published

The International Standards Organization has published a second edition of ISO 16175, *Processes and functional requirements for software for managing records*. This new edition is in two parts:

Part 1: Functional requirements and associated guidance for any applications that manage digital records.

Part 2: Guidance for selecting, designing, implementing and maintaining software for managing records (Technical Specification).

This edition supersedes the previous edition which was published in three parts. Copies of [ISO 16175-1:2020 \(E\)](#) and [ISO/TS 16175-2: 2020 \(E\)](#) can be obtained from Standards Australia.

## Reports and investigations

[Independent Review: Response to the North-West Tasmanian COVID-19 Outbreak](#) (November 2020 132 pages.)

The review found that there "needs to be a complete upgrade of government IT systems and in particular to those within the Department of Health to enable the making, storing, access and interrogation of records across Government of the patient and staff records that are essential for responding to a pandemic outbreak."

[Australian Human Rights Commission. Using artificial intelligence to make decisions: Addressing the problem of algorithmic bias: Technical Paper](#) (November 2020, 73 pages.)

The report explores how algorithmic bias can occur in decision making that uses artificial intelligence (AI). Using simulations, it also explores how the risk of algorithmic bias can be identified and potentially mitigated.

[Australian Government Department of Health. National Contact Tracing Review: A Report for Australia's National Cabinet](#) (November 2020, 92 pages.)

The report makes 22 recommendations, many about data, data sharing and enabling technology.

It recommends the development of a digital data exchange mechanism. This will allow states and territories "to share contact tracing data, and incorporate contact tracing data from sources such as airline and shipping passenger manifests, registries of test results and relevant government agency data stores."

[Victoria. Independent Broad-based Anti-corruption Commission \(IBAC\). Unauthorised access and disclosure of information held by local government: An analysis of corruption risks and prevention opportunities](#) (November 2020, 30 pages.)

The findings suggest information misuse by employees is underreported across local government. Sharing information with approved third-parties also presents corruption risks, partly because of confusion over the legislative, administrative and regulatory environment governing information sharing.

## Commonwealth News

A [Review of the Privacy Act 1988](#) was announced in December, as part of the government's response to the Australian Competition and Consumer Commission's Digital Platforms Inquiry.

## In the News

### Tasmanian news

[Tasmania Police scores \\$46m to continue core systems overhaul.](#) *itnews*, 5 November 2020. The Tasmanian government will set aside \$46 million in the state's 2020 budget to fund the next stage of Tasmania Police's multi-year 'Project Unify' IT transformation.

[Tasmania's digital transformation underway.](#) *Government news*, 4 November 2020. Seven Tasmanian departments have started transitioning financial systems to the cloud as part of a major digital transformation initiative.

### COVID-19 and recordkeeping

[How the Check in TAS app works and what you need to know.](#) *The Examiner*, 1 December 2020. The app is a rebranded version of systems already in place in Canberra and more recently the Northern Territory. Premier Peter Gutwein said the app includes stringent data and security protocols, with data history to be deleted after 28 days. Personal data will only be collected for COVID-19 tracing purposes, and can only be accessed by authorised Tasmanian Health personnel in the event of a positive COVID-19 case at the venue.

[The proliferation of QR code check-ins is a 'dog's breakfast'. Is there a better way?](#) *ABC*, 20 November 2020. In the space of a few months, the focus of COVID-19 contact tracing has quietly shifted from the national COVIDSafe app to a patchwork of QR code venue check-in systems. But what happens to the collected data is often unclear. Privacy advocates warn that some private companies operating check-in systems may be vacuuming up huge numbers of names, emails and phone numbers.

[The QR code has turned COVID-19 check-ins into a golden opportunity for marketing and data companies.](#) *ABC*, 31 October 2020. Tens of thousands of small and medium Australian businesses that rushed to outsource the management of their COVID check-in obligations could find themselves snared in a looming data privacy calamity.

### Archives

[Will Trump burn the evidence?](#) *The New Yorker*, 23 November 2020. Donald Trump is not much of a note-taker, and he does not like his staff to take notes. He has a habit of tearing up documents at the close of meetings. (Records analysts, armed with Scotch Tape, have tried to put the pieces back together.) No real record exists for five meetings Trump had with Vladimir Putin during the first two years of his Presidency. Members of his staff have routinely used apps that automatically erase text messages, and Trump often deletes his own tweets, notwithstanding a warning from the National Archives and Records Administration that doing so contravenes the Presidential Records Act.

[Stasi archive shows way for institutional abuse record-keeping.](#) *The Irish Times*, 3 November 2020. The Government recently expressed support for depositing records of historical institutional abuse in a formal archive. One role model in how to deal with this is the Stasi archive which holds records of the East German police.

[National Archives to spend \\$3 million on saving at-risk audio and video recordings.](#) *The Canberra Times*, 27 October 2020. The National Archives will save more than 30,000 at-risk recordings with a \$3 million spend aiming to digitise its ageing audio and video tapes.

## In the News (*continued*)

### Government Recordkeeping

[‘Blowtorch on failures’: Parliamentary Committee to examine ‘sloppy record keeping’ and APS culture through ANAO reports.](#) *The Mandarin*, 12 November 2020. A parliamentary committee will examine ‘sloppy record keeping’ and the development of ethical cultures in the public service through new inquiries into ten highly critical auditor-general reports, including the Leppington Triangle land purchase.

[NSW state archives investigates shredding of documents related to \\$252m grants scheme.](#) *The Guardian*, 11 November 2020. The State Archives and Records Authority of NSW launched the inquiry after concerns were raised by Labor about potential breaches of the State Records Act.

[Australian Defence Force turns a page on its paper archives with mammoth digitisation project.](#) *ABC*, 11 November 2020. The ADF says the collection stretches the equivalent of 130 kilometres, and expects its multi-million-dollar digitisation project to take five years.

### Privacy

[Planned database of Victorians' health information 'trashes privacy'.](#) *The Age*, 5 December 2020. The private medical information of every Victorian who has used public hospitals and health services will be collected by the Health Department, stored on a database and accessed by clinicians under a controversial state government plan. The proposal, which was quietly unveiled in September, has attracted criticism from legal, consumer and public health groups because patients can't opt out.

[Service NSW puts cost of cyber attack at \\$7 million.](#) *itnews*, 17 November 2020. NSW budget sets aside \$5 million for IT security upgrade. Service NSW has put the cost of an email account compromise that exposed a staggering 736GB of data to unknown attackers, including the personal information of 186,000 customers, at \$7 million.

### Contact the Tasmanian Archives

#### Office of the State Archivist

- information and records management advice
- 6165 5581 or 0436 848 984
- [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au)

#### Government Archives and Preservation

- transfers to the Tasmanian Archives
- 6165 5443
- [berriedale.archives@education.tas.gov.au](mailto:berriedale.archives@education.tas.gov.au)

#### Collection Development (Community Archives)

- additions to the Community Archives Collection
- 6165 6225 or 6165 5442
- [collectiondevelopment@education.tas.gov.au](mailto:collectiondevelopment@education.tas.gov.au)

#### State Library and Archive Service

- access the Tasmanian Archives Collection, including government file retrievals
- 6165 5538, 6165 5541 or 0447 056 380
- [archivescollections.libraries@education.tas.gov.au](mailto:archivescollections.libraries@education.tas.gov.au)

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