

On the Record

Supplementary Disposal Schedule for Local Government (DA2545)

We wrote about our new *Supplementary Disposal Schedule for Local Government Records (DA2545)* in our [December](#) newsletter. DA2545 will be a rolled-up schedule and will supplement the *Disposal Schedule for Functional Records of Local Government (DA2200)*. We expect that Councils will use the new schedule if they are implementing a new system or migrating from one system to another.

Drafting of the first fifteen functions is complete. A major change in DA2545 is that 'Policy' has been taken out of each function and is now in the 'Corporate Management' function. This avoids unnecessary repetition. We have taken the same approach with other similar activities.

We will seek feedback from the reference group soon. Writing DA2545 has prompted questions such as:

- Should we roll-down any retentions?
- How much appraisal information should we capture?
- Will we revisit DA2200 and make changes to it?
- What mapping document do we need to produce?

If you have any thoughts or opinions regarding these or other issues, we would like to hear from you, so please [email](#) us.

Professional Associations Issue Statements of Solidarity with Information Professionals in Ukraine

Many Australian and International professional associations in the cultural sector have extended support to their professional colleagues in Ukraine. Some who have issued statements of solidarity include:

- [Australian Society of Archivists and the Records and Information Professionals Australasia](#)
- [Australian Library and Information Association](#)
- [International Council of Archives](#)
- [International Council of Museums](#)
- [International Federation of Library Associations and Institutions](#)
- [Digital Preservation Coalition](#)
- [Blue Shield International](#)

These statements express concern for the safety and wellbeing of the Ukrainian people and professional colleagues and focus on protecting documentary and cultural heritage.

In Brief

Artificial Intelligence Framework

The NSW Government's [AI Assurance Framework](#) helps organisations to design, build and use AI-enabled products and services.

The Framework is consistent with the Government's [AI Ethics Principles](#), and is designed to help government organisations identify risks associated with their projects.

Tasmanian government organisations may find the Framework useful to help guide their own AI projects.

Australian Data Strategy

The [Australian Data Strategy: The Australian Government's whole-of-economy vision for data](#) was released in December 2021. Consultation ends on 30 June 2022.

Functional Requirements for Managing Records in M365

Government organisations are increasingly using Microsoft 365 (M365) to create and manage their records. To deliver the functions of a recordkeeping system, M365 must be configured appropriately.

Published by the Australian Digital Recordkeeping Initiative (ADRI), [Functional Requirements for Managing Records in Microsoft 365](#) provides high level principles and requirements for effective records management in M365.

Maximising Access to Care Leavers' Records Guide

[Maximising Access to Care Leavers' Records](#) has now been published. Providing a person who has experienced out-of-home care with access to records can be critical to building their life story, as the records may offer information about their development, history, context and identity.

The guideline offers a practical approach to providing access to records for people who have experienced out-of-home care.

Three of the seven case studies are from the Tasmanian Archives, and they describe how the Archives applied best practice to improve accessibility to records.

In Brief

Business Emails in Junk Folders

We've recently noticed that some emails are automatically going into our junk email folders, in both personal and shared inboxes. These folders generally have a very short retention and are set up to auto-delete.

Given official emails are State records, we've put in place business practices to ensure that we check our junk folders weekly. We then unblock legitimate emails by adding them to the safe sender list. This restores inappropriately labelled email into our inbox. We then file it appropriately.

We strongly recommend you put in place a process that works for you to ensure that valid emails aren't deleted.

Geilston Bay Update

The Tasmanian Archives collection will be relocating from Berriedale to our new site at Geilston Bay during the second half of 2022.

The relocation is expected to take up to six weeks to complete. During this time there will be occasions when records will not be available for immediate retrieval. Once exact dates for the relocation are known, we will provide further information.

Tasmanian Government Commission of Inquiry

The [Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings](#) has postponed hearings until May 2022. The Commission will hold hearings in Hobart and Launceston.

The reporting deadline has also changed. The Commission will now submit its report and recommendations by 1 May 2023.

The State Archivist issued our [records retention notice](#) last year. This notice requires you to keep all records of relevance until the end of the Commission and any resulting reviews, appeals or actions.

Coming Up

May: [Information Awareness Month](#)

2-8 May: [Privacy Awareness Week](#)

9 June: [International Archives Day](#)

Managing Food Recall Notices in Local Government

Recently we got a tricky question about managing Food Recall Notices in local government. There is no obvious disposal class in *Disposal Schedule for Functional Records of Local Government* (DA2200) for these notices. Councils have taken approaches ranging from seven years to permanent, using different classes.

We went on a wild research ride and concluded “It’s complicated”! Here is the briefest summary:

[Food Standards Australia and New Zealand \(FSANZ\)](#) is a Commonwealth statutory authority responsible for developing food standards which are enforced by State and Territory agencies. In Tasmania this responsibility lies with local government, Department of Health, Department of Natural Resources and Environment and the Tasmanian Dairy Industry Authority.

It is rare for a Council to issue a Food Recall Notice - a possible scenario is a foreign object, such as glass, found in a product. The role of a Council Environmental Health Officer is often following up on notices from Department of Health, as well as investigating other aspects of food safety (such as accurate labelling, monitoring food premises and investigating food poisoning). Most often recalls are initiated by the manufacturer.

For now, we recommend these notices and the records of investigations or follow-ups be managed under the Public Health function, DA2200 / 24.10.01:

*Records documenting the operation of public health programs administered or delivered by the Council:
Destroy 10 years after action completed*

The *Supplementary Local Government Disposal Schedule* (DA2545) will cover these notices more clearly and will have a retention period of either 7 or 10 years after action completed.

If you have been managing these under a different function (such as Laws and Enforcement), that is also valid. These are not permanent or long term records.

Many of the Food Recall Notices received from other authorities may be “For Information” and so can be managed using *Disposal Schedule for Short Term Value Records* (DA2158).

To end with an irrelevant snippet: we heard of an occasion when a Food Recall Notice was issued for a non-alcoholic drink because it had too much alcohol in it!

In the News

Archives and Cultural Heritage

[‘He never stopped ripping things up’: Inside Trump’s relentless document destruction habits](#) *The Washington Post*, 5 February 2022. Trump’s shredding of paper in the White House was far more widespread than previously known and – despite multiple admonishments – extended throughout his presidency.

[‘It’s stuff you can’t replace’: experts fear priceless local history will be thrown out in NSW floods cleanup](#) *The Guardian*, 16 March 2022. Historians are concerned about what the loss of family memories and cultural heritage will mean for the region.

[‘Site of national conscience’ to open in Dublin](#) *The Irish Times*, 29 March 2022. The National Centre for Research and Remembrance will be on the site of a former Magdalene laundry. It will include a museum and exhibition space. The records repository will form part of the National Archives, and will include personal testimonies of survivors, which the government said would allow “the lived experience of survivors to be formally accepted as part of the official record”.

[Ukrainian heritage is under threat – and so is the truth about Soviet-era Russia](#) *The Guardian*, 15 March 2022. Shelling is destroying buildings and art, while archivists scan documents around the clock for fear of Russian ‘archivocide’.

In the News (*continued*)

Recordkeeping

[Encrypted messages should be kept as gov records, committee says](#) *itnews*, 20 April 2022. Public servants ought to retain all records about government decisions, including any messages sent to ministers via encrypted messaging and social media apps, according to a new report.

[Most hard drives have a lifespan of three to five years. Have you checked yours lately?](#) *The Guardian*, 11 February 2022. Unlike film, records, cassettes and CDs, hard drives have a lifespan of only three to five years so it's probably time to think about how to preserve that data over the long run.

[The End of Infinite Data Storage Can Set You Free](#) *Wired*, 16 March 2022. The belief that we could save endlessly online turned us all into information hoarders.

Contact Us

Office of the State Archivist

- information and records management advice
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- osa@education.tas.gov.au

Government Archives and Preservation

- transfers to the Tasmanian Archives
- 6165 5443
- 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

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

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