

## On the Record

### Geilston Bay Update

The Geilston Bay repository project is still progressing well with most of the works completed and installation of the exterior artwork expected to start early in 2021. Having been allocated some welcome additional funds, we have opted to install further storage systems at the site before relocating the Tasmanian Archives collection from Berriedale. At this stage we expect to have all the storage systems installed by March 2022.

We are about to release the tender for the task of the relocation from Berriedale. We expect that a successful supplier will be appointed by February 2022. The actual move of records will then be scheduled for March-April 2022.

There will be a period of time either side of the move when we will not be able to accept transfers. Once we have exact dates, we will advise our clients.

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### Supplementary Disposal Schedule for Local Government

We are working with Emma Savage Consulting on a new Retention and Disposal Schedule for Local Government Records. The new schedule (DA2545) will be rolled-up and will supplement the current *Disposal Schedule for Functional Records of Local Government (DA2200)* to provide:

- high-level 'big bucket' coverage of local government records with fewer overall classes than the current detailed version
- coverage for gaps or known issues in the current version of DA2200
- a choice for Council to use either version to manage the disposal of records.

Councils which have already built the detailed version of DA2200 into their disposal management processes will not need to make any changes unless there is an advantage to them in doing so. Rolled-up schedules are easily implemented in business systems and cloud computing environments such as SharePoint, so we will encourage councils to use the new DA2545 if they are implementing a new system or migrating from one system to another.

The work has already started, with a planned release in 2022.

Emma Savage has over 20 years' experience as an Information Management consultant. Her prior experience is in medical research, higher education and local council sectors. Specialising in writing disposal authorities and helping organisations with their implementation, in particular in EDRM systems, Emma has written over 50 disposal authorities for functions in Tasmania and Victoria. She is based in Melbourne but has family connections in Tasmania that bring her over regularly.

We are gathering feedback on the issues and gaps in DA2200 through an online survey. Four responses for the *Have Your Say* survey have already been received. [Contact us](#) to access the survey.

## In Brief

### Commission of Inquiry

The [Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings](#) held its opening hearing on 26 October 2021. A schedule for future hearings has yet to be released.

### Disability Royal Commission

The [Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability](#) is continuing public hearings, with public hearing 17 (Part 2) scheduled for March-April 2022 in Hobart.

### Defence and Veteran Suicide Royal Commission

We wrote about the [Royal Commission into Defence and Veteran Suicide](#) in our [September newsletter](#). The Commission started public hearings in November. You can subscribe to the Commission's [mailing list](#) to keep up to date with progress.

We will be issuing a Records Retention Notice and will add this to the [Disposal Schedules](#) page of our website.

### Hosting Certification Framework Website

The Digital Transformation Agency (DTA) has launched the [Hosting Certification Framework](#) website.

By 30 June 2022, all high-value Australian Government data, whole-of-government systems, and systems rated 'Protected' should be hosted in certified data centre facilities and by Certified Service Providers. The website lists all certified providers under the Framework.

### Open by Design Principles Published

In September, the Australian Information Access Commissioners and Ombudsmen published the [Open by Design Principles](#) to promote the proactive release of government information. The Principles recognise that information held by government is a public resource and promote the proactive disclosure of information.

## In Brief

### Disaster Preparedness Calendar 2022

The Australian Institute for the Conservation of Cultural Material (AICCM) has produced a downloadable calendar to help cultural organisations prepare for hazards. The [Disaster Preparedness Calendar 2022](#) includes practical reminders, for example, changing smoke detector batteries. It also has stickers so you can customise the calendar to show bushfire or flood seasons for your area.

### Third Edition of *The BitList* Released

[The BitList 2021: The Global List of Digitally Endangered Species](#) was released in November by the Digital Preservation Coalition (DPC). First published in 2017, *The BitList* is an advocacy tool that highlights the risks faced by digital content.

Two new items have been added to *The BitList*, 'Virtual Reality Materials and Experiences' and 'Smart Phone Gaming'.

'Adobe Flash Animations and Interactive Applets' joined the small set of digital materials in the highest classification, *Practically Extinct*. Flash animations and applets were used in interactive web design from the late 1990s. They were first added to *The BitList* in 2019 as *Critically Endangered* after Adobe announced it would withdraw support to Flash Animation.

### Office of the State Archivist Staff Changes

Warwick Pease has finished his part-time contract with us, but continues working with the Government Archives team.

During his time with OSA, Warwick made a number of improvements to ORDA, the system we use to develop disposal schedules. These have improved the user interface increasing its usefulness and usability for you and our team.

Crystal Adams has joined our team as a Project Officer for 12 months.

Crystal has been working with Libraries Tasmania for nine years, and her substantive position is with Devonport Library. While Crystal is with us, she will explore and assess options for online training.

## Northern Records and Information Management Group

The Northern Records and Information Management Group (NRIMG) met in Devonport on 24 November, with some members joining virtually.

Among the items we discussed:

- the COVID-19 Disposal Schedule (DA2532)
- social media records and the recent High Court Voller case
- surveillance devices and recordkeeping issues
- our review of our training program, and plans for online training
- EDRMS – on premise vs software as a service
- the supplementary Local Government Disposal Schedule (DA2545) project.

The Group operates as a community of practice and includes local councils and other agencies based in the north of the State. NRIMG uses Teams to communicate virtually, with occasional face-to-face meetings. There is also an online forum for questions and discussion.

Please [contact us](#) if you are interested in joining.

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## COVID-19 Disposal Schedule

We decided that we would develop the [Disposal Schedule for COVID-19 Disease Emergency Records](#) (DA2532) in iterations, to adapt as the emergency unfolded and the records changed. Version 3 of the Disposal Schedule will be released in 2022. It will include:

- border entry records for travellers from medium to high-risk areas (G2G)
- reference data for the Tas Check-In app data
- hotel quarantine records
- vaccination consent forms
- proof of vaccination records
- COVID passports
- records of the COVID@home program.

New types of records may be created now the Tasmanian border has re-opened. Please [contact us](#) with your suggestions for future updates.

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## Government Records Retrievals and Opening Hours over Christmas and New Year

Retrieving and borrowing records will be limited over the Christmas and New Year period.

Friday 24 December is the last day that you can retrieve records. Please place your requests by 5pm Thursday 23 December.

Please check the [website](#) for opening hours. Normal retrievals and opening hours resume on Tuesday 4 January 2022.

## In the News

### Archives

[Kilometres of official secrets, collecting dust and costing taxpayers](#) *The Sydney Morning Herald*, 11 November 2021. Australia's intelligence community has conceded it is breaching laws governing how some of the nation's most important historical documents are stored, revealing more than 10 kilometres of classified documents are gathering dust and may never be made public.

[Residential school records once held in Canada now in Rome, researchers say](#) *CBC News*, 15 November 2021. Researchers in Ottawa have uncovered new evidence to suggest some archival records relating to residential schools in Canada are now only available in Rome, promoting renewed calls for the Vatican to release historic documents that could help piece together what happened to Indigenous children.

### Artificial Intelligence

[UNESCO launches global standard for AI ethics](#) *InfoWorld*, 29 November 2021. Standard aims to provide AI with a strong ethical basis that will not only protect but also promote human rights and human dignity.

### Government Recordkeeping

[Japan opens Digital Agency to boost government technology](#) *AP News*, 2 September 2021. With their Digital Agency open, Japan looked to give a technological upgrade to government services and recordkeeping and overhaul antiquated systems highlighted by the pandemic.

[Ministers face High Court battle over WhatsApp use](#) *BBC News*, 26 October 2021. The government could be forced to crack down on ministers' use of WhatsApp and private email accounts, if a High Court challenge succeeds.

### M365

[Microsoft Office 365: limitations for compliant records management](#) *IDM Magazine*, 5 November 2021. Outlines shortcomings in Office 365 functionality for continuum records management.

## Contact Us

### 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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