

## On the Record

### Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings

#### Submissions to the Commission Now Open

The Commission has released an [information paper](#) to help individuals, groups and organisations make a submission. The information paper provides questions to help submissions:

- Part A focuses on experiences of victim-survivors and their supporters
- Part B focuses on improving the Tasmanian Government's responses to allegations and incidents of child abuse in institutional contexts.

Information sharing and recordkeeping are among the questions featured in Part B.

The Commission is also inviting submissions relevant to the [terms of reference](#) that go beyond the questions asked in the information paper.

The information paper and the terms of reference make clear the differences between this Commission and the *Royal Commission into Institutional Responses to Child Sexual Abuse*. They also outline the primary focus of the Commission, including the roles and responsibilities of the Tasmanian Government, and systemic issues and options for reform, rather than investigations of individual cases.

[Submissions](#) close on Friday 2 July 2021.

#### Records Retention Notice Issued for Commission of Inquiry

The State Archivist issued our [records retention notice](#) ("disposal freeze") on 16 April. This notice requires you to retain all records of relevance until the end of the Commission and any resulting reviews, appeals or actions.

#### Digitisation of Records and Past Disposal Practices

Our Office has had several queries from agencies about the Commission, with many seeking advice about digitising records that may be of value to the Commission.

We hope you find our [Digitisation Projects FAQs](#) a helpful starting point, and we recommend that you carefully consider the Commission's terms of reference before starting a digitisation project.

Please seek advice from our Office on digitisation standards. We are developing a Digital Preservation Standard that will replace *Guideline 8: Digitisation and Disposal of Source Records*, revising our *Disposal Schedule for Source Records* (DA2159) and developing a case study on quality assurance.

We've also had clients seeking past (hardcopy) disposal schedules, in response we are identifying relevant schedules and digitising them to make them available on request.

Please [contact us](#) if you have any queries about the retention notice, digitisation or past disposal practices.

## Geilston Bay Repository Update

The first batches of the compactus and shelving systems to be installed at the site arrived in May and installation commenced on 7 June 2021.

We anticipate the site becoming fully operational by the end of September with relocation of the 14 linear km of collection from the Berriedale repository planned to take place over late 2021-early 2022. The Berriedale site will then be relinquished. The project budget has allowed for an initial capacity of 21.6 linear km, the total capacity of the site is 29 linear km.

All construction work has been completed as well as installation of the air-conditioning, fire and security systems and ICT environment. The major contract for the supply and installation of the compactus and shelving systems was awarded to Castledex, leaving one final tender to be conducted for selection of an appropriately qualified and experienced removalist to complete the relocation of the collection from Berriedale.

The Berriedale collection is ready for relocation having been audited, assessed and, where necessary, repackaged.



Photo (above): Compactus at the new Geilston Bay Repository.

## In Brief

### Royal Commission into Defence and Veteran Suicide Announced

On 19 April 2021, the Prime Minister announced the establishment of a *Royal Commission into Defence and Veteran Suicide*.

The consultation process to inform the terms of reference has closed and feedback forwarded to the Attorney General's Department. The Department will progress the terms of reference. At the time of writing, the Royal Commission has not yet been formally established.

### Disability Royal Commission Granted an Extension

The *Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability* has been granted an extension. The Final Report is now due by 29 September 2023.

Hearings continue, with sessions being scheduled in Hobart in August this year.

### Revised International Standard and Technical Specification

Standards Australia recently adopted the revised international standard, AS/SNZ ISO 16175.1:2021 and Technical Specification, SA/NZS ISO TS 16175.2:2021, which aim to assist decision makers responsible for purchasing, designing and configuring information systems.

- AS/SNZ ISO 16175.1:2021, *Information and documentation — Processes and functional requirements for software for managing records — Part 1: Functional requirements and associated guidance for any applications that manage digital records*.
- SA/SNZ TS ISO 16175.2:2021, *Information and documentation – Processes and functional requirements for software for managing records. Part 2: Guidance for selecting, designing, implementing and maintain software for managing records*.

### IG Industry Report Released

Information Governance ANZ (InfoGovANZ) has released the results of their third IG survey, [IG Industry Report](#) (May 2021, 14 pages.)

The report highlights that implementing and maintaining an IG framework is the most important priority for organisations for nearly half of industry professionals.

## In Brief

### Renewal of Certified Storage Providers

We certify secondary storage providers as Approved Secondary Storage Providers (ASSP).

We recently made several changes, with providers now assessed against our new *Physical Storage Technical Standard*, and certification and renewal lasting for three years instead of two.

We've just updated our website with our most recently renewed provider, and are working through the process with another provider.

You can find out more on the [Approved Secondary Storage Provider](#) page of our website.

### New and Updated Disposal Schedules

Version 2 of *Disposal Schedule for COVID-19 Emergency Records* (DA2532) is now available. This release includes updates to Visitor and staff screening, Check in TAS data, COVIDSafe app data, and adds Border entry registration for travellers from low-risk areas.

Future releases of the schedule will include border registration for travellers from medium and high-risk areas, vaccination consent forms and quarantine records.

We have released *Disposal Schedule for Health Administration Records* (DA2525), and *Disposal Schedule for Aurora Energy* (DA2509) will be added to our website shortly.

You can find our Disposal Schedules on our [Approved Retention and Disposal Schedules](#) webpage.

### Information Management Foundations Training

We'll be running an Information Management Foundations training course on Friday 23 July in Hobart. You can book for this through the [Tasmanian Training Consortium](#) (TTC).

### International Council on Archives Online Training

The International Council on Archives (ICA) has three [online training courses](#) available.

'Introduction to Records Management' and 'Understanding and Using the Universal Declaration on Archives' were released in 2020. 'Organising Family Archives' is now available.

All are available in English and French.

## Showcasing a Year of COVID-19 Memories

Libraries Tasmania has launched an online gallery to showcase Tasmania's experience of the COVID-19 pandemic.

One year ago, in collaboration with the Tasmanian Museum and Art Gallery, we began inviting Tasmanians to contribute writing, photographs, video and objects telling their 'COVID-19 Story'.

Tasmanians from Strahan to Ravenswood, and Smithton to Kingston responded with wide-ranging submissions, such as photographs of closed businesses, personal accounts of isolation, fear and boredom, poems, and stories of projects aimed at bringing happiness to the community.

A range of submissions is now available to view online via Libraries Tasmania's [online gallery](#). Some gems include:

- Leslie Whittet of Devonport sharing the joy of seeing his granddaughter race out of the airport after arriving from lockdown-restricted Victoria ([NS6935](#)).
- Six-year-old Freddy Farrington of Margate recounting taking his COVID-19 test ([NS6971](#)).
- Hobart based artist Michelle Dracoulis's photographic explorations of toilet paper hoarding ([NS6972](#)).
- Launceston teacher Jayne Hill and illustrator Courtney Greatbatch's beautiful booklet 'But why can't I go to school?', created to help kinder and prep students understand and cope with the pandemic ([NS6953](#)).
- The Australian Nursing and Midwifery Federation Tasmanian branches' videos, photographs and media releases from 2020 ([NS6980](#), [NS6981](#)).

Project coordinator, Libraries Tasmania archivist Jen Jerome, has welcomed the community's enthusiastic response.

"Thanks to the generosity and creativity of our community, this collection will provide an invaluable record of the journey taken by Tasmanians through 2020 and the ongoing pandemic."

Jen encourages people to continue to contribute, saying "each submission is like a piece of a puzzle – the more stories, images and items we receive, the more coherent the story will be."

More information about the COVID-19 Stories Project can be found on the websites of [Libraries Tasmania](#) and [TMAG](#), or by contacting the project team at [COVID19stories@education.tas.gov.au](mailto:COVID19stories@education.tas.gov.au)

Submissions will be accepted until the end of 2021.

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## National Archives and Records Administration Releases Internal Report on Racism

The Archivist of the United States set up a task force of National Archives and Records Administration (NARA) employees to identify issues of racial inequality internally and in customer facing operations.

Recommendations from [The Archivist's Task Force on Racism: Report to the Archivist](#) (April 2021, 105 pages) contain a mix of short and long term actions to address structural racism within NARA.

Areas examined by the Task Force included:

- the employee experience (recruitment, advancement, retention, assignment of work, access to opportunities); diversity and inclusion (interactions with each other and customers); and race-based harassment and discrimination)
- archival description (anachronistic or offensive terminology used to describe historical records)
- museums (ensuring a diversity of representation, viewpoints, access and outreach in exhibits, education and public programs).

## First Nations Training for Archives Staff

All of our staff are currently participating in a comprehensive Indigenous cultural competency program.

The program includes completion of the online Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) [Core cultural learning course](#), as well as participation in a workshop focussed on embedding the [Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services](#) (ATSILIRN) into our everyday practices. The workshop will be conducted in Hobart on 25 August 2021.

Our participation in this program will be further augmented by completion of the [Indigenous Recordkeeping and Archives course](#) which has been developed and made publicly available by the Australian Society of Archivists (ASA).

## Preservation Digitisation Project

Digitisation Services, Government Archives, and the Community Archives teams have started work on a Preservation Digitisation Project, launched February 2021. The aim of this project is to preserve our Tasmanian film, sound and video collections for long-term preservation and access by the public.

Our first priority is the magnetic tape collection which is at great risk of being lost forever if not digitised before 2025.



To digitise our collections, the team is using a combination of outsourcing and in-house digitisation. We are currently working with local vendors to digitise Betacam and VHS tapes.

In-house digitisation will occur by purchasing a film scanner that will be used to digitise 8, 16 and 35mm film. The film scanner will also be used for viewing and assessing film before digitising.

Photo (left): Craig Maddock, audio-visual specialist at Digitisation Services.

The project will enable us to provide improved access to our film and magnetic audio-visual collections as well as preserve the content in contemporary digital form.

Digitised items will become accessible over time via our online catalogue on the Libraries Tasmania website. A team of Government and Community Archivists will assess all items to check access permissions and determine copyright. Some of the newly digitised film highlights are accessible on our [YouTube](#) channel where you can see a great overview of our rich film and sound collection. New items are added regularly.

Photo (right): The Steenbeck: viewing station for 16mm film and 35mm film and optical sound.



## In the News

### Archives

[Beyond 2022 – creating the Virtual Record Treasury of Ireland](#). Beyond 2022 is an all-island and international collaborative research project working to create a virtual reconstruction of the Public Record Office of Ireland, which was destroyed in the opening engagement of the Civil War on June 30th, 1922.

[‘Inconceivable’: why has Australia’s history been left to rot?](#) *The Guardian*, 23 May 2021. Historians are aghast that the National Archives have had to resort to crowdfunding to protect irreplaceable historical records.

[‘This is our cultural heritage’: Spanish photographers seek national archive](#). *The Guardian*, 31 May 2021. Spain’s best-known photographers have thrown their weight behind a new campaign to establish a national centre to catalogue, share, protect and promote the country’s rich and diverse photographic history.

### Government recordkeeping

[Govt flags ‘technology neutral’ law reforms](#). *InnovationAus*, 22 April 2021. The government plans to introduce legislative reforms this year to make Australia’s laws “technology neutral” and make permanent many of the digital communications allowances introduced during the pandemic. Treasurer Josh Frydenberg unveiled the plans on Wednesday as part of the government’s “deregulation agenda”, the changes would confirm the validity of electronic signatures and electronic documents in more situations, including those sent to shareholders.

[‘Extraordinary’: WA government department deletes bullying allegation email](#). *WA Today*, 20 May 2021. A child protection worker raising allegations of bullying within her workplace has had the email outlining her concerns deleted by the department.

### Artificial Intelligence

[EU artificial intelligence rules will ban ‘unacceptable’ use](#). *BBC News*, 21 April 2021. Some “unacceptable” uses of artificial intelligence would be banned in Europe under proposals unveiled on Wednesday. The European Commission’s rules would ban “AI systems considered a clear threat to the safety, livelihoods and rights of people”, it said. It is also proposing far stricter rules on the use of biometrics - such as facial recognition being used by law enforcement, which would be limited. Breaking the rules could lead to fines of up to 6% of global turnover.

[HRC calls for an AI Safety Commissioner](#). *InnovationAus*, 27 May 2021. The federal government should establish an AI Safety Commissioner and halt the use of facial recognition and algorithms in important decision-making until adequate protections are in place, the Australian Human Rights Commission has concluded after a three-year investigation.

## 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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