

On the Record

Tasmanian Commission of Inquiry into Child Sexual Abuse

The Tasmanian Government [Commission of Inquiry into Child Sexual Abuse](#) released its [Terms of Reference](#) on 15 March 2021. A Final Report with recommendations is due by 31 August 2022.

We wrote about the establishment of the Commission in our [December 2020](#) newsletter. The Commission will focus on investigating the Tasmanian Government's responses to allegations and incidents of child sexual abuse in institutional contexts including responses by the Department of Education, the Tasmanian Health Service and the Department of Health, and the Department of Communities.

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 will release a records retention notice ("disposal freeze") on our [website](#) shortly.

The [Justice Miscellaneous \(Commissions of Inquiry\) Bill 2021](#) which will amend the *Commission of Inquiry Act 1995* (Tas) and other legislation, has been tabled in Parliament.

COVID-19 contact tracing records

On 9 December 2020, the Director of Public Health issued [Direction under Section 16 \(Contact tracing – No 3\)](#) which increased the retention of contact tracing information from 21 to 28 days. We are in the process of updating our [Disposal Schedule for COVID-19 Disease Emergency Records \(DA2532\)](#) with this change, and others.

Most government organisations have been using the Check In TAS app to gather contact tracing information since it was released in December 2020. It is a free app that helps meet the public health requirement to record details of people who spend more than 15 minutes at a business, venue or event. The data is stored for 28 days before being automatically destroyed. From 1 May, the app will be the only system that can be used by government or private organisations for collecting contact tracing information in Tasmania. (See the [Direction under Section 16 \(Contact tracing – No 4\)](#) issued 18 March 2021.)

Please note that the Check in TAS app and visitor sign in books serve different purposes. Information collected in the Check in TAS app is owned and used by Public Health for contact tracing purposes only. Visitor sign in books are owned by individual government organisations and are generally used for workplace health and safety purposes. You still need to use visitor sign in books even if your visitors use the Check in TAS app.

DA2532 will be updated as more records are identified and created across government. The next release of the schedule will include retention of COVID Safe app data. If you have identified any records that you think aren't covered by the schedule, please let us know so we include these in future updates.

Council minutes

We've had several enquiries about local council minutes recently. Dealing with the easy question first:

Do we need to bind hardcopy council minutes before transferring them to the Archives?

No, you don't. Just follow our normal procedures for [preparing hardcopy records for transfer](#).

The other question that comes up regularly is:

Do council minutes need to be signed before transfer to the Archives?

[Local Government \(Meeting Procedures\) Regulations 2015](#) (sections 34(6) and 35(1b)) requires minutes be confirmed as the true record and signed by the chairperson.

The Government Archives team considers signed minutes to be the final, authorised version.

Is there a difference between hardcopy and digital minutes?

Traditionally, the Mayor has signed each page of the minutes as confirmation that the minutes have been accepted as the final version. This worked well when the minutes were paper records. However, many councils now create their minutes electronically. Some councils have been printing the minutes to get them signed and have then scanned the signed version back into their systems as the permanent record. This is clearly a labour-intensive and inefficient process.

What approaches are councils taking?

We asked councils on the Northern Records Information Management Community of Practice and Local Government Records Management User Group how they manage their processes and if any have implemented digital signatures. There were some interesting posts in reply. We'd encourage you to join in the conversation and share your practical expertise. [Contact us](#) if you want to join either or both of these groups.

We've flagged the need for a FAQ on wet ink, electronic and digital signatures. Watch this space!

Geilston Bay update

The Geilston Bay repository project is coming into the last stages. The office spaces are being fitted, and the repository is being painted. The main compactus shelving for the repository are being designed and fitted by Castledex, and these will be installed over the next few months. We are projected to move in toward the end of 2021 / beginning of 2022.

The initial storage volume of the new repository will be approximately 21,000 linear metres (just over 3000 bays) with capacity to increase this further over time. This significant increase in storage capacity, combined with a quarantine area, a larger and modern Audio Visual Vault, and additional work spaces greatly improves our capability to ensure the ongoing management and accessibility of the Tasmanian Archives.

There will be a period of time either side of the move when we will not be able to accept transfers. We're still finalising timelines and we'll keep you posted.

New statutory governing bodies disposal schedule

We have just authorised a new disposal schedule for the *Administration of Statutory Governing Bodies* (DA2508). It covers the common functions of establishing and managing the body, such as appointing members and arranging and conducting meetings. The unique functions of the body, such as regulating professions or resolving appeals, will need to be managed under a specific disposal schedule. We will publish DA2508 on our [website](#) soon but please [contact us](#) if you'd like a copy in the meantime.

Information Management Framework

Don't forget to update links from your organisational records management policy to our two new standards, the [Information and Records Management Standard](#) and the [Physical Storage Technical Standard](#). We've produced two documents to help show you which Guidelines these Standards have replaced:

- [Information and Records Management Standard – Overview](#)
 - [Physical Storage Technical Standard – Overview](#)
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Update on Royal Commissions

Royal Commission into Aged Care Quality and Safety

The Final Report was handed down on 1 March 2021. The Commissioners disagreed on almost a third of the 148 recommendations and have presented alternative options in the Report.

Several recommendations are about data and information including collection, governance, management, linking, sharing, publication and new and interoperable systems. For example, recommendation 68 urges universal adoption by the aged care sector of digital technology and My Health Record, with digital care management systems (including electronic medication medical systems) compatible with My Health Record.

Recommendation 145 is that the Australian Government report to Parliament by 31 May 2021 about its responses to the recommendations in the Report.

More information:

Royal Commission into Aged Care Quality and Safety. [Final Report: Care, Dignity and Respect](#) (March 2021, Volume 1: Summary and recommendations, Volume 2: The current system, Volume 3A and 3B: The new system, Volumes 4A, 4B and 4C: Hearing overviews and case studies, Volume 5: Appendices. The Executive Summary and List of recommendations, both from Volume 1, are also published separately.)

Royal Commission into National Natural Disaster Arrangements

In our [December 2020](#) newsletter we wrote about the Commonwealth Government's response to the Bushfires Royal Commission. The Tasmanian Government supports or supports in principle all of the Royal Commission's recommendations, except two.

More information:

[Tasmanian Government Response to the Recommendations of the Royal Commission into National Natural Disaster Arrangements](#) (14 pages)

Lisa Baker wins International Women's Day award

Lisa Baker, Manager of Information Management Support Services (IMSS), Department of Education won a Tasplan International Women's Day Award.

Lisa was recognised in the State Service: Aspiring Leader category for her work in leading IMSS and supporting other Government agencies in requesting searches and discovery of records to assist in civil and redress evidence requests as a result of the Royal Commission into Institutional Responses to Child Sexual Abuse. Congratulations Lisa!

In brief

Update of OAIC's Guide to securing personal information

The Office of the Australian Information Commissioner (OAIC) is updating its *Guide to securing personal information* and [seeking comments from stakeholders](#) on how it could be improved.

The guide provides advice on protecting personal information from misuse, interference, loss and from unauthorised access, modification or disclosure. It also includes guidance on destroying or de-identifying personal information once it is no longer needed.

The guide is for entities covered by the *Privacy Act 1988* (Cwlth), but it may also be relevant for organisations not covered by the Act as a model for better personal information security practice.

New privacy guidance for employers on COVID-19 vaccinations

The OAIC has released new COVID-19 vaccination guidance for employers to understand their obligations when collecting, using, storing and disclosing employee health information related to the vaccine.

[Coronavirus \(COVID-19\) Vaccinations: Understanding your privacy obligations to your staff](#) complements [Coronavirus \(COVID-19\): Understanding your privacy obligations to your staff](#), which offers more general advice.

While both publications are for Australian government and for organisations covered by the *Privacy Act 1988* (Cwlth), you may find them useful.

Reducing data breaches when emailing

The Office of the Victorian Information Commissioner has released new guidance: [Tips to reduce data breaches when sending emails](#). Human error is one of the main causes of personal information being disclosed when sending emails.

The guidance includes simple tips including disabling AutoResolve functions, double-checking email recipients and setting delay rules and more.

In brief

Introduction to our disposal schedules

The introduction to our disposal schedules has irked us for a long time – it is lengthy, tedious and confusing and the important information is buried. (Has anyone actually read it?). In response we are re-writing it!

Our plan is to create some FAQs and training resources to provide context and the basics. Please [contact us](#) if you'd like to provide feedback on our new draft introduction.

Tune Report released

The [Functional and Efficiency Review of the National Archives of Australia](#) (the Tune Review) was released in March.

Among the 20 recommendations: an update of the Commonwealth Archives Act; greater investment in IT, cybersecurity and a 5th generation Digital Archive; a centralised storage and preservation model; and giving responsibility for information management across Commonwealth agencies to the Archives.

The Australian Government is considering the recommendations.

Coming up

[World Backup Day](#): 31 March.

[Privacy Awareness Week](#) (Office of the Australian Information Commissioner): 3-9 May 2021.

[Information Awareness Month](#) (A collaborative event between various bodies in the records, archives, library, knowledge, information and data management communities): May 2021.

[International Archives Day](#) (International Council on Archives): 9 June 2021.

2021 Conferences

[Archives Amplified](#), the Australian Society of Archivists (ASA) conference, Brisbane, 15-16 September 2021. Registrations open in May.

The Records and Information Management Professionals Australasia (RIMPA) [RIMPA Live 2021](#) conference, Canberra, 11-14 2021. Registrations are now open.

In the News

Archives

[National Library's collections face 'significant future risks' without funding for storage](#), *The Mandarin*, 23 February 2021. An audit report on the management of collections held by the National Library of Australia and the National Film and Sound Archive of Australia (NFSA) has praised the organisations' management practices, but highlights issues with long-term storage.

[New technique reveals centuries of secrets in locked letters](#), *The New York Times*, 2 March 2021. M.I.T. researchers have devised a virtual-reality technique that lets them read old letters that were mailed not in envelopes but in the writing paper itself after being folded into elaborate enclosures.

[Rare soldier's diary reveals secret massacre of Indigenous Tasmanians after almost 200 years](#), *ABC*, 28 December 2020. A soldier's diary disintegrating in Ireland's national library has revealed disturbing evidence of an undocumented massacre of Aboriginal people in Tasmania in the colony's early years.

[Why all of Trump's tweets and other social media posts must be archived for future historians](#), *ZDNet*, 12 January 2021. The National Archives, on Sunday January 10, disclosed (through a tweet, naturally) that they will archive President Trump's social media content.

Data sharing

[Sweeping data sharing scheme hits roadblock](#), *InnovationAus*, 10 February 2021. After three years in the works, the government's long-awaited data sharing scheme for public sector information has been knocked back at the first test, with a group of senators questioning a lack of detail and privacy safeguards in the legislation.

Electronic signatures

[eSignatures are at risk as law update stalls](#), *InnovationAus*, 22 March 2021. Australia's corporate sector faces uncertainty and increased risk this week after the federal government failed to pass amendments that would confirm companies' right to hold virtual-only meetings and to execute documents electronically.

[AusPost's Digital iD linked with DocuSign for e-signatures](#), *itnews*, 22 March 2021. Australia Post's Digital iD identity credential can now be used with DocuSign, allowing users to prove their identity for e-signatures without uploading physical identity documents separately.

Freedom of information

[Australia's freedom of information regime labelled 'dysfunctional' in scathing audit](#), *The Guardian*, 15 January 2021. The report recommended the information commissioner develop guidance for government on how information in non-official systems, email accounts and devices should be recorded. "This is particularly important amid increasing use of WhatsApp and other mobile devices by ministers to conduct the business of state," the report said.

Government recordkeeping

[Devonport City Council leads the way with digital transformation](#), *The Advocate* (Burnie, TAS), 11 January 2021. The Devonport City Council has undergone a digital transformation, and other councils in Tasmania and interstate are asking for advice on how to adopt its model.

[Irish mother and baby homes: Inquiry 'backup tapes' discovered](#), *BBC*, 20 February 2021. Ireland's mother and baby homes inquiry has "become aware of backup tapes" after it was criticised for deleting audio recordings of witness evidence. The recordings were made when 549 people who had "lived experience" of mother and baby homes agreed to give evidence to an independent inquiry into the institutions.

[NSW premier's office broke state record-keeping laws in 'reckless' destruction of documents](#), *The Guardian*, 22 January 2021. Investigation found notes shredded by adviser to Gladys Berejiklian to \$252 grants scheme should have been retained as state archives.

‘Documenting COVID-19 in Australia’ virtual symposium

Documenting and preserving the effect of the pandemic on society is vital to ensure future generations understand its impact and how we responded. The ‘Documenting COVID-19 in Australia’ virtual Symposium held in December 2020 saw leading representatives from government, collecting institutions and academia, discussing what records need to be preserved and the challenges involved.

Government archivists and records managers are encouraged to watch the [online recordings](#) from the Symposium. The sessions include discussions on the kinds of documentation you should be targeting for preservation, who needs to take responsibility for collecting different kinds of documentation, and how best to ensure that we are capturing the most representative documentation.

Particular presentations worth checking out include:

- Dr Fackson Banda, Chief of the UNESCO Documentary Heritage Unit’s overview of why we need to collect records and what is happening globally [16.26, recording 1]
- Terhi Nurmikko-Fuller’s (Australian National University) on data sets - big data, open data, linked data, complex data – and the importance of capturing mundane data [9.37, recording 4]
- Jay Weatherburn’s (University of Melbourne) on digital documentation and digital archives [34.50, recording 4].

Also highly recommended are presentations discussing documentation activities currently underway [[recording 3](#)]:

- Government records - some normally temporary ‘administrative’ records will be reclassified as permanent for a wide range of Government Agencies, and not just the key Agencies responding to the crisis (Tatiana Antsopova, National Archives of Australia)
- Libraries - work being undertaken by all of the state libraries (Kevin Bradley, National and State Libraries Australia)
- Collecting objects of significance, online images, and social media interactions (National Museum examples of ‘Bridging the Distance’ website and the online project ‘[Momentous: sharing bushfire and pandemic stories](#)’ (Craig Middleton, National Museum of Australia)
- Collecting news broadcasts and ‘in copyright’ material (Gayle Lake, National Film and Sound Archive).

The Symposium was presented by UNESCO Australian Memory of the World Program and the National Archives of Australia.

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

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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