

On the Record

Geilston Bay Update: Temporary Halt to Physical Transfers

With installation of the compactus systems well advanced, the next stage in the new repository development project is to issue a tender for an experienced removalist to relocate the entire collection.

To support the relocation process, we need to develop a detailed manifest for the removalists to follow to ensure we maintain order and control of the collection throughout. Once development of the manifest is completed, we will not be able to accept any physical transfers until we move. This manifest will specifically detail where each box or item is located at Berriedale and where it is to be relocated at Geilston Bay.

All going to plan, we will commence the move in January 2022.

As a consequence of the preparatory work and the time needed to complete the relocation process, we will not be accepting transfers of physical records from start of October 2021 until the end of March 2022. That said, we will accept transfers under exceptional circumstances so please contact Government Archives and Preservation (berriedale.archives@education.tas.gov.au or 6165 5443) if this is the case.

We will be accepting digital transfers as usual.

Terms of Reference for the Royal Commission into Defence and Veteran Suicide Released

The new [Royal Commission into Defence and Veteran Suicide](#) may impact Tasmanian government organisations. The Royal Commission is examining the Australian Defence Force, the Department of Defence and the Department of Veterans' Affairs. It will also examine defence members' and veterans' engagement with other Commonwealth, State or Territory government entities and the role of non-government organisations. The Terms of Reference includes information sharing, specifically, "the manner and extent to which information about the defence member or veteran is held by and shared within and between different government entities".

It may impact government organisations employing former defence personnel (including the Naval, Army or Air Force Reserves) now or in the past.

The [Letters Patent](#) issued on 8 July 2021 set up the Royal Commission and contain the Terms of Reference. An interim report is due on 11 August 2022, and a final report on 15 June 2023.

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

More Information:

- Prime Minister, Attorney-General, Minister for Industrial Relations, Minister for Defence Personnel, Minister for Veterans' Affairs. [Media Release: Defence and Veterans Suicide 8 July 2021](#).

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

Practice Directions Released

Several [Practice Directions](#) have been issued by the Commission, including *Practice Direction No.3: Production of Documents and Document Management Protocol*.

Retaining Child-related Records

We want to remind you of the resources we developed to support the recordkeeping recommendations of the [Royal Commission into Institutional Responses to Child Sexual Abuse](#) (the Royal Commission). The resources may be useful in responding to the current Commission of Inquiry and help Tasmanian organisations more broadly to make sure they are safe for children.

We issue disposal freezes or records retention notices to ensure you keep all records of relevance until the end of an inquiry and any resulting reviews, appeals or actions.

For example, our [Royal Commission Toolkit](#) includes the [Notice of a Disposal Freeze on Records Relating to Children](#) and [Child Abuse Disposal Schedule and Freeze FAQs](#).

We also issued a separate disposal freeze for the Commission of Inquiry in April 2021. All our current freezes are on our [Disposal Schedules](#) webpage.

Microsoft 365

Microsoft 365 (M365) is a cloud-based, subscription suite of products. Depending on your subscription, it may include SharePoint Online, Office applications (word, spreadsheet, presentations), Email and calendars, Collaboration tools (OneDrive, Teams, Yammer), Business analytics tools etc.

M365's default, out-of-the-box configuration is not compliant with Australian recordkeeping standards or legislation. The implications of this vary depending on your M365 licence, any third-party products, and the software service used.

In simple terms, you will need to:

- work closely with your IT section to understand, configure, apply governance, monitor and manage M365
- use third-party products
- integrate M365 with an electronic document and records management system (EDRMS)
- use a combination of these measures to achieve recordkeeping compliance.

M365 is an evergreen product, with updates and new features released often. This means IT compliance measures you've taken may quickly become out-of-date.

The Australasian Digital Recordkeeping Initiative (ADRI) is developing guidance on M365. ADRI is a working group of the Council of Australasian Archives and Records Authorities (CAARA), the peak body of government archives and records institutions in Australia and New Zealand. Until ADRI's guidance is released, you may find these helpful:

- Archives New Zealand. Updated April 2021. [Microsoft 365](#)
- NSW State Archives & Records. November 2019, updated March 2021. [Office 365 and Recordkeeping](#)
- Public Record Office of Victoria. Updated August 2021. [Microsoft 365: Recordkeeping within a Microsoft 365 environment](#)
- Queensland State Archives. Updated July 2021. [Manage your records and Microsoft 365](#)

In Brief

Report on Surveillance Devices Act

The Commonwealth Ombudsman has found the Australian Federal Police, South Australian Police and Australian Criminal Intelligence Commission delayed destruction of information despite the Act requiring agencies to securely store and destroy protected information obtained through surveillance devices or computer activities.

The [Report to the Minister for Home Affairs on agencies' compliance with the Surveillance Devices Act 2004 \(Cth\)](#) found data had been collected outside the terms of warrants. It also found issues with destruction processes and insufficient detail in records.

New Data Sharing Agreement

The [Intergovernmental Agreement on Data Sharing Between Commonwealth and State and Territory Governments](#) came into effect on 9 July 2021.

The Agreement commits all jurisdictions to share public sector data as a default position, where it can be done securely, safely, lawfully and ethically.

Government Responds to Tune Review

The [Australian Government's Response to the Functional and Efficiency Review of the National Archives of Australia](#) (August 2021) has been released.

The Government agreed in full or in principle to all 20 recommendations in the Tune Review. They had earlier [announced \\$67.7 million of additional funding](#) to enable the National Archives to conduct urgent digitisation and preservation of at-risk records.

New Indigenous Protocols Released

The National Archives of Australia have released [Our Way: Aboriginal and Torres Strait Islander Protocols](#) (February 2021). The five protocols include: Leadership, Rights, Access, Authority and Acknowledgment.

Online Training: Better Access Stolen Generations Records

[Better Access to Stolen Generation Records](#) is a new, free online training package. It highlights the importance of access to records for Stolen Generations survivors and their descendants who have been affected by forced removal policies.

In Brief

Handling Guidelines Just Endorsed

We've just added [Guidelines for handling, preparing and digitising archival paper and printed materials](#) as an endorsed resource in our [Information Management Framework](#).

The National Archives of Australia produced the Guidelines and we hope you find them helpful. They will be relevant for staff completing digitisation projects, for business units unfamiliar with handling archival records, and for new staff.

COVID-19 Stories

The [Collecting with care: ethics in museum work](#) webinar took place in July and focused on contemporary collecting in times of crisis in Australia and New Zealand. Case studies included COVID-19, bushfires, climate change and protest movements.

As part of the webinar Jen Jerome (Archivist, Libraries Tasmania) and Kirstie Ross (Senior Curator, Tasmanian Museum and Art Gallery) presented 'Collaboration for collecting – the Tasmanian COVID-19 Stories project' (50:30).

You can read more about [COVID-19 Stories](#) and view submissions on the [online gallery](#) of the Libraries Tasmania website.

Devonport City Council wins Second Award for Digital Transformation

The 2021 Local Government Awards for Excellence [recognised](#) the Council's digital transformation program. More than 40 projects have been undertaken as part of the program, including cloud records migration and Microsoft 365 implementation.

2021 Conferences Changes

The [RIMPA Live Convention](#) has been postponed until 7-10 March 2022.

The Australian Society of Archivists (ASA) conference, [Archives Amplified](#) (14-17 September 2021) will now be fully virtual.

Coming Up

13 October: [International Day for Disaster Risk Reduction](#) (United Nations).

4 November: [World Digital Preservation Day](#) (Digital Preservation Coalition).

Vicarious Trauma

Vicarious trauma, also known as secondary trauma, can occur with ongoing exposure to other people's trauma. Exposure may be through contact with survivors, hearing stories of abuse, or reading written material with trauma content. The greater the exposure to traumatic material, the greater the risk of vicarious trauma. People who work or volunteer in 'helping' professions or who work with traumatic material are at particular risk. This includes people in victim services, police, legal, health, mental health, emergency and family services, and other allied professions.

Awareness of vicarious trauma is rising within the records and archives profession. You may find the following useful:

- The Australian Society of Archivists (ASA) has developed [A Trauma-Informed Approach to Managing Archives](#), a new online training course. It aims to help create a safe and supportive environment for all who interact with archives. It covers key concepts and principles behind a trauma-informed approach; trauma-informed archival practice; and vicarious trauma.
- The Archives & Records Association (UK & Ireland) has produced [Emotional Support Guides](#) for staff working with potentially disturbing materials and records. The guides identify key warning signs and symptoms, give guidance on how to help, and provide management principles and techniques for staff and managers.
- Blue Knot Foundation is a national centre for excellence for complex trauma. They provide face-to-face, virtual and customised [training](#) on trauma responsive leadership, trauma awareness, managing wellbeing and recognising vicarious trauma.

In the News

Archives

[BoM to scan our climate history](#) *idm*, 13 August 2021. Australia's Bureau of Meteorology (BoM) has a major project digitising historic technical records from 1860 to 1956 detailing meteorological observations.

[NAA report provides eGovernment reality check](#) *idm*, 6 August 2021. Despite more than 10 years of concerted effort to encourage a digital transformation of Australia's federal government agencies, only two thirds "always or almost always" work digitally by default. The latest Check-up Plus survey by the National Archives of Australia shows government paper archives continue to grow.

Australian Immunisation Register and Vaccination Certificates

[Australia's vaccine certificate system can't recognise people with mixed Covid jabs as fully vaccinated](#) *The Guardian*, 31 August 2021. Flaws in the Australian Immunisation Register means only someone who has received the same type of vaccine for both doses is issued a digital certificate.

[Vaccine passports are coming in Australia – but what if you can't prove your status?](#) *The Guardian*, 28 August 2021. Those who have been vaccinated abroad are also reporting problems having their status recorded on the register because the Australian Government only recognises the Pfizer and AstraZeneca vaccines.

[COVID vaccine certificates can be forged within 10 minutes due to 'obvious' security flaw](#) *ABC News*, 23 August 2021. Near-perfect forgeries of the federal government's COVID-19 vaccine digital certificate can be made in 10 minutes using free software.

[COVID-19 vaccine passports: When international borders open, how will global travel work?](#) *ABC News*, 19 August 2021. Services Australia has already negotiated a deal with Apple and Google to allow iPhone and Android digital wallets that show Australians' COVID-19 vaccination records from their MyGov accounts. Vaccine passports for international travel, however, are far more complicated. They require national governments to work together and trust each other; to recognise each other's systems and standards.

Recently Digitised Material

The following is a selection of recently digitised material from the Tasmanian Archives:

- photographs of trams, buses, equipment and staff from the 1890s-2009 ([series AG184](#)) transferred by Metro Tasmania
- digital manuscript ([NG3830](#)) on the history of Oscar Davis an early Jewish convict
- photographs, glass plate negatives, stereoscopic slides and negatives from the 1940s-1990s ([series AA375](#)) used by Tourism agencies to publicise Tasmania
- photographs collected and taken by the Cox family from the late 1800s-1900s of Tasmanian landscapes and towns ([series NS6904](#)): includes early images of Hobart and New Town.



Contact Us

Office of the State Archivist

- information and records management advice
- 6165 5581
- 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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