

On the Record



Office of the State Archivist

April 2018

Introduction from Ross

In our last newsletter I mentioned our restructure and name change. I am pleased to say that this work has progressed well with clearer communication channels and allocation of responsibilities. Our next task is to make our full range of products and services for state and local government more visible and self-explanatory. To achieve this we will need to revamp our website and consider additional channels to communicate with you, I anticipate this work will commence soon and require your feedback along the way.

Our Office has been working across many significant projects in recent months.

The final report of the *Royal Commission into Institutional Responses to Child Sexual Abuse in Australia* was released in late 2017. Volume 8, *Recordkeeping and information sharing* examines the records, recordkeeping and information sharing of institutions that care for or provide services to children. It includes 23 recommendations that present us with a lot to consider.

To support our government in determining its response I have gladly accepted an invitation to be a member of an Expert Reference Working Group and along with my team have made this issue a major priority for us in 2018.

In recent weeks I have also joined a reference group that will support implementation and operation of the [Expungement of Historical Offences Scheme](#). Our role in supporting the response to the Integrity Commission's own-motion investigation into the management of misconduct in the Tasmanian public sector is featured later in this newsletter.

We're also involved in the development of a strategy for digital transformation in the Tasmanian government and have shared our draft Information Management Principles with a small group ahead of wider consultation prior to finalisation and release. This work, like much of what we do now, has been conducted via close collaboration with the Chief Information Officer (CIO) and his team.

As mentioned later in this newsletter we continue to conduct surveys and seek your feedback. Your participation in these activities is much appreciated and critical to helping us ensure our products and services are appropriate and fit for purpose.

Update on the Royal Commission into Institutional Responses to Child Sexual Abuse in Australia

While the Tasmanian Government is considering its response, the freeze on destruction of any records potentially relating to the Royal Commission remains in place. The government has six months to respond to the 409 recommendations.

A Tasmanian government taskforce, coordinated by the Department of Justice, will respond to the recommendations. The State Archivist is represented on the Expert Reference Working Group.

Integrity Commission report on management of misconduct in the Tasmanian public sector

In December, the Integrity Commission released *An own-motion investigation into the management of misconduct in the Tasmanian public sector* (Report No.3 of 2017). Two records-related recommendations resulting from the investigation are addressed to the State Archivist for action; they relate to the creation and retention of records that document the misconduct business process. Part of our response will require amending retention periods in the *Disposal Schedule for Common Administrative Functions* (DA 2157) and *Functional Records for Local Government* (DA2200). We'll keep you informed as we make progress against both recommendations.

New data breach laws introduced

On 22 February, the Notifiable Data Breaches (NDB) scheme came into force. This scheme introduces an obligation that you notify individuals whose personal information is involved in a data breach where it is likely to result in serious harm to any individual affected. Serious harm may include serious physical, psychological, emotional, financial or reputational harm. The scheme also requires you to notify the Office of the Australian Information Commissioner (OAIC).

There has been a lot of publicity about the scheme – and a lot of confusion about whether it applies to Tasmanian government organisations. The Office of eGovernment and the Office of the State Archivist have already held briefings for several Tasmanian government departments.

In short, the NDB scheme operates under Commonwealth law. While it does not generally apply to state or territory authorities, there *are* exceptions, including (but not limited to):

- Recipients of tax file numbers (TFN). This means that most Tasmanian government organisations are subject to the scheme. TFNs are commonly found amongst recruitment, payroll, personnel files, banking and/or superannuation information.
- Jointly held information. If your organisation uses Service providers, they may be subject to the scheme and obliged to report eligible breaches of TFN information and other personal information. In the event of a breach, this may have a broad reputational impact on your organisation.
- State Owned Companies (SOCs). This is because SOCs are subject to both Commonwealth and Tasmanian legislation, being created under both the Commonwealth Corporations Act 2001, and specific Tasmanian legislation.

To prepare for the scheme:

- identify any information assets that may contain tax file numbers
- identify any information assets that are held jointly
- establish reporting arrangements with service providers, and seek legal advice from Crown Law to incorporate arrangements into new contracts
- review your existing incident response plans and make any changes to comply with OAIC requirements.

The OAIC has a very useful [guide](#) that explains who is and isn't covered, preparation and notification requirements.

The Office of the State Archivist and the Office of eGovernment are developing guidance on Information asset registers and whole-of-government incident response plans. Please [contact us](#) if you'd like more information.

Our new Standards available soon as Consultation drafts

Our first three draft Standards – Information and Records Management, Physical Storage and Destruction Methods were circulated to a group of practitioners in late February. We collated feedback via SurveyMonkey, which proved very efficient.

We are very appreciative that our colleagues have been generous with both their time and expertise, and we thank all who contributed.

Once we've adjusted the drafts, we will release them as Consultation drafts for six months. During this time, we'll seek your feedback, and hold face to face briefings to discuss our new approach.

As we mentioned in our last newsletter, 2018 is a transitional year, where we replace our existing Guidelines and Advices with a suite of new Standards, supported by Implementation Tools. Please [contact us](#) if you have any queries. Remember that our existing publications are still available on our [website](#) for your use.

Recently digitised TAHO material

The following is a select list of recently digitised TAHO material. There are also several films available on [LINC Tasmania's Historical Tasmanian Films channel](#) on YouTube.

- [Hobart streets](#). Compiled by William Graham Robertson, 1919.
- Photographic record and description of prisoners. Hobart Gaol. (1895-1902). [GD128/2/1](#)
- Bruny Island Municipal Council minutes book (first volume 1908-1914 digitised). [AB290/1/1](#)
- Registers of the distribution of male convicts to probation stations (1842; 1845-1846). [CON28](#)
- Description of Allotments in the Township of Launceston for grants and leases to be made out (44 page volume). [LSD422](#)
- [Sketchbook](#). William Page Ashburner. [between 1811 and 1846?]. Shown below is Hobart Town from Kangaroo Point.



Recently digitised TAHO material *(continued)*

- [Tasman Bridge Construction](#). Film produced for the Department of Public Works Tasmania. 1965.
- [Tasmania: for all sorts of reasons](#). Film produced for the Tasmanian Department of Tourism and Immigration by the Tasmanian State Film Unit in association with Leo Burnett Pty. Ltd. 1973.
- [The Transport Game](#). Produced for the Division of Industrial Development and Trade and the Department of Planning and Development. 1978. A film about Tasmania's transport system.

Do you have questions about outsourcing?

We have recently had several complex questions about outsourcing. Questions have come from our Tasmanian state and local government clients, as well as service providers, private and not-for profit organisations, and Australian government departments.

Outsourcing of government functions, especially core business, has increased in recent years. Arrangements are becoming more complex, often including multiple parties and subcontracting.

We'd like to understand common issues to develop more consistent and useful policy advice. Most of our questions related to aged care, disability services, child care, and community services, such as neighbourhood houses. We are keen to hear your questions or experiences, no matter what the context. Please [contact us](#).

'Rolled up' Disposal Schedules in action

Information Support Services (ISS), Department of Education, have developed a less complicated way of referencing student and administrative records for future disposal. ISS have rolled up over 120 individual disposal references into a handful of disposal codes. This approach is practical and efficient, saving schools, colleges and TasTAFE time and resources.

You may already be familiar with this records management trend. Originally known as flexible scheduling, it is most commonly referred to as the big bucket approach. If you'd like more information on how this is working in practice, contact Lisa Baker, Manager Information Support Services, Department of Education lisa.baker@education.tas.gov.au

If you'd like to share innovation or best practice in your organisation, please [contact us](#).

New Information and Record Managers Community of Practice

Contribution from Robyn Trigge, Senior Compliance Analyst, Aurora Energy.

A group of ten Information and Records managers have formed a Community of Practice. The group will assist members with information, tips and tools to help maintain or enhance information management practices. The inaugural meeting (held at Aurora Energy on 21 March) considered "Hearts and Minds" (how to engage staff to be amenable to change and good information management) and "Triple A Keyword Classification" (how it is used or adapted in various agency environments).

Community members were eager to share their knowledge. There is a lot of change afoot – with the Office of eGovernment developing a strategy for digital transformation in the Tasmanian government. Collaboration can only help members achieve better outcomes in changing environments.

Under its Terms of Reference, any Information and Record managers in government are eligible to join. Please contact Robyn Trigge at Aurora Energy on robyn.trigge@auroraenergy.com.au or 6237 2516 for a copy of the Terms of Reference and details of the next meeting (in June).