

On the Record



Office of the State Archivist

December 2017

A new name...and a staffing update

The “Government Information Strategy Unit” has been renamed “Office of the State Archivist”. The name change is an outcome of the recent LINC Tasmania’s organisational restructure, part of which includes the creation of another new business unit: “Government Archives & Preservation” whose role includes managing our State archives collection and working with government agencies to coordinate the transfer of permanent value records into our custody.

The Office of the State Archivist team consists of Samara McIlroy (Manager), Janet Henderson and Sally Murdoch. Hayden Jones from the Office of eGovernment, Department of Premier and Cabinet is working with us while we develop the information management stream of the whole of government digital strategy.

Our public phone number (6165 5581) remains the same. Our email is new, you can reach us on osa@education.tas.gov.au

Allegra Huxtable and Sam Foster-Davies are currently both on secondment, and Deborah Drinkell has retired. David Bloomfield has moved to a new position with Government Archives & Preservation.

Jen Jerome leads the Government Archives & Preservation unit. Jen will contact government agencies in 2018 to discuss how the new unit will interact with agencies transferring records or wishing to access State archives.

From a public perspective the Tasmanian Archive and Heritage Office (TAHO) remains as the identity of our entire collection of government archives and private collections as well as the physical and online space for public access to our collections and services.

Our publications are changing

2018 will be a transitional year where we replace our existing Guidelines and Advices with a suite of new, streamlined Standards, supported by Implementation Tools. Our first three draft Standards—Records Management, Storage and Destruction methods—will be released for comment shortly, and we look forward to your feedback.

Roger McShane (Quill Consulting) completed his review into our publications last year. The Quill Report made several recommendations, the key ones being to:

- withdraw all existing publications
- reduce the number of publications, and write them in plain English
- work closer with the Office of eGovernment, Department of Premier and Cabinet, to provide integrated information management advice.

We've been collaborating with the Office of eGovernment and have reviewed our publications in light of the Quill Report. We've conducted an environmental scan to see how other jurisdictions provide their guidance, and are developing a new whole of government Information Management Framework.

During May and June, we consulted with stakeholders about our new approach, and conducted an online survey in September; you can read a summary of the survey results on our website by following the link below.

Survey results

Thanks to all of you that took the time to complete our survey during September. You can read the summary of results on our [website](#).

Training review

We will be reviewing our Training program to ensure the content reflects our new Standards. While we complete the review, we will suspend our training offered through the Tasmanian Training Consortium (TTC). You are welcome to [contact us](#) to discuss in-house training.

Extension of Approved Secondary Storage Providers

We manage the certification process for secondary storage providers. We've recently extended providers until 2018 while we consult on, and finalise our draft Storage Standard.

You can view the list of approved providers on our [website](#).

Fixed term and relief employment register

We occasionally require staff for short term project work. We select from the LINC Tasmania Fixed Term and Relief Employment Register. We are keen to increase the number of applicants on the Register. If you are interested, you can apply [online](#). Applicants need to hold a Registration to Work with Vulnerable People (RWVP).
