

On the Record



Office of the State Archivist

September, 2018

Introduction from Ross

The establishment of the new purpose-built collection storage facility at Geilston Bay has been a major focus for us over recent months. Government funding for the initiative has been allocated via the 2018/19 budget, the timing of this allocation coincides well with recently completed preliminary work funded by the Department of Education.

Whilst the Berriedale site has served us well for many years it's been at full storage capacity for a long time and is outdated. The new Geilston Bay site will provide us with contemporary archival storage and work areas, plus much needed additional storage capacity for future additions to our State archives.

At this stage we expect the program of works will commence later this year, and to occupy the site in late 2019/early 2020.

With the design work done, our attention now moves to planning and preparing for the relocation of the Berriedale collection. This is a huge task given the Berriedale collection occupies 17 linear kilometres of State archives!

The relocation also provides a unique opportunity to determine what Berriedale collections are better suited to storage at Murray Street, Hobart where they can be immediately accessible to agencies and researchers, and to move collections from Hobart to Geilston Bay that are not actively used.

Ross Latham, State Archivist

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

We will be in touch with relevant organisations over the next few weeks, seeking your feedback on our proposed implementation approach.

The [final report](#) of the Royal Commission into Institutional Responses to Child Sexual Abuse was delivered in December 2017 and included a volume on [recordkeeping and information sharing](#). The State Archivist has responsibility for implementing recommendations 8.1-8.5.

As you know, the Royal Commission recommended that records about child sexual abuse that has occurred, or is alleged to have occurred, be kept for at least 45 years. This is to allow for delayed disclosure of abuse, and to take into account limitation periods for civil actions. We have identified the government organisations most likely to be affected by these recommendations and are seeking feedback on our proposed approach to implementing minimum records retention periods. We have prepared a discussion paper outlining issues and options, and we will use this as the basis for our discussions. For more information, please contact Janet Henderson, Consultant Government Recordkeeping, Office of the State Archivist, Archives Tasmania janet.henderson@education.tas.gov.au.

Progress on the Digital Records Management consultancy and our Information Management Framework

The Office of eGovernment in collaboration with the Office of the State Archivist have been developing a high-level roadmap for Tasmanian Government digital records management. During July, Information Management practitioners and senior managers from Tasmanian government took part in two workshops, discussing current and future challenges and opportunities. A follow-up workshop took place in late August, and provided feedback on the draft plan.

We expect the roadmap will be finalised in September. For further information contact Hayden Jones, Manager, Data Use and Information Management, Office of eGovernment hayden.jones@dpac.tas.gov.au.

Our new [Information Management Framework](#) is a streamlined suite of Policies, Standards and Implementation Tools. Standards and Implementation Tools replace our existing Guidelines and Advices. The Framework has been developed by the Office of eGovernment and the Office of the State Archivist.

We've added Consultation drafts of two of our new Standards (Information and Records Management, and Physical Storage), and several Implementation Tools to our [website](#). We hope the selection of Implementation Tools will show you the variety of ways we intend to support the Standards. We'll add new publications to the website progressively. Over the next few months we will seek your feedback.

All of our existing publications remain available for use while we transition to our new approach.

We'd like to thank all the practitioners who have generously given their time and expertise and helped us develop our new publications.

Digital volunteering project features Tasmanian government records

The State Library and Archive Service is offering digital volunteering projects through a crowdsourcing platform, DigiVol. DigiVol was developed by the Australian Museum in collaboration with the Atlas of Living Australia, and is used by many cultural institutions worldwide. A number of indexing/transcription projects are now open. Anyone can register online and start volunteering.

Several completed projects feature Tasmanian government records related to employment in the mining industry and volunteer military service.

More information:

- [Volunteer with us](#)
- [Projects completed and underway](#)

Please complete our Training Survey

This year, we have been reviewing our training content and delivery methods. We've completed an environmental scan of other recordkeeping training around the country, and we are now ready to seek your feedback.

We'd appreciate it if you could complete our [online survey](#). It should take less than 10 minutes to complete and is open until Friday 5th October.

If you have any general comments on training, please contact Janet Henderson, janet.henderson@education.tas.gov.au.

While our review is underway, we have suspended courses delivered through the Tasmanian Training Consortium. If you have any training needs, please [contact us](#).

In brief

First Review of Australian Government Data Activities published

The *Review of Australian Government Data Activities* revealed that annual government spending on data exceeded \$2.4 billion in 2017-18.

More information:

- [Snapshot of Australian government datasets reveals widespread use in policy, service delivery and enforcement](#). *The Mandarin*, 30 July 2018.
- [Review of Australian Government Data Activities 2018](#). Department of Prime Minister and Cabinet. 25 July 2018.

NSW reviews laws about access to people's digital assets

The NSW Law Reform Commission will review laws about access to people's digital assets, including social media, after they die or become incapacitated. The review will consider NSW, Commonwealth and international laws, including those on intellectual property, privacy, contract, crime, estate administration, wills, succession and assisted-decision making.

More information:

- [Media release](#). NSW Attorney General, 8 August 2018.
- [Access to digital assets upon death or incapacity](#). NSW Law Reform Commission.

The future of email archiving

The complexities of digital archiving and emerging strategies are outlined in this new report. Relevant for the archival community, digital preservation and IT professionals.

More information:

- [The future of email archives: A report from the Task Force on Technical Approaches for Email Archives](#). Council on Library and Information Resources.

Naming functional Disposal Schedules

Because government administrative change takes place regularly, we've decided that in future, we won't name Disposal Schedules after the organisation's name. This is relevant for the large inner-budget departments, where government administrative change is most common.

For example, the Department of Communities Tasmania was created recently, and has taken functions from the Department of Health and Human Services (now Department of Health) and the Department of Premier and Cabinet.

Our approach is that Disposal Schedules 'follow' the functions. This means the new Department of Communities Tasmania will use DA2501 for housing, DA2499 for disability and community services and DA2444 for sport and recreation.

Disposal Schedules migration

New Disposal Schedules are created in ORDA, our Online Retention and Disposal Application system. We've been migrating older Disposal Schedules into the system, allowing for easier imports, exports and updating. Disposal Schedules now in ORDA include:

- Common Administrative Functions (DA2157)
- Local Government (DA2200)
- Australian Health Practitioner Regular Agency (AHPRA) (DA2507)
- Disability and Community Services (DA2499)
- Guardianship and Administration Board (DA2496)
- Housing Tasmania (DA2501)
- Integrity Commission (DA2467)
- Motor Accidents Insurance Board (DA2492)
- Parks and Cultural Heritage (DA2487)
- Registration Services – Consumer Affairs and Fair Trading (DA2490)
- Rental Services – Consumer Affairs and Fair Trading (DA2481)
- TasNetworks (DA2459)
- TasRail (DA2460)

In the news

A quick round-up of some recent media:

[Brett Whiteley artwork missing for 42 years prompts art gallery to call cops, scour records.](#) ABC, 28 August 2018.

['Deliberately' obscure gov't file names leave Japan's National Archives at a loss.](#) *The Mainichi*, 6 August 2018. The National Archives of Japan asked 39 ministries and agencies about the contents of 200,000 documents in 2016 and 2017 due to vague document titles.

[My Health Record: Deleting personal information from databases is harder than it sounds.](#) *The Conversation*, 3 August 2018. New changes to My Health Record include the permanent deletion of records.

['Disturbing' privacy breach revealed: Over 1,000 NSW Health medical records abandoned in derelict building.](#) ABC, 2 August 2018.

[Expunging the criminal records of kids in care does not absolve the state's injustices against them.](#) *The Conversation*, 31 July 2018.

[Outcry over word 'Aboriginal' continues as historians push for ban on changing certificates.](#) ABC, 30 June 2018. The decision to redact the word "Aboriginal" from official documents has created an outcry among archivists, genealogists and historians across Australia.

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