

On the Record

June 2010

New Retention and Disposal Schedule for Local Government

(Contributed by Archivist Robert Dooley)

The exposure draft for the new Local Government Retention & Disposal Schedule will be released for comment on 28 June 2010.

We would appreciate ALL Local Government records staff and other interested parties having a look at it, and feeding back any comments via email to GRK@education.tas.gov.au

Goodbye to Robert & hello to Jenny.

Archivist Robert Dooley has accepted a position with State Records NSW. His last day will be Tuesday 6 July 2010. We will miss Rob's expertise and sense of humour, and wish him well on the mainland.



We have been joined by Jenny Jerome two days a week. Jenny also works as a Librarian for the State Library, and some of you may know her from her time as an archivist with the National Archives in Hobart.

Obsolete Formats

A Government agency recently contacted us after finding a quantity of old 3½ and 5¼inch floppies, which they now cannot read. As a result of this, the State Archivist will soon be writing to Agency CEO's with guidelines around managing obsolete formats.

Please have a good look around your storage areas for records in these formats. And don't forget to check the bottom draws in offices in remote areas! You will shortly be provided with Guidelines on how to manage them.

New Retention and Disposal Schedule for the Department of Police & Emergency Management

The State Archivist has just signed off this new Retention and Disposal Schedule. Congratulations to Angela Males, Kerry Hutton, Janet Van Dongen and all the staff at DPEM who assisted in this mammoth production.

I know they will now be able to enjoy a massive disposal exercise and I look forward to a bumper Register of Records Destroyed in 2011!

May Day and Updating Disaster Response Manuals.

(Contributed by Conservator Stephanie McDonald)



May Day is the day that cultural organisations around the country dust off their Disaster Response Plans, check that their contacts lists are up to date and have another look at some of the risks at their sites.

This is what we have been doing at the Tasmanian Archive and Heritage Office.

Records Managers in government agencies should also be paying attention to the potential risks for disaster in their areas.

Over the years I have worked in the Conservation section I have attended agencies where there have been fires, floods, mould outbreaks, burst pipes and poor storage practices resulting in severe damage and even loss of permanent records.

Now is the time to consider whether your records are safe and whether your organisation would be able to handle a disaster event efficiently and effectively with minimum loss of records. The work and trauma of such an event usually falls into the lap of the records manager. A disaster is often noticed on a Friday afternoon before a long weekend!!



National Library and Archive in Baghdad April 2003, looted and burned.

So if you have a disaster plan, fantastic, get it out and up-date your staff contact lists and emergency contacts. If not, the National Archives of Australia have a fabulous template document you can use to create your disaster plan.

http://www.naa.gov.au/Images/Disaster%20manual_tcm2-4789.pdf

It doesn't have to be complicated.

The introduction to the manual states that it "... offers a step-by-step process for preparing a Disaster Preparedness Plan for protecting and recovering records held by (Commonwealth) government agencies. It enables agencies to assess the vulnerability of their records vis-à-vis various types of disaster, and to create a plan that can be easily reviewed and updated. It includes appendixes with forms for preparing the lists invariably required in a disaster: emergency contacts, equipment and materials, priority records, layout plans and hazardous chemical lists."

Records in Outlook and on drives

Does your organisation have recordkeeping policy in place around staff leaving the organisation?

There were recently several posts on the RMAA listserv on this topic. One contributor stated that her organisation has a records component of their formal exit process. Another stated that in his agency, the staff member who was leaving was not entitled to their final pay until such times as all their records were filed into the Recordkeeping System...now if only we could do that for EVERY pay!

So, talk to HR & ensure that they inform the Information Management section when staff resign.

Newly digitised records online.

(Contributed by Archivist Jill Waters)

Some items recently made available online from the collections of the Tasmanian Archive and Heritage Office are listed below. These items are available to view through *Tasmanian Archives Online*, TALIS+ and online indexes as follows:

Wills – Over 100,000 linked to an online nominal index, *Index to Wills & Letters of Administration -1824-1989* (AD960 and AD961) at <http://portal.archives.tas.gov.au/menu.aspx?search=9>

A continued selection of public building plans including a convict and justice-themed selection from a large series of *Plans, architectural drawings, elevations and sections of public buildings* (PWD266) – 785 in total at: <http://catalogue.statelibrary.tas.gov.au/ind/?q=pwd266> and at

<http://search.archives.tas.gov.au/default.aspx?detail=1&type=S&id=PWD266>

Convict Records – the continuation of the digitisation of these records listed on the UNESCO Memory of the World International Register. Since the last update a further 11 volumes of Convict Appropriation Lists (CON27) have been added to the web at:

<http://search.archives.tas.gov.au/default.aspx?detail=1&type=S&id=CON27>

and series CON37 has commenced with volumes 1 - 3 now available to view at:

<http://search.archives.tas.gov.au/default.aspx?detail=1&type=S&id=CON37>

Other Items:

Fatty and George, Tasmanian Film Corporation children's television series, 1981 – newly released on 2 DVDs

Training Update

7 July Hobart – 1 day
Writing a Functional Disposal Schedule

29 September Hobart – 1 day
Disposal Procedures

10 November Hobart – half day
Using a Keyword Thesaurus –
Keyword AAA

To book go to www.ttc.tas.gov.au

The RMAA is running Certificate IV in Recordkeeping in Hobart on 20-24 September and 22-26 November. For enquiries contact Susan Henshaw on admin@rmaa.com.au

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