

TAHO Guidelines and Advice

By Allegra Huxtable

I am currently developing a suite of advices to assist agencies implement the Tasmanian Government Information Security Policy. Some of these are directly related to information security, for example: *Advice 32: Implementing Information Security for Information Managers*. Others are being developed to address gaps in TAHO policy and advice about the particular topic, for example an advice on Metadata.

A note on terminology, TAHO releases both Guidelines and Advice.

Advice is just that - agencies can choose to follow it and use any other tools that are provided with it like templates or checklists if they are appropriate to the work the agency is currently undertaking. For example we recently released the following advice:

Advice no 39 – Developing an Information Asset register.

Advice no 36 – Legislative Mapping for Information Managers.

An agency would only use these advices if it did not have an up to date disposal schedule and was mapping its legislation in preparation for writing or reviewing its schedule. Many agencies already have an information asset register so only those agencies undertaking the development of one as a part of the implementation of the Whole of Government Information Security Policy would use this advice.

Guidelines are our mandatory policies that include recommendations that agencies must follow. TAHO is altering its Guidelines to indicate what

aspects of the guidelines are mandatory by including a list of MUST, SHOULD, and RECOMMENDED recommendations.

GRK are trying to be as responsive to the needs of agencies as possible. If you have any particular projects that you are undertaking and you need some advice please contact us on GRK@education.tas.gov.au and suggest topics that you would like to see advice developed on. Chances are that many other agencies are undertaking similar projects or tackling similar problems so the advice will be useful for every agency.

CCTV

By David Bloomfield

Recently an agency experienced an issue with needing to prove to a member of the public they had properly managed their CCTV tapes used for property security.

All agencies are reminded that CCTV records must be retained according to the relevant disposal class in the authorised Disposal Schedules. In the case of Councils this is the Disposal Schedule for Local Government (DA2200) and for all other agencies, the Disposal Schedule for Common Administrative Functions (DA2157).

Agencies must ensure their business processes are aligned with their records' retention requirements.

Once the disposal trigger has occurred, their destruction or re-recording must be entered in your agency's Register of Records Destroyed.

If the tape is required for a criminal investigation, agencies are reminded to use the relevant disposal class.

Visit to the North and North West

In late May I had a whirlwind trip to the north and north west of the island.

On the first day I collected some archival estrays in Devonport then headed down to meet with Aleasha Goss at Kentish Council. I was impressed to see the new purpose built records storage facility which has been built at the back of the Council building, complete with a heat pump to keep the records at a constant temperature. The facility was secure and clean with good metal shelving.



Well done to Kentish Council!

That afternoon I popped in to North West Regional Hospital at Burnie and met with Brett Burgess who showed me the workflow for the scanning of all patient records.

The next day I met with some staff at Waratah/Wynyard Council then across to Burnie Council, Cradle Coast Authority and Central Coast Council. It was great to meet with Hazel and Sam at Burnie, and Gillian at Cradle Coast Authority, as we had not met face to face previously. It is always great to catch up with Carol Walker at Central Coast Council, and we had a good chat about recordkeeping in local government.

On the third day I had to appraise some records at Metro Launceston – that was interesting as they had old Metropolitan Transport Trust records dating back to the 1940's. I loaded those into the car to bring back to Hobart. I touched base with the staff at the Motor Accident Insurance Board at Launceston before heading down to Woolmers Estate to collect some historic glass plate negatives which they are transferring to our Heritage Collection.

Federal government agencies must all be digital by 2015

(from Image & Data Manager 4/6/13)

Australia's federal government departments and agencies have been set a 2015 deadline to make a transition to electronic record-keeping.

The National Archives of Australia (NAA) Digital Transition Policy requires a majority of records in agencies and departments to be handled electronically by 2015, with a minimum of new paper records created.

The NAA has been clear that it expects senior management across the federal government to drive these changes. On its part, from 2015 the NAA will only accept records into its archive in digital form (with some exceptions for legacy material). While the volume of digital records sent to the archives will be limited initially, this change puts pressure on agencies that are non-compliant to upgrade their systems or budget for expensive backscanning of their paper .

We aren't at this stage yet – but the day will come! Your agency needs to be moving it's recordkeeping into the 21st Century. If you would like us to come out and speak to your senior managers about recordkeeping in your agency, just let us know.

Tasmanian Government Information Security Policy

As you know, Tasmanian Government agencies will all need to implement the new Information Security Policy. The office of eGovernment has produced a Manual to assist agencies to implement the policy, but it is still very high level. We at GRK are currently writing a series of Advices to help you navigate your way through the process.

A reasonably high standard of information management will be required as a prerequisite to implementing Information Security.

We will let you know when our Advices are ready for release. In the meantime check out the Policy and the Manual at

http://www.egovernment.tas.gov.au/information_security_and_sharing/tasmanian_government_information_security_framework





Spotlight: Martina Miksch

Senior Records Advisor, Office of the Secretary – Department of Justice

How did you become involved in Information Management?

As a challenge to do something different with my career, back in the 1990's. I promised myself that if I got a pass in Recordkeeping that I would continue studies; I got the highest mark. I have been up skilling (and loving it) ever since.

What's the thing you like best about your job?

Being a TRIM geek.

What's the thing you like least about your job?

The lack of authority in executive decision making.

What do you see for the future of Information Management?

Integration into the Information Governance platform. Mastering the digital workspace.

What do you do for Professional Development?

Currently enrolled in the Advanced Diploma of Recordkeeping; and attend as many local and relevant governance and compliance topics as practical.

Share with us something about your life away from IM?

Got engaged in Switzerland, married in Malta (same year); lived in Austria for several months before settling in Tassie. Master and slave to two Cavalier King Charles Cocker Spaniels. About to start Tango dance classes, as part of a get healthy program. Love husband to bits. Life is good.



New and revised Retention & Disposal Schedules

The Department of Police & Emergency Management and the Worker's Rehabilitation and Compensation Tribunal have just completed a revision of their Retention & Disposal Schedules. Congratulations to Angela Males & Tania Gorringe for completing that work.

Brand new Schedules released recently are; Environmental Management (DPIPWE) and Retirement Benefits Fund.

Well done Deb Magrath and Tarmla Cook for those two.

How old is your Retention & Disposal Schedule? You should aim to review any Schedule every 5 years. I recommend keeping a file where Schedule 'problems' are noted, so that when it's time to review the Schedule you already have a list of the changes that need to be made.

New & Revised Guidelines

Our latest Guideline is no 21 – **Approved destruction methods for state records.**

http://www.linc.tas.gov.au/_data/assets/pdf_file/0011/388478/State-Records-Guideline-No-21-CENTRAL-1674760.pdf

The purpose of this guideline is to set down those methods that are approved by the State Archivist for the destruction of temporary records. Don't forget that Guidelines now contain 'MUST' and 'MUST NOT' and these actions are MANDATORY.

Guideline no 10 – Outsourcing of Government Business has been updated and now includes MANDATORY actions.

http://www.linc.tas.gov.au/_data/assets/pdf_file/0011/387677/State-Records-Guideline-No-10-Outsourcing-CENTRAL-1674241.pdf

Training

Disposal Procedures is coming up in the north of the state on 1 August.

Then in September and November we will be running *Records Management Introduction* and *Disposal Procedures* again in Hobart.

If you wish to attend these courses please register with the Training Consortium

www.ttc.tas.gov.au

New Advices

Thanks to all of you who have contacted us to let us know what Advices you feel we need to produce.

We have recently completed;

- **Advice no 30 – Digitisation Dilemmas**

There are substantial benefits to be gained by digitising paper records. As a result, the number of Agencies undertaking digitisation has increased dramatically in recent years.

However, if you want to introduce digitisation projects or programs you need to be aware that there are also a variety of risks and issues that Agencies should be aware of. Being aware of these risks and issues can help your Agency to build mitigation measures into program/project planning and management.

- **Advice no 36 – Legislative Mapping for Information Managers**

Legislative mapping is a key step in researching and documenting the recordkeeping requirements of legislation that is relevant to your agency. This is of particular importance when developing a Retention and Disposal Schedule and when implementing information security policy.

- **Advice no 7 – Keeping Digital Records Accessible.**

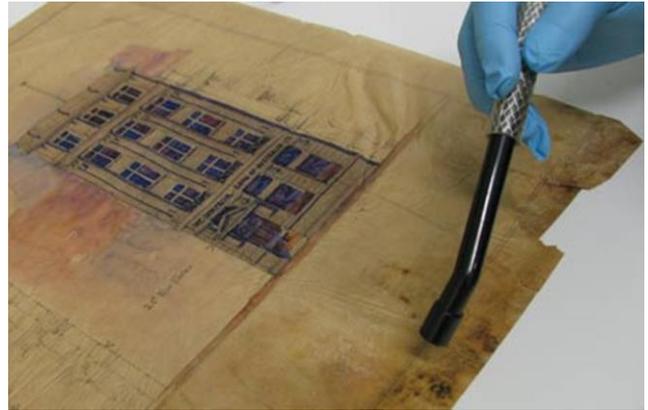
Digital information is a vital business resource. There are important steps that agencies can take to ensure that digital records remain accessible for as long as required. Doing nothing means that DATA WILL BE LOST.

- **Advice no 39 – Developing an Information Asset Register**

The amount of information agencies create is continually increasing, and whether your agency is large or small, if you do not understand your information, you cannot fully protect and exploit it. This advice describes a practical process to enable you to understand, assess and document your information and make sure that it supports your business appropriately.

- **Advice no 48 – Treating records with mould**

When hard copy records are stored for long periods of time, it is important that you check them regularly for mould, particularly if we have been experiencing prolonged wet or humid weather. Mould can be detected by the presence of powdery material, multi-coloured pigmentation, staining or a musty odour. Mould left unchecked can devastate records rendering them unusable. It can also pose a serious health risk.



Recordkeeping in Statements of Duty

The Department of Education has now added the following to all Statements of Duties;

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.

- Register documents in an approved Business Information Management System.

- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or

- Remove information, documents or records from the Department without permission.

Does your agency include recordkeeping in Statements of Duty? If not, it would be very beneficial for you to work towards this goal.

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