

On the Record

No 1 - 16 March 2010

Welcome to the first edition of our new look newsletter 'On the Record'.

Enjoy!

NEW 'RIGHT TO INFORMATION LEGISLATION'

The *Right to Information Act, 2009* (RTI Act) replaces the current Freedom of Information Act. It creates a new framework for the disclosure of information to the Tasmanian Community.

The object of the Act is to improve democratic government in Tasmania.

The RTI Act is a very different approach to the Freedom of Information Act. It is an Act which encourages release of information without the need for a formal process. It defines the types of disclosures which must be adopted by public authorities and requires them to develop procedures for ensuring greater disclosure of information without the need for applications from the public.

This new legislation will have a profound effect on recordkeeping throughout government, with good recordkeeping practices being necessary in order to push out the information as required under the Act.

All agencies **MUST** identify who will be responsible for RTI and ensure that they are familiar with the legislation.

The Department of Justice is running Information sessions across the State for both senior staff and delegated officers under the RTI Act. We are running sessions on how to manage requests for information in records in our Collection.

For more information go to the website at: www.justice.tas.gov.au/corporateinfo/projects



ARCHIVES NEW ZEALAND PILOTS AGENCY AUDITS

(From IQ the RMAA Quarterly)

Archives New Zealand is piloting government agency recordkeeping audits this year. The audit program was developed by the Recordkeeping Group as an easy-to-use web based application. The Group has developed the audit program's methods and reporting formats ready to begin work in public offices this year.

Recordkeeping Audits have already been introduced in two Australian states, and we will be watching their progress, and the progress of the New Zealand model, with interest.

BRIGHTON COUNCIL CLEANS UP ITS ACT

Congratulations to Brighton Council for recognizing the importance of their records to the business of Council, and taking appropriate action to care for them.

I asked Annette Price to explain what action was taken:

‘What started as a one day “clean up” of the archive storage area at our works depot, developed into a major overhaul of our current archive files/storage facility. Amongst cobwebs, insects, unknown crawling species, poor lighting, cold and hot weather the archive files were slowly culled and re-boxed over several months, then transported to our Council Offices.

Compactors were installed in various temperature controlled rooms to house all archive files, or shelved in our Central Records Office.

All our archive files/maps etc are now housed at our main Council Chambers Offices, secure and easily accessible to all staff.’



The depot storage area



Bringing the records into the Council



A new home for the records



Permanent records in acid free boxes in airconditioning

SPOTLIGHT



Leah Bones – Treasury



What is your role at Treasury?

I am currently working on a project reviewing the Business Classification Scheme (BCS) and TRIM usability across the organisation.

My substantive position is as an Information Management Coordinator

Over my seven years at the Department of Treasury and Finance I have been fortunate to hold many roles within the Department. I have acted as the Records Services supervisor, developed and implemented the Business Classification Scheme (BCS). I was a BCS Coordinator in the EDMS Implementation project team, and I have been working on the BCS EDMS Review project for the past 18 months.

How did you become involved in Information Management?

Quite by accident really. I was fortunate to get a temporary position in DPAC. This role combined reception duties and records management. Whilst in this position I was looking for permanent employment and the only positions being advertised at the time were for Records Officers.

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

I feel very fortunate as there aren't many people that can say that they love their job. Every day brings new challenges and not one day is the same. I particularly like working with people and problem solving.

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

As a records officer I would have to say filing for sure!

As a person who thrives on change I sometimes find it difficult working with others who are more resistant to doing things in a different way. It takes patience, skill and empathy to convince them of the benefits of new ways of doing things.

What do you see for the future of Information Management?

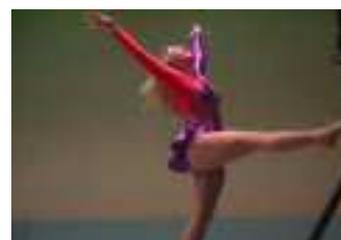
Change! Our industry is ever changing and I don't see that slowing down in the near future. All I can say is, sit back, hold on tight and enjoy the ride.

What do you do for professional development?

I try to attend as many RMAA sessions as possible. I attend training courses to further develop my personal skills and I am in the process of completing my diploma in Records Management to further development my professional skills.

Share with us something about your life away from IM.

I am a dance teacher with Phoenix Danze. I have been teaching for almost 13 years. I have danced at the same studio since I was 5. I teach two classes at the moment, a young adults Hip Hop class and a young adult's jazz class. My preferred style is jazz however the newly introduced Hip Hop style is coming a close second. Throughout my dancing career I have met many fantastic people and it has been a big part of my life so far.



Deborah Drinkell

Consultant – Government Recordkeeping | Tasmanian Archive and Heritage Office
Community Knowledge Network
91 Murray Street | Hobart Tasmania 7000
Ph (03) 6233 7557 Fax (03) 6233 7471 Email address deborah.drinkell@education.tas.gov.au