

# On the Record

May 2012

## **Update from the Manager of Government Recordkeeping – Allegra Huxtable.**

I recently visited local councils in the north/ north-west including Circular Head, Waratah-Wynyard, Devonport and Launceston.

I would like to thank all of the councils for their hospitality and their encouraging responses and thoughtful questions about the presentations I delivered, on the topic of local government information management.

I was encouraged by the fact that most of the councils I visited have staff working in the area of Risk Management. Information Management is all about risk management. All Councils work on initiatives to improve their communities, and some of these become controversial as there are many different views in all communities. It is particularly in these areas that we need to be managing our information carefully, so that we demonstrate government accountability and transparency. Ultimately these records will transfer to the Tasmanian Archive & Heritage Office for the benefit of the Tasmanian people.

We are currently reviewing the Local Government Disposal Schedule which was released a year ago. We anticipate having a new edition available in 2013. If you would like to participate in the Reference Group, or have some feedback about the schedule please contact the project officer Jenny Jerome at [Jennifer.Jerome@education.tas.gov.au](mailto:Jennifer.Jerome@education.tas.gov.au) or call 62337474.

We have also commenced work on a review of our training courses. We are starting the review by rewriting the Introduction to Records Management Course. We anticipate having this completed by June and will be providing the course session notes and participant notes on our website. You will be able to download them and alter them to suit your own environments, to provide in-house training to your staff if required.

## **Contacting the State Archivist.**

In our endeavour to work in the digital environment, we request that correspondence to the State Archivist, which has previously been sent in hard copy, now be sent electronically. Correspondence to Ross directly can go to his email address [ross.latham@education.tas.gov.au](mailto:ross.latham@education.tas.gov.au) or more general business can go to our GRK email address [GRK@education.tas.gov.au](mailto:GRK@education.tas.gov.au)

## **New Advices & Guidelines**

### **Guideline no 18 - Managing Web 2.0 records.**

This guideline is to provide information about recordkeeping in the Web 2.0 environment. Where government business is done via Web 2.0, the applications will contain State records.

[http://www.linc.tas.gov.au/\\_data/assets/pdf\\_file/0005/339881/Guideline\\_18\\_Web\\_2\\_0\\_-\\_final\\_version.pdf](http://www.linc.tas.gov.au/_data/assets/pdf_file/0005/339881/Guideline_18_Web_2_0_-_final_version.pdf)

### **Guideline no 19 – Digital Preservation Formats.**

This guideline identifies digital file formats that the Tasmanian Archive & Heritage Office recommends as being suitable for permanent and long term preservation.

[http://www.linc.tas.gov.au/\\_data/assets/pdf\\_file/0006/339882/Guideline\\_19\\_Digital\\_Preservation\\_Formats\\_-\\_final\\_version.pdf](http://www.linc.tas.gov.au/_data/assets/pdf_file/0006/339882/Guideline_19_Digital_Preservation_Formats_-_final_version.pdf)

### **Advice no 22 – Records management using SharePoint – Considerations**

The purpose of this Advice is to provide some practical help in relation to the use of SharePoint.

[http://www.linc.tas.gov.au/\\_data/assets/pdf\\_file/0003/341364/TAHO\\_Advice\\_-\\_22.pdf](http://www.linc.tas.gov.au/_data/assets/pdf_file/0003/341364/TAHO_Advice_-_22.pdf)

### **Advice no 23 – Government agencies using records in the History room.**

This is a brief advice to keep you up to date on procedures for viewing agency records in the History Room.

[http://www.linc.tas.gov.au/\\_data/assets/pdf\\_file/0004/339880/Advice\\_23\\_Government\\_agencies\\_using\\_records\\_in\\_the\\_History\\_Room\\_-\\_final\\_version.pdf](http://www.linc.tas.gov.au/_data/assets/pdf_file/0004/339880/Advice_23_Government_agencies_using_records_in_the_History_Room_-_final_version.pdf)

**Advice no 24 – How to manage 3½ and 5¼ inch discs.** The purpose of this Advice is to provide practical information in relation to records that may be held by your Agency on floppy discs.

[http://www.linc.tas.gov.au/\\_data/assets/pdf\\_file/0007/339883/Advice\\_24\\_How\\_to\\_manage\\_3\\_and\\_5\\_inch\\_discs\\_-\\_final\\_version.pdf](http://www.linc.tas.gov.au/_data/assets/pdf_file/0007/339883/Advice_24_How_to_manage_3_and_5_inch_discs_-_final_version.pdf)

### **Advice no 25 – Management of Backups.**

This Advice gives agencies some tips on the management of backups.

[http://www.linc.tas.gov.au/\\_data/assets/pdf\\_file/0011/339905/Advice-25.pdf](http://www.linc.tas.gov.au/_data/assets/pdf_file/0011/339905/Advice-25.pdf)

### **Plastic dividers in your transfers**

Recently an agency enquired about transferring records containing a quantity of plastic dividers.

Plastic dividers are very acidic and over time will create damage to items stored alongside them; they cannot be included in transfers of records that are for permanent retention.

Please remove all plastic dividers before transfer and replace with sheets of paper with the annotation from the divider written on the sheet. That way the divisions are apparent to any researcher using the record.

### **New TAHO email addresses**

Please note there are now only 3 email address for TAHO.

Access [TAHO@education.tas.gov.au](mailto:TAHO@education.tas.gov.au)  
Collections

[TAHOCollections@education.tas.gov.au](mailto:TAHOCollections@education.tas.gov.au)

Government Recordkeeping  
[GRK@education.tas.gov.au](mailto:GRK@education.tas.gov.au)

All other email addresses are no longer functional so please update your records.



## Spotlight

### **Rick Franklin – West Tamar Council**

**What is your role at West Tamar Council?  
Snr Records Officer**

**How did you become involved in Information Management?**

I applied for the Records Officer/Quality Systems position when it became available in 1998.

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

Variety in my duties. My duties are not solely records based. Currently council is involved in changing over its core software, including the records system. This is proving to be challenging and very interesting as we need to come to grips with completely new ways of handling existing processes.

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

Let's just say that not all users are easy to get along with.

**What do you see for the future of Information Management?**

I believe IM will continue to grow as more demands are placed on management by governance, legislation and legal areas, to meet more stringent guidelines and reporting requirements. With this comes more "paper work" and a need to be able to reliably and efficiently recover it when required.

**What do you do for Professional Development?**

I attend work related workshops and seminars when the opportunities arise. I also try to keep abreast of information developments by reading articles published in related magazines and internet sites.

**Share with us something about your life away from IM?**

I am considered to be a bit of a computer nerd and I enjoy spending my spare time with my computers doing desktop publishing, Photoshop and developing processes that may assist at work. I am also a "gentleman" fisher (that is no dawn or pre dawn starts for me) and enjoy photography and travelling when the money allows.

Rick said that he thought you would like to see his new companion - he is 12 months old from Devonport Dogs Home. Rick called him VAC as all labs are known to suck up everything that can be eaten. However it turns out he is a fussy eater so Rick is doubting his true Lab heritage!



### **Recordkeeping implications of departing staff.**

When staff resign or retire do you have a checklist of recordkeeping tasks that need to be completed before they leave? If not, you should.

You must ensure that any staff leaving empty their Outlook folder and save all appropriate emails into the agency's recordkeeping system. Likewise if the staff member has access to a shared drive for drafting etc, this area too should be cleaned up and all appropriate documents saved into the recordkeeping system.

## Training for the remainder of 2012

### Records Management Introduction

Launceston 16 August

### Disposal Procedures

Launceston 26 June

### Decommissioning websites

Does your agency have a Website that you are about to close down?

Sometimes agencies run a website for a particular project, and when the project is complete the website is removed. We have recently acquired the websites for the Princes Wharf Shed no 1 Project and the Parliament Square Project.

So, before your website disappears please contact us to see if we would like to archive the website into *Our Digital Island*, the TAHO website content management system.



### Space issues

The Storage Growth Project conducted at our 91 Murray Street premises over 2010 – 2011 enabled TAHO to accept custody of the records of the Tasmanian Government Railways, accommodate the Hobart office of the National Archives of

Australia plus some welcome capacity to accept transfers from agencies.

As the majority of the space gained from the project has now been utilised we are working on new storage growth initiatives. If you are seeking to transfer records to TAHO please contact us so we can coordinate a transfer plan.

### Recordkeeping survey

TAHO recently undertook a survey to obtain information from agencies about the characteristics of their physical and electronic records.

Thanks to all who took the time to complete the survey, your time and effort is very much appreciated.

It is critical that TAHO have accurate and reliable information readily available as we pursue the establishment of additional physical storage capacity and a strategy for the long term preservation and accessibility of our digital information of enduring value.

The response to the survey of physical records was much lower than expected so it will be necessary for us to approach particular agencies to gain information to support our business case for additional physical storage.

The response to the questions relating to digital information was much greater; we are making good use of this information as we promote the requirement for investment in the creation of a digital continuity strategy and repository.

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Tasmania

Explore the possibilities