

Welcome Sam Foster-Davies!

I am delighted to announce that our long awaited fourth staff member of the Government Recordkeeping Team has arrived. You may remember Sam from her 'Spotlight' article in March of this year. Sam started with us on 30th September and has been getting around and about meeting some of you, and already working hard on reviewing Retention & Disposal Schedules and many other projects, particularly those relating to Local Government, as Sam has come to us from Glenorchy City Council.

Information Security, Information Risk and Record Keeping

by Allegra Huxtable

Agencies are now working on implementing the Whole of Government (WoG) Information Security Policy Manual. The policy was developed because there are genuine risks that are threatening the ongoing useability and accessibility of government's business information. For key business information, these threats must be mitigated. This is what the implementation of the policy is designed to do.

TAHO have developed Information Management Advices to assist you with implementing Information Security.

Advice 34– Implementing Information Security Classification in EDRMS

Advice 35 – Implementing Information Security – A Step by Step Approach (Parts 1-4)

Advice 32 – Implementing Information Security for Information managers, including a Checklist for your Agency's Current Information Security Practices.

Advice 38 – Information Asset Owner & Digital Continuity including a Checklist testing for continuity of a Digital information asset

Advice 40 – the role of an Information Asset Owner

Next year TAHO will be running some risk management workshops to identify, assess and mitigate the risks that may threaten your Agencies' business information now, and over the long term. These workshops will develop a list of generic risks for agencies to consider, and to provide a framework which agencies can use to develop a list of specific risks for their agencies. We will be seeking agency representatives to participate in these workshops, so if you would like to be involved please contact us.

Certification for Secondary Storage Providers

In June this year our Guideline no 13 – Certification for Secondary Storage Providers was released. The purpose of this Guideline is to detail the requirements that MUST be met by a commercial storage provider for certification as an Approved Secondary Storage Provider (ASSP) for State records.

We then undertook an inspection of each facility currently storing State records. Facilities that did not meet our Guideline's requirements have been given time to do so. Facilities that are already approved are listed on our website at;

<http://www.linc.tas.gov.au/global/govtrecordkeeping/services/approved-secondary-storage-providers-assp>



Huon Valley Council Records Storage Improvement Project 2013

Contributed by Rene Rose

Background:

A lack of sufficient and appropriate storage space for physical records is an issue within many organisations and Huon Valley Council (HVC) was no exception. A huge volume of hard copy information, including historical records, were stored in shipping containers at the council depot for many years. Shipping containers seemed like a good alternative to in-house storage but over time, the result was mouldy and water damaged records of unknown and unclassified content.



Actions taken:

A dedicated budget was allocated and a 'Records Storage Improvement' project was formed. The support from HVC management team and TAHO have been crucial in this huge undertaking. Due to the limited resources in HVC's Information Management team, a decision was made to engage the services of an experienced contractor with the required records classification and disposal knowledge, who would be able to assist with the completion of this daunting task of having to sieve through and classify thousands of 'unknown' records stored in the shipping containers.



How we did it:

1. Permanent records were treated as a priority, they were listed and prepared for immediate transfer to TAHO, including the supporting documentation.
2. Permanent records less than 25 years of age and other temporary records which were not yet ready for destruction were prepared for transfer to our off-site records storage provider.
3. The off-site records storage provider was supplied with a 'Transfer Schedule' (for permanent records) and a 'Destruction Schedule' (for temporary records), so both actions could be managed by the off-site storage provider in subsequent years, with minimum effort from us.
4. Records which have surpassed their retention period were listed separately in a 'Register of Records Destroyed' and were disposed on-site using security shredder bins.



Result:

The entire project was completed within 6 months from the commencement date. As a result, HVC disposed of 61 boxes of temporary and unscheduled records and transferred 122 boxes of permanent records into TAHO's custody. The remainder of the records are now held by the off-site storage provider, who will manage future disposals and transfers on our behalf.





Summary:

Huon Valley Council and the Council's Information Management team have now adopted a 'continuous improvement' approach towards the management and physical storage of records. From now on, records disposal work will be performed on regular basis and the transition from hard copy to electronic format is encouraged with on-going support from the HVC management team.

We urge all Tasmanian Councils to review their physical storage facilities to ensure that their records are kept in compliant environments and to act before it is too late and before the damage to the records becomes irreparable.

New Schedules Approved.

We have recently had a few new Schedules approved.

Marine & Safety Tasmania (MAST) worked with David Bloomfield to have their Schedule approved in July. David also worked with Aurora to have their first Schedule signed off in September.

The **Ombudsman & Health Complaints Commissioner** reviewed their Schedule and worked with me to have it signed off in November, and I also worked with the **Health Practitioners Tribunal** and the **Schools Registration Board** on their first Schedules which we signed off in June. If you don't yet have a Retention & Disposal Schedule or if your existing Schedule is eight years old (or older) please contact us to discuss the Schedule development process.

New Advices & Guidelines

We have been developing a lot of new Advices & Guidelines, to help you with recordkeeping in your agency.

In August we released a new Guideline on **Collaborative Workspaces (Guideline22)**. This guideline sets down recordkeeping requirements when using collaborative workspaces.

Apart from the Advices relating to Information Security, we have also released;

Advice no 31 Managing Records of Projects. As we all know it can be challenging to determine how to appropriately classify records of projects. This Advice outlines some of the options for the classification of project management records.

Advice 41 – Managing records on Shared Network Drives including sample procedures

Advice no 42 – Structuring shared network drives for recordkeeping

Advice 50 – Developing an Information Management Policy. This Advice identifies the benefits of having an Information Management Policy and outlines the steps involved in its development and implementation. It includes a Policy Template.

Spotlight David Bloomfield

Government Recordkeeping - TAHO

What is your role at TAHO?

I'm employed as an archivist in the Government Recordkeeping Unit.

How did you become involved in Information Management?

I first became interested in Archives when I was in high school, I even remember coming to visit the Archives Office back then to see what employment chances there were! However, it wasn't until I was nearly 40 that I finally got a job here.

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

Hard to choose, probably either helping people do their jobs out in agency-land OR helping to ensure Tasmania's history is preserved for generations to come.

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

Also hard to choose because there isn't a lot, but probably whenever my boss tells me I need to do a project plan.... my eyes glaze over.

What do you see for the future of Information Management?

Not surprisingly, digital. The Archives of the future, while still preserving our hardcopy history will also have to be designed to manage digital records.

What do you do for Professional Development?

I'm convenor of the Australian Society of Archivists (Tas Branch). I find this gives me many opportunities to stretch my skills professionally.

Share with us something about your life away from IM?

I have a beautiful wife, Tam and two boys who I love to bits, Evan (5) and Hugh (2). Tam and I love being involved in amateur theatre in Hobart. I particularly enjoy being part of the Hobart Playback Theatre Company, a form of improvised theatre. Come and see us one day!



Changes to DA2200 regarding Building Applications

(Contributed by Sam Foster-Davies)

A reminder to agencies that there have been significant changes to retention for Building & Plumbing records in DA2200, with a shift to long term temporary retention of many record classes. An email was circulated in July of this year however in light of back scanning activity being considered by Councils recently, we recommend agencies review the new requirements for the retention of Building and Plumbing records.

DA2200 Disposal Schedule for Local Government in Tasmania

(Contributed by Sam Foster-Davies)

A review of DA2200 commenced earlier this year by Jen Jerome will be passed over to Sam Foster-Davies who will be continuing the review, in conjunction with a higher level review of general appraisal and disposal methodologies to be undertaken by TAHO. Sam will be contacting agency staff for input in the coming months for feedback on any potential redevelopment for inclusion in the review process. In the interim, please direct any new issues or comments to Sam via grk@education.tas.gov.au

TAHO & Local Government Association of Tasmania

(Contributed by Sam Foster-Davies)

In recent weeks TAHO have been working to increase the focus on Local Government recordkeeping. This focus will include the issue of Local Government specific advices (including the recent Advice 49 Recordkeeping for Local Government Councillors), and seeking new opportunities to promote training events and forums, and generally raise the profile of recordkeeping with Councils, Authorities and Local Government related businesses.

We recently met with the Local Government Association of Tasmania (LGAT) to discuss some of the concerns expressed by agencies after the release of Advice 49. We have subsequently provided an article for publication in the December edition of their quarterly magazine, in order to clarify some of these issues for staff and management. Our meeting also provided the opportunity to discuss the prospect of the inclusion of recordkeeping training in scheduled induction programs, and opportunities to engage with senior management at future events.

Additionally, TAHO have been in touch with the Australian Local Government Women's Association (ALGWA) (Tas branch) to identify similar opportunities to present at future meetings, in an effort to engage with Local Government staff at all levels. Our GRK team aims to increase our site visits to agencies over the next 12 months in an effort to identify where we can provide 'hands-on' advice and support to recordkeeping staff.

New phone numbers for GRK

Allegra	6165 5580
David	6165 5581
Deborah	6165 5588
Sam	6165 5590



GRK Holiday roster

There will be no GRK staff at work between Christmas and New Year.

David and Sam will return to work on 2nd January and Deborah will return on 6th January.

Allegra will be on leave in January.

*Wishing you all the best for the
Holiday Season, and looking
forward to working with you all
in 2014!*



Deborah Drinkell

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