

Records found at Tip Shop

In the past month we have acquired records from two different agencies that have come to us via the Tip Shop. In both instances the records were acquired by members of the public at the Tip Shop, and brought to us. We assume they were tipped on the tip face, and collected by Tip Shop employees.

This is not acceptable. State records are not to be disposed of by tipping onto the tip face. If your secondary storage supplier undertakes destruction for you by this method, then you must tell them in future the records need to be shredded first.

Transfer of Historical Maps and Plans

You may have seen on 7.30 Report Tasmania recently that we have acquired several series of Historical maps and plans from the Land Titles Office. LTO have digitised the maps and we have taken the originals into custody. After they have been processed we will also be able to display digitised reference copies of the maps on our website.

The transfer of the maps is still ongoing, and is proving to be a large but very worthwhile project for the Government Recordkeeping Team.



Destruction of 5¼ inch floppies

Contributed by Allegra Huxtable

Prior to destroying any floppy disks it is important that you view the content of the disk to ensure that they are temporary records due for destruction. It is possible to do this with an external USB floppy disk drive which can be purchased from electrical retailers. You can use the features of Microsoft explorer 2010, to view the records by selecting the appropriate drive and using the viewer pane function (icon top right hand corner) to see what the document is. You will not be able to open the document without the correct version of the software, but at least you can view it to sentence it.

An organisation that specialises in data recovery approached us recently and advised that they may be able to read and convert 5¼ inch floppies. We sent them a test floppy to trial this process. They were able to access the floppies and view the content which were CAD drawings. They have some of the old versions of Microsoft office and MAY be able to recover permanent records from floppy disks. If you have any permanent records stored on floppy disks then contact Kata Productions, 6331 4640, Kataproductions@iprimus.com.au 113 George St Launceston Tasmania. We will be revising our recent advice regarding floppy disks to reflect these changes.

Save the Date!

Information Management Forum coming up on **23 November** – keynote speaker from interstate – more details coming soon!

Report on International Council on Archives Congress

Contributed by David Bloomfield

For the first time ever, the International Council on Archives (ICA) Congress was held in Australia. Over 1000 delegates from nearly 100 countries attended the Congress in Brisbane from 21 to 23 August, truly a marvellous opportunity to learn from people from a wide cross section of backgrounds.

Some of the highlights included a session presented on the recordkeeping issues faced by UN Criminal Tribunals in Rwanda and Sudan. The presenter showed a slide of the National Archives facility in the newly formed nation of South Sudan, a large non air-conditioned tent! To hear from speakers working in such circumstances was a good reality check for the largely western audience.

I also attended sessions on recordkeeping issues as a result of administrative change. It was good to know the headaches we face are not unique to Tasmania. However, with the establishment of consistent and repeatable recordkeeping processes, such change can be managed, and can be into the future when our agencies are bound to be remodelled again and again.

An excellent session was held on the latest progress being made on establishing Digital Archives by the National Archives of Australia and the Public Records Office of Victoria. Australia is amongst the leading nations in tackling how we will appropriately store digital records of permanent value. There were numerous other sessions addressing digital recordkeeping, frequently emphasizing that archival institutions need to become far more involved in the earlier stages of agencies' electronic records management processes.

Wikileaks was not overlooked, with two speakers presenting interesting but contrasting viewpoints. The former Director-General of MI5 spoke of how Wikileaks may lead to greater closure of information by governments rather than

disclosure. However, a second speaker pointed out that Wikileaks is just one example of the increasingly diverse network of informal information channels that people will turn to for information in the future.

Northern Tasmania visits

In late August I visited the north east of the state, meeting clients I haven't met before and collecting some records that were outstanding for transfer. I visited Break O'Day Council at St Helens, Dorset Council at Scottsdale, West Tamar Council offices at Riverside and Beaconsfield, Tasmanian Irrigation at Evandale, and inspected the Document Centre at Launceston.

It is always enjoyable to finally meet people that I have been in email contact with, sometimes for several years. It is great to get an update on how their recordkeeping is going, and good to visit their storage areas and check on the condition of their hard copy records.

I also completed a survey at each Council to give me a base line of their recordkeeping, to highlight areas where they are doing well, or not so well, so that we can follow up with advice and assistance.

We plan to visit all Councils in the future, so I look forward to meeting you all!



New purpose built storage room at Break O'Day Council

In the Spotlight - Mark Upton - Royal Hobart Hospital

What is your role at DHHS?

- Manager Patient Information Management Services (Medical Records) at the Royal Hobart Hospital as part of Tasmanian Health Organisation- South

How did you become involved in Information Management?

- It started as a temporary secondment approximately 7 years ago. I was asked to fill in to cover a period when another manager was seconded. Loved it. never looked back

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

- Helping clients by ensuring up to date, reliable, standard compliant records are safely and securely managed = knowing clinicians can lay their hands on the information when they need it to provide the best care possible
- Working with cutting edge standards and helping shape health information standards and processes for the future
- The variety- so many new ideas are out there.

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

- The prospect of managing our annual register of records destroyed. We hold 450,000 paper based records and have disposed of about 45,000 over the past 4 years

What do you see for the future of Information Management?

- Digitisation, Real time data entry (reduction of scanning of paper). Atomic data (the ability for information systems to talk to each other to extract data and use it in other formats).

What do you do for Professional Development?

- I am currently enrolled with UTAS and am in the process of working towards obtaining my Masters of Health and Human Services (Management and Leadership). I also attend as many forums as I can and given the opportunity, I sit on a number of national boards

Share with us something about your life away from IM?

- My partner and I breed miniature goats on our (little) hobby farm. Its early days but we enjoy it and they are sooo cute and friendly!



Training

Unfortunately our Disposal Training at Launceston was cancelled as we had insufficient enrolments.

The last session on Disposal Procedures was held on 2 October in Hobart. We are currently looking at our Program for 2013, and once it is complete it will be available on our website in the Government Recordkeeping Section, under 'Training Program'.

Mould

An Agency contacted us recently after collecting records from one of its regional offices, only to find that the records were mouldy.

Mould is a bad result all round. It is very bad for the records and is a risk to your health if you come into contact with it.

If you discover mouldy records please contact us immediately. We have a paper conservator on staff who can provide advice on how to manage the records to optimise recovery, and to keep you safe.

Prevention is better than cure as they say, so please ensure that record storage areas are kept dry and well ventilated. If you store records away from the central records area, then you should check them on a regular basis, particularly after storms and heavy rain. If you use a secondary storage provider, you MUST check that their premises against the relevant Guideline http://www.linc.tas.gov.au/_data/assets/pdf_file/0005/334976/State_Records_Guideline_No_13.pdf

Highlighting the Collection

Recently the Queenstown Community commemorated the centenary of the North Lyell Mine Disaster. TAHO holds many records relating to the Mount Lyell Mine and to acknowledge this significant anniversary we have developed an exhibition showcasing some of the relevant records.

We have a physical Exhibition in our Allport Library & Museum of Fine Arts (Ground floor, 91 Murray Street Hobart) and also have a Virtual Exhibition online at

<http://www.linc.tas.gov.au/tasmaniasheritage/browse/exhibitions/north-lyell>

New xml version of Council Disposal Schedule now available

We recently made available on our website an xml version of the Records Retention and Disposal Schedule for Local Government (DA No. 2200). It sits alongside the pdf version and can be found at

<http://www.linc.tas.gov.au/global/govtrecordkeeping/services/retentiondisposal>

Development of an xml version of DA2200 came in response to requests by various Councils, and in particular we would like to acknowledge the assistance of Rick Franklin (West Tamar Council) and Heather Ragg (Waratah-Wynyard Council). We plan in the future to make other Disposal Schedules available in other than a pdf version. If you would appreciate your disposal schedule being available in an xml version, please contact Government Recordkeeping.

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