

# Office of the State Archivist

## TASMANIAN GOVERNMENT INFORMATION MANAGEMENT FRAMEWORK

# Overview

### INTRODUCTION

The Office of the State Archivist (OSA) is leading the development of an [Information Management Framework](#) for the Tasmanian Government.

We're pleased to announce our first two Standards:

- [Information and Records Management Standard](#)
- [Physical Storage Technical Standard](#)

### WHAT'S IN THE FRAMEWORK?

The Framework identifies and defines the various components which contribute to effective information management. We're gradually replacing our existing Guidelines and Advices with a streamlined suite of Policies, Standards and Implementation tools.

The Framework is aligned to whole-of-government strategies and policies issued by the Digital Strategy and Services Division, Department of Premier and Cabinet.

### HOW IS THE FRAMEWORK DIFFERENT FROM YOUR GUIDELINES AND ADVICES?

Key changes:

- We've moved from a compliance focus to a risk-based approach.
- Standards and Implementation Tools will replace our existing Guidelines and Advices.
- We have a publication development, consultation and review cycle process and have made this publicly available to our clients. (See [How Are Our Publications Developed?](#))
- We now use high-level minimum requirements rather than a more prescriptive approach.
- We're aiming to write our publications in plain English, and have fewer of them.

See the following table for more information.

Our old publications are still available on our website. Please note: some publications are under review, have been withdrawn or replaced.

### HOW DO I KNOW WHICH STANDARD TO USE?

We know that many of our clients refer to our Guidelines in their policies and procedures. As we release new Standards, we will provide an overview to help you update your documentation.

How is the Framework is different from Guidelines and Advices? A Summary of Changes	
From compliance to risk	<p>We've adopted a risk-based approach based on feedback and current best practice. All the new publications in our <i>Information Management Framework</i> use this approach.</p> <p>The State Archivist sets the risk tolerance for permanent records and your organisation sets the risk tolerance for temporary records. This is different from our previous compliance focus.</p> <p>In practical terms, this means directing resources and effort to high-value, high-risk records.</p>
No more Guidelines and Advices	<p>Our <i>Information Management Framework</i> is a streamlined suite of Policies, Standards and Implementation Tools.</p> <p>Standards and Implementation Tools replace our existing Guidelines and Advices.</p>
Development, consultation and review	<p>We've set out the differences between our publications, how we develop and review them, and how we consult with our stakeholders in <i>How Are Our Publications Developed?</i></p> <p>We release consultation drafts of Policies and Standards for several months before we authorise final versions.</p> <p>A major review cycle is built-in to all our publications, and we'll make ongoing minor updates as needed.</p>
High-level minimum requirements	<p>We no longer use 'must', 'should', 'recommend', 'must not' or 'should not'.</p> <p>Our Guidelines were often prescriptive. By using high-level minimum requirements in our Standards, we hope that you can more easily understand what needs to be done, and implement in a way that suits your organisation.</p>
Fewer publications	<p>Before we decide to develop a new publication, we'll consider whether endorsing an existing product or updating one (or more) of our existing publications would work better.</p>
Plain English	<p>We've tried to remove jargon as much as possible and write in plain English.</p>

## CONTACT US

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## Document Development History

Version	Date	Comments
1	7/12/2020	Initial release