

Information and Records Management Standard - Overview

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Guideline 1 has been replaced

Our new *Information and Records Management Standard* replaces *Guideline 1: Records Management Principles: Overview*.

The Standard also includes requirements from many of our other 23 Guidelines including:

- *Guideline 1: Records Management Principles Overview*
- *Guideline 2: Retention and Disposal of State Records*
- *Guideline 3: Managing Recordkeeping Risks during Government Administrative Change*
- *Guideline 4: Agency Determination of Access Restrictions*
- *Guideline 5: Recordkeeping Metadata*
- *Guideline 6: Developing a Functional Records Disposal Schedule*
- *Guideline 7: Managing Electronic Communications and Records*
- *Guideline 9: Managing Ministerial Records*
- *Guideline 10: Outsourcing of Government Business – Recordkeeping Issues*
- *Guideline 12: Short Term Retrieval of State Archives*
- *Guideline 14: Privatisation of Government Business – Recordkeeping issues*
- *Guideline 15: Recordkeeping Strategies for Websites and Webpages*
- *Guideline 17: Managing Risks Associated with Cloud Computing*
- *Guideline 18: Managing Social Media records*
- *Guideline 20: Records Required for Legal Proceedings*
- *Guideline 21: Approved Destruction Methods for State Records*
- *Guideline 22: Collaborative Workspaces*
- *Guideline 25: Managing Information Risk*

Note: there is not a direct 1:1 relationship between Standards and Guidelines - sometimes requirements from one Guideline may appear in more than one Standard. Also, some requirements are no longer valid, for example, because of technological change.

Alignment with AS/ISO 15489-1: 2017

The Standard is consistent with AS/ISO 15489-1: 2017 *Information and documentation – Records management – Part 1: Concepts and principles*.

One page summary

The *Information and Records Management Standard - Summary* is a one-page high-level summary of requirements from our Standard. It can be used to explain recordkeeping requirements to senior executives, or for training purpose.

MORE INFORMATION

- OSA (Office of the State Archivist) (2020) [Information and Records Management Standard](#), OSA, Tasmanian Government, accessed 7 December 2020. [The link targets a landing page, not a PDF.]
- OSA (Office of the State Archivist) (2020) [Information and Records Management Standard – Summary](#), OSA, Tasmanian Government, accessed 7 December 2020. [The link targets a landing page, not a PDF.]

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Document Development History

Version	Date	Comments
1	7/12/2020	Initial release
