

Information Management Advice 24 How to manage 3½ and 5¼ inch discs

Introduction

The purpose of this Advice is to provide practical information in relation to records that may be held by your Agency on floppy discs.

As a matter of priority you are required to locate any records held in these formats and deal with them as set out below.

3½ inch discs

- Contact your IT support, explain that you need to read the discs to determine what is on them and see if they can assist you. If IT cannot assist you, electronic stores sell disc readers that you can plug into your USB port.
- Once you know what is on the discs, you can sentence the records according to the appropriate disposal schedule. Are they duplicate copies of records elsewhere in your recordkeeping system or records already held at by the Tasmanian Archive & Heritage Office (TAHO)?
- For Scheduled temporary records that you can destroy in accordance with a Disposal Schedule make an entry in the Register of Records Destroyed and destroy the discs securely. However, remember if using the *DA2158 Disposal Schedule for Short term value records* you do not need to make an entry in your Register.
- If the records are under 25 years old and Permanent, or Temporary and not yet due for destruction, they will need to be migrated into your current recordkeeping system.
- If the records are over 25 years old and Permanent, contact TAHO gisu@education.tas.gov.au
- If the records are unscheduled, please refer to *Advice no 10 Disposal of Unscheduled Records*.
- If you are still unable to read the discs, but have some idea of what is on them please list them in your Register of Records Destroyed. If you have no idea what is on them please make an entry in your Register of Records Destroyed, detailing how many discs were destroyed.

5¼ inch discs

- The technology generally no longer exists to read these files. However, an organisation that specialises in data has approached us and advised that they may be able to read and convert 5¼ inch floppies. If you have any permanent records stored on floppy disks then contact Kata Productions ph. 6331 4640, 113 George St Launceston 7250

- If you are still unable to read the discs, but have some idea of what is on them please list them in your Register of Records Destroyed. If you have no idea what is on them please make an entry in your Register of Records Destroyed, detailing how many discs were destroyed.
- Destroy the discs securely.

If you are unsure of procedures for Disposal of State records see *State Records Guideline no 2 Retention & Disposal of State Records*.

Further Advice

For more detailed advice, please contact:

Government Information Strategy Unit
Tasmanian Archive and Heritage Office
91 Murray Street
HOBART TASMANIA 7000
Telephone: 03 6165 5581
Email: gisu@education.tas.gov.au

Information Security Classification

This document has been security classified using the Tasmanian Government Information Security classification standard as PUBLIC and will be managed according to the requirements of the Tasmanian Government Information Security Policy.

Document Development History

Build Status

Version	Date	Author	Reason	Sections
3.0	March 2015	Christine woods	Template	All
2.0	11-12-2012	David Bloomfield	Added information regarding 5¼ inch discs	5¼ inch discs
1.0	23-4-2012	Deborah Drinkell	Initial Release	All

Amendments in this Release

Section Title	Amendment Summary
All	Document imported into new template
3½ inch discs	Added comment if a disc is unreadable
5¼ inch discs	Added information regarding 5¼ inch discs

Issued: December 2012

Ross Latham
State Archivist