HOW ARE OUR PUBLICATIONS DEVELOPED?

Tasmanian
Government

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This is a living document and we will make minor changes as needed. If you notice anything that needs updating, please let us know.

Document Development History

Version	Date	Comments
1.1	8/07/2020	Authorised release
1	June 2019	Draft released for comment

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Purpose

This document explains how we develop our publications. It outlines:

- what our policies, standards and toolkits are, and why we issue them
- how we develop and review them and consult with our stakeholders.

Background

Our new Information Management Framework consists of policies, standards and implementation toolkits. The Framework includes whole of government policy and strategies issued by Digital Strategy & Services, Department of Premier and Cabinet.

We've moved from a compliance focus to a risk-based approach based on feedback and current best practice.

The Framework will change to meet future needs and in response to feedback.

Our Audience

The main audience for our publications is our government clients as defined in the Archives Act 1983 (Tas). This includes state and local government, government business enterprises, state owned companies, state authorities and the University of Tasmania.

Other audiences include:

- stakeholders such as the Council of Australasian Archives and Records Authorities (CAARA), vendors and storage providers
- non-government organisations that may choose to use our publications as good practice
- the Tasmanian people.

Our Three Types of Publications

	Policy	Standard	Implementation Toolkits
Strategic or Operational	Strategic	Operational	Operational
Implementation	Mandatory	Mandatory	Optional
Purpose	Achieving enduring outcomes	Minimum requirements	Supporting information
Definition	Our Policies are statements of intent, developed or adopted to reach our long term goals.	Our Standards set out high-level minimum requirements that we expect our clients to meet. We may also endorse relevant Australian and International Standards.	Toolkits are practical resources to help implement Standards or Policies. Examples: - Case studies - Check lists - Fact sheets - Forms - Roles and responsibilities - Templates - Training - Videos - Webpages
Review cycle	Reviewed every 3-5 years.	Ongoing updates as required. Major review of our suite of Standards every 3 years.	Ongoing review and replacement.

1. POLICIES

Our main policy is the Tasmanian Information Acquisition Policy. The Policy defines the focus of our collection. The Policy is written for the Tasmanian people, and our government clients.

Other relevant policies in the Framework are issued by Digital Strategy & Services.

2. STANDARDS

Our Standards sit in the middle tier of our Framework. The Office of the State Archivist and Digital Strategy & Services issue Standards jointly and individually. Our Standards replace our old Guidelines. They are a streamlined set of minimum requirements, written in plain English.

We also work with CAARA to develop publications for use across Australasian archives and records institutions.

We may also endorse relevant Australian and International Standards, CAARA publications, and publications from Australasian archives and records institutions.

3. TOOLKITS

Our Implementation toolkits are practical guides that our clients may choose to use. Toolkits come in various formats, for example, templates, training, checklists, videos, infographics and webpages. They are developed in a less formal way than our Policies and Standards and we look to re-use relevant, principles-based resources produced by others where possible.

Most of our publications are toolkits.

Some of our toolkits will support more experienced practitioners, while others are for novices.

Why we Issue our Publications

Our policies, standards and toolkits help our clients to meet their requirements under the *Archives Act 1983* (Tas).

Identifying the Need for new Publications

We identify the need for new publications from:

- relevant developments in the information and records management field
- changes to legislation, policy, International and Australian Standards
- technological risks and opportunities
- identifying good or poor practice
- changes in Tasmanian Government.

We do this by reading widely, watching issues and developments, networking with our Council of Australasian Archives and Records Authorities colleagues and talking to our clients and stakeholders.

We aim to issue no more publications than necessary. This is so we can maintain them, ensure consistency across our Framework, and reduce the burden of implementation on our clients.

Before we decide to develop a new publication, we consider whether:

- endorsing an existing product (for example, an Australian or International Standard, or a CAARA publication), or
- updating one (or more) of our existing publications would work better.

Evidence-based

We research and analyse issues to discover national and international trends and better practice. Where possible, we try to align our publications with other relevant Tasmanian and Commonwealth information management frameworks and policies, and with International and Australian Standards.

We consider the capability and capacity of our clients to meet our requirements and do our best to make them as scalable as possible.

Consultation and Communication

We consult internally and externally at various stages. We may do this by:

- sharing consultation drafts widely for comment
- inviting experts, clients, practitioners and/or stakeholders to provide specific comment
- seeking comment from communities of practice
- discussions, presentations, workshops at local events and forums
- other means.

We aim to consult with a range of our clients, to ensure our publications are fit-for-purpose.

We consult most often when developing our Policies and Standards. We will keep you informed on progress through our newsletter and website.

We welcome your suggestions, recommendations and contributions for toolkits, particularly local case studies.

From Draft to Final Version

We release several drafts during development of our Policies and Standards.

We circulate our first drafts internally to relevant business units.

We then circulate drafts externally. We may send them to selected individuals with particular experience or expertise, or to a representative sample of clients.

When we release Consultation drafts, we publish them on our website, and tell our stakeholders that we are seeking comment. We'll do this in our newsletter and website. Consultation drafts remain available on our website for between three and four months.

We collate all comments received. When we've decided what should be incorporated, and make updates, we produce a final version. Once approved, we publish the final version on our website and tell our stakeholders.

Approval

The State Archivist approves our Policies and Standards. This authority comes from section 10A of the *Archives Act 1983* (Tas).

Publications issued jointly, for example, with Digital Strategy & Services, go through a different authorisation process depending on the topic.

Review

We review our Policies every three to five years.

Our Standards are living documents and we make changes as needed. This includes correcting typographical errors and updating URLs. We welcome feedback from our clients.

We also make changes in response to legislation or policy changes or new technology. For significant changes, we'll tell our stakeholders.

Every three years, we will review, update and reissue all Standards within our Information Management Framework to ensure they reflect current best practice.

Our Implementation toolkits are reviewed on an ongoing basis. As we become aware of better tools, we add to, or replace existing tools.

Supporting Implementation

We recognise that our new risk-based approach is different from our previous focus on compliance, and we will support all organisations implementing our new Information Management Framework.