

# On the Record



Office of the State Archivist

August, 2019

## Update on Royal Commissions

Ross Latham, State Archivist, recently met with the deputy secretaries of key government organisations to discuss how Royal Commissions affect recordkeeping and information sharing across the Tasmanian government.

We will release our advice on disposal freezes for the Royal Commission into Aged Care Quality and Safety and the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability shortly.

We have a new [Royal Commission Toolkit](#) webpage which includes information and tools to help organisations implement the recordkeeping recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse. Key draft documents on the website include the Disposal Schedule for Records Relating to Child Abuse (DA2520), a Disposal Freeze for Records Relating to Children, and a FAQ which should answer most of your questions about the schedule and freeze. A list of record types to help you identify records you will need to protect under the Disposal Freeze will be added soon. We will continue to update and add to the website, so make sure you check it regularly.

Our State Library and Archive Service has had a big increase in the number of file retrievals for government agencies. They've issued 1,200 files to agencies, double what was sent in the previous twelve months. This increase in retrievals is clearly related to the impact of the Royal Commission into Institutional Responses to Child Sexual Abuse.

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## National edeposit (NED) is now live

We wrote about the introduction of [National edeposit](#) (NED) in our last [newsletter](#). NED is now live.

### Please take the time to update your disposal schedule procedures ...

NED replaces STORS as an approved storage repository of electronic publications that have been identified for permanent retention in authorised disposal schedules. We suggest that you update your disposal schedule procedures to reflect this change.

### ... and your website capture processes

Websites can't yet be deposited in NED for technical reasons. Libraries Tasmania routinely captures and maintains preservation copies of Tasmanian websites to ensure access for future generations. If you are planning major changes to your website, you can request a capture before any changes are implemented. For all website capture enquiries, please contact [legaldeposit@education.tas.gov.au](mailto:legaldeposit@education.tas.gov.au).

Your organisation may also have internal website capture processes to ensure that your websites are captured and managed as records. The [Tasmanian Government Web Content Management Guidelines](#) have been updated and it may be timely to review your internal processes against these guidelines.

# Is it time to update your media and legislative monitoring?

Many government organisations have some kind of media and legislative monitoring. This is vital for keeping track of administrative, legal or regulatory changes as well as new investigations and inquiries that may impact you.

Legislative monitoring is fairly straight forward and is most likely already undertaken by your legal section. The [Tasmanian Legislation](#) website has several feeds you can subscribe to, and the Parliament of Tasmania maintains a [Bills Currently before Parliament](#). The [Parliament of Australia](#) website allows you to track the progress of bill and legislation.

Administrative, legal or regulatory changes may result in the need to alter disposal class descriptions or disposal actions in your Disposal Schedule. If you become aware of changes, please [contact us](#).

When investigations like audits, police investigations, right to information (RTI) and personal information protection (PIP) applications are specific to your organisation, you will most likely be notified. Notice could come from your head of agency or organisation, legal section or the business unit that deals with RTI/PIP applications.

Media monitoring services can help you identify new investigations and inquiries that may impact more than one organisation – for example, Royal Commissions, and Government Committees and Inquiries. Alerts are a useful tool, for example, you can sign up for [House of Representatives](#) and [Senate](#) Committees and Inquiries on the Commonwealth Parliament website. You could also sign up for alerts with relevant government departments and with organisations that conduct investigations, such as the Audit Office, Ombudsman, etc.

Remember that any current or future investigation or inquiry overrides authorised disposal schedules or disposal authorisations. Disposal freezes also override authorised disposal schedules. These can be issued by OSA, or they may be issued by your organisation. This means that you must identify all records relevant to the investigation or inquiry and keep them until the action and any subsequent actions are completed.

Take the time to talk to your legal or communications sections to find out what monitoring currently takes place, and whether it needs review. Making sure the information and records team are kept informed can be as simple as a quick check of internal processes.

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## New publication for local council records

Those of you working in local councils might be interested in a new Queensland publication. [Council records: A guideline for mayors, councillors, CEOs and council employees](#) has been produced by the Queensland Crime and Corruption Commission and the Queensland State Archives. It addresses three questions:

- Why is good recordkeeping important?
- What is a public record?
- What are the requirements for managing records?

We think the guide is useful, and are considering producing something similar for Tasmanian local councils as part of a planned local government toolkit in our [Information Management Framework](#). What do you think? Would you find this useful? Please email us your thoughts [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au) or phone us on 61 65 5581.

# Body worn cameras and surveillance footage

New technology can often be a prompt for reviewing disposal schedules. We've had several organisations contact us over the past eighteen months asking questions about body worn cameras and surveillance footage.

While the Disposal Schedule for Local Government (DA2200) and Disposal Schedule for Common Administrative Functions (DA2157) include surveillance footage, this is limited to property security.

The Department of Primary Industries, Parks, Water & Environment (DPIPWE) have now updated their Disposal Schedule to include retention periods for footage from body worn cameras.

If your organisation is using body worn cameras and you find that this is not covered by your functional Disposal Schedule, you might like to look at DPIPWE's [Disposal Schedule for Functional Records of Parks & Cultural Heritage \(DA 2487\)](#), (10.1.3 and 10.2.3) and talk to us about updating your Schedule.

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## Review of DA2157 and DA2200

We are planning to review and update the two big common schedules, DA2157 (Disposal Schedule for Common Administrative Functions) and DA2200 (Disposal Schedule for Functional Records of Local Government).

Both schedules are now several years old and need a refresh.

We're looking for your thoughts on these schedules: specific gripes, errors, missing or superfluous functions, or anything else. For example, we know that we need to update the Personal Information Protection (PIP) and Right to Information (RTI) sections. We are also interested in feedback on the index. We'll be starting with DA2200 and Janet Henderson will be in contact with Records Managers in local government shortly.

Can't wait? You can contact Janet on phone 61 65 5590 or email [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au).

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## Explore the Sorry Books

The Sorry Books are a powerful record of the personal responses of Australians to the unfolding history of the Stolen Generations. They are a "people's apology" for past wrongs to Indigenous Australians, a public expression of regret, compassion, and hope.

The Sorry Books were an initiative of the community group, Australians for Native Title. The Sorry Book campaign was launched on Australia Day, 26 January 1998. The books were seen as opportunity to ordinary Australians who wanted to do something in response to the Federal Government's refusal to make a formal apology to the Stolen Generations. Over the following four months, around 1,000 Sorry Books were circulated around Australia. It is estimated that half a million people signed the books.

The collection of 461 Sorry Books held by the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) was included on the [UNESCO Australian Memory of the World Register](#) in 2004. AIATSIS now holds over 500 [Sorry Books](#).

# Major reports

## Australian Competition & Consumer Commission. [Digital Platforms Inquiry](#)

This report looked at the impact of digital platforms on consumers, businesses using platforms to advertise to and reach customers, and how news media businesses use platforms to disseminate their content. Among the 23 recommendations are several that deal with privacy, including reforms to Australian privacy law.

- [Digital Platforms Inquiry. Executive Summary.](#) 42 pages. [Final Report.](#) 623 pages. Australian Competition & Consumer Commission (ACCC). June 2019.

## Consumer Policy Research Centre. [A Day in the Life of Data](#)

This report presents the personal data extracted from consumers each day, often without their full knowledge, understanding, or consent. It highlights how technology enables online and offline tracking of consumers with greater precision, volume and velocity than ever before. From this data companies can infer everything from personality, health status, and political affiliations, to even our mood.

- [A Day in the Life of Data: Removing the opacity surrounding the data collection, sharing and use environment in Australia.](#) Brigid Richmond. Consumer Policy Research Centre (CPRC). May 2019. 68 pages.

## Victorian Auditor-General's Office. [Security of Patients' Hospital Data](#)

The Audit assessed whether health services were taking effective steps to protect patient data. It found security and logical security were weak, staff awareness of data security was low, and that Victoria's public health system is highly vulnerable to cyberattack. The Audit Office exploited these weaknesses and accessed patient data to show the significant and present risk to the security of patient data and hospital services.

- [Security of Patients' Hospital Data.](#) Victorian Auditor-General's Office. May 2019. 66 pages.

## Australian National Audit Office. [The Bureau of Meteorology's Delivery of Extreme Weather Services](#)

The Audit was to determine if the Bureau's processes supported the delivery of effective extreme weather services. The audit made four recommendations, the first of which was that the "Bureau of Meteorology develop a nationally consistent approach to govern the recording of decisions and judgements before and during extreme weather events."

- [The Bureau of Meteorology's Delivery of Extreme Weather Services.](#) Australian National Audit Office. May 2019. 63 pages.

## Australian National Audit Office. [Governance and Integrity of the Northern Australia Infrastructure Facility](#)

The Northern Infrastructure Facility (NAIF) was set up in 2016 to provide loans and fast-track infrastructure projects in Northern Australia. The report revealed three board members used personal emails to collectively send more than 10,000 emails to conduct official business and make decisions on projects with commercial and political sensitivities.

The audit made six recommendations, including that NAIF develop an information governance framework, electronic data and records management system, and appropriate records disposal authorities in line with National Archives of Australia requirements. It also recommended stopping use of all non-official email accounts and servers to conduct official business.

- [Governance and Integrity of the Northern Australia Infrastructure Facility.](#) Australian National Audit Office. April 2019. 67 pages.

## Western Australian Auditor General's Report. [Records management in Local Government](#)

The report looked at the recordkeeping plans of 146 local governments and examined the recordkeeping practices of four of them in relation to human resources, planning approvals, health inspections, complaints and waste management. The report found that recordkeeping plans were poorly implemented, and more regular and thorough training was needed. Records were often held for too long, important records were not properly managed, and records were often stored outside records management systems.

- [Records management in Local Government.](#) Western Australian Auditor General's Report. April 2019. 24 pages.

# In brief

## Information management training

Our Information Management Foundations training course will be held in Launceston on 19 November. Our training is run through the [Tasmanian Training Consortium](#) (TTC) and registrations will open soon.

## Tasmanian Legislative Council Select Committee - Production of Documents

In May the Legislative Council resolved that a Select Committee be appointed to inquire into and report on “The options for an agreed process to resolve disputes that arise regarding the production of papers, documents and records between the Government and the Legislative Council and its Committees including Joint Committees where Members of the Legislative Council have membership.” The [Committee webpage](#) includes the terms of reference, media release and submissions.

## Tune review of the National Archives of Australia

An independent Functional and Efficiency Review of the National Archives of Australia (NAA) began in April 2019. The review will make recommendations on the role of the NAA, how the NAA might best perform this role and what powers, functions, resources and frameworks the NAA needs to undertake this role in the digital age. [Public submissions](#) to the Tune review are now available.

## Copyright the Card Game – Australian Edition

[Copyright the Card Game – Australian Edition](#) is an open educational resource for introducing people to Australian copyright law. It explores the relationship between licences and copyright exceptions with a focus on education and the GLAM (galleries, libraries, archives and museums) sector. It is a team game, playable with up to 6 teams of 2-8 players and is accompanied by PowerPoint slides for a facilitator.

## ORDA enhancements

We create new disposal schedules in our online development tool Online Retention and Disposal Application (ORDA). We've been working to improve the user interface of ORDA to increase its usefulness and usability for both our team and you. These include improvements to the template, various design elements and the comments feature. Several features are undergoing testing with more to be completed in the second half of 2019.

## Disposal schedule migration

We've been migrating older disposal schedules into ORDA. This will allow for easier imports, exports and updating. Work is underway on the following schedules, and is expected to be complete by the end of August.

- Inter-Governmental Agencies (DA2437)
- Public Hospital Patient and Medical Records (DS20)
- Department of Premier and Cabinet (DA2248)
- Government Schools and Colleges (DA2280)
- University of Tasmania (DA2398)
- Sport and Recreation Tasmania (DA2444)

## Workforce Diversity Trend Report 2019

The Australian Library and Information Association has released the [Workforce Diversity Trend Report 2019](#). It shows the current state of diversity in the galleries, libraries, archives, museums and records (GLAMR) workforce in Australia. Census data shows 39% of Archivists, Curators and Records Managers are aged 50-69, compared to 29% of the total labour force. 71% are female, a higher proportion than the total labour force. Those who identify as Aboriginal and/or Torres Strait Islander, and those born outside Australia are under-represented in the sector.

# In the news

## Archives

[Historians' archival research looks quite different in the digital age.](#) *The Conversation*, 20 August 2019.

The ever-growing scale and scope of digital records suggests technical challenges: historians need new skills to plumb these for meaning, trends, voices and other currents, to piece together an understanding of what happened in the past.

[Government announces new home for national treasures.](#) *New Zealand Herald*, 14 August 2019.

Archives New Zealand's new building is scheduled to open in 2024. It will be connected to the National Library by an air-bridge, setting up a "documentary heritage campus".

[Courtroom records of landmark civil cases binned across Japan.](#) *The Japan Times*, 5 August 2019.

Many records relevant to landmark civil cases since World War 2 no longer exist. Regulations stipulate that important court documents must be preserved by district courts, and experts say that their destruction may have been illegal.

[Ukraine's Soviet archives are opening up - and changing memory politics.](#) *OpenDemocracy*, 11 July 2019.

With new laws opening up access to state security archives, Ukrainian citizens are discovering what really happened to their family members under Stalin.

[The F.B.I. once helped in the hunt for Bigfoot.](#) *The New York Times*, 6 June 2019.

Bigfoot. That is all the F.B.I. said (well, tweeted) when it released 22 pages of eyebrow-raising documents related to a 1970s hair analysis it conducted at the request of a well-known Bigfoot researcher.

## Government recordkeeping

[Brisbane City Council moves RM to the cloud.](#) *idm*, 28 June 2019.

The council has a cloud-first strategy and it was keen to migrate to Records Management as a Service (RMaaS). Citadel Systems won the tender with its Azure-based Citadel IX platform which also included a migration to CM Version 9.

[Paperwork destroyed by Hong Kong government would be five times higher than world's tallest building Burj Khalifa if stacked together.](#) *IG Guru*, 17 May 2019.

The overall amount of records destroyed hit a three-year high, according to the Government Records Service (GRS). The service's latest report was released as the Law Reform Commission was expected to submit its report into a three-month public consultation on two new laws governing the management of government records, and public access to official archives.

[The point of SharePoint for sharing \(and managing\) records.](#) *Records Connect*, Queensland's Government Recordkeeping blog, 18 March 2019.

## Privacy, consent and biometric data

[Alexa, are you profiting from the illegal storage and analysis of kids' voice commands?](#) *The Register*, 12 June 2019.

Two privacy lawsuits filed against Amazon argue that while "most people believe that when they speak to an Alexa-enabled device, it converts their voice into a set of digital computer instructions... They do not expect that Alexa is creating and storing permanent recording of their voice."

[New tool helps travelers avoid airlines that use facial recognition technology.](#) *The Guardian*, 6 June 2019.

Companies such as JetBlue began utilizing the technology after Trump issued an executive order pushing for its use in United States airports.

[Jeremy was fired for refusing fingerprinting at work. His case led to an 'extraordinary' unfair dismissal ruling.](#) *ABC News*, 21 May 2019.

When Queensland sawmill worker Jeremy Lee refused to give his fingerprints to his employer as part of a new work sign-in, he wasn't just thinking about his privacy. It was a matter of ownership. "It's my biometric data. It's not appropriate for them to have it". For not agreeing to the new system, Lee was sacked. What followed was a legal battle that delivered the first unfair dismissal decision of its kind in Australia. Lee represented himself before the full bench of the Fair Work Commission — and won.