

On the Record



Office of the State Archivist

December, 2018

Message from Ross

The 'Bringing Back Libraries' initiative provided a welcome opportunity to address the way we name and refer to our State archives collection and legislated archives responsibilities. I wish to advise that in response, having considered a range of options, the Tasmanian Archive and Heritage Office (TAHO) has ceased and been replaced.

The Office of the State Archivist (OSA) becomes the entity with overall responsibility for providing whole of government recordkeeping policy, standards, tools and advice. We are in the process of replacing TAHO with OSA in our correspondence, publications and other communications.

The 'Tasmanian Archives' is now the name of the place to access the State archives, whether in person or online, and the term used to describe our State archives collection of government and community archives. This will soon be reflected in our Libraries Tasmania building signage and online presence. Further information will follow, in meantime please contact us for any questions or clarification.

Looking back over 2018 I note that a year has passed since the Royal Commission into Institutional Responses to Child Sexual Abuse presented a final report to the Governor-General. I am most grateful to all who are working on the respective records related responses across Tasmania and look forward to continuing this very important activity with you during 2019.

This year we continued to work closely with the Office of eGovernment to finalise the [Information Management Framework](#) and contributed to the development of the Information Management Roadmap. A priority for us in 2019 is to add more products to the framework as part of our ongoing strategy to refresh our suite of policies, standards and tools. As forecast further in this edition we will also be resuming our training program over 2019.

In closing, on behalf of all of us at OSA and Libraries Tasmania more broadly, I take this opportunity to thank you all for your hard work, focus and dedication. We really appreciate it! All the best to you and yours for a wonderful and safe festive season.

Ross Latham, State Archivist

Our 2019 Priorities

As part of our annual planning process, we've set three priorities for next year.

A large part of our work this year has been our response to the Royal Commission into Institutional Responses to Child Sexual Abuse. Our work on implementing the recordkeeping recommendations from the Royal Commission will continue to be our top priority in 2019. *(continued over page)*

Our 2019 Priorities

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Our second priority area is to add content to the Information Management Framework, and support the Office of eGovernment's Information Management Roadmap.

A third priority for us is Training. This year we suspended our training courses delivered through the Tasmanian Training Consortium while we completed a review into our training content and delivery. Next year, training will be a big focus of our work.

While we will continue to support those schedules in development, we regret that we won't be able to commit to developing any new functional Disposal Schedules next year. We will continue to work with you to complete one-off disposal authorities. If you have any records at risk that need action, please [contact us](#) to discuss.

Thanks for completing our Training Survey

As a result of our training survey and review, we are finalising our program for 2019.

We will deliver courses across the state, through the Tasmanian Training Consortium, including our popular entry-level course, *Information Management: Basic Solutions*. Next year we will be using some new venues.

We will develop online content to introduce our team and services, and answer some frequently asked questions.

Royal Commission into Aged Care Quality and Safety

The [Royal Commission into Aged Care Quality and Safety](#) was established on 8 October 2018. The [Terms of Reference](#) include the quality of aged care services, abuse, and future delivery of care.

The Royal Commission will also examine services to people with disabilities living in aged care facilities, including younger people. The [Letters Patent](#) contain more details.

The Commissioners are required to provide an interim report by 31 October 2019, and a final report by 30 April 2020.

We'd like to remind you that even if there is an authorised disposal schedule or disposal authorisation in place, documents required for an investigation or inquiry must not be destroyed. All records relevant to the investigation or inquiry must be identified and preserved until it is complete.

We will be communicating with both heads of agencies and information and records managers as more information becomes available. If you have any questions, or think the Royal Commission might have an impact on your organisation, please [contact us](#).

In brief

New email address for Archives Collection queries

Please update your email address books: the TAHO Collections email address has changed. For file retrieval requests and records transfers, use archivescollections.libraries@education.tas.gov.au.

Secondary storage certification underway

We are renewing certification for many of our secondary storage providers. When we have finished, we'll update our [webpage](#), showing new expiry dates. Certification is current for two years.

National edeposit (NED) update

In our [June newsletter](#), we wrote about NED. This will enable you to meet your legal deposit obligations more easily, and preserves your publications to international standards.

Tasmanian government organisations currently meet their Tasmanian legal deposit obligations by lodging electronic publications on STORS. By doing this, there is no need to transfer copies to State archives. A copy also needs to be deposited with the National Library of Australia to meet legal deposit requirements under the *Copyright Act 1968*.

NED provides a one-stop deposit portal, so you can deposit once and meet your Commonwealth and State legal deposit obligations.

NED is in the final stages of testing and is on track for a March 2019 launch. Information about how to use NED will be available before the service goes live.

New Commonwealth publications:

Information Security Classifications The new Commonwealth Information Security Classifications, part of the [Protective Security Policy Framework](#) (PSPF), was published in October. This is relevant for Tasmanian government organisations that hold or access Commonwealth security classified information: the PSPF is applied to that information in line with the arrangements between the Commonwealth and the State.

Open Government National Action Plan [Australia's Second Open Government National Action Plan 2018-20](#) was released in September. Several commitments are information-focused, including *Improve the sharing, use and reuse of public sector data* and *Engage States and Territories to better understand information access*.

Digital Transformation Strategy The Digital Transformation Agency released the [Digital Transformation Strategy](#). The Strategy is based on three strategic priorities: government that's easy to deal with, government that's informed by you and government that's fit for the digital age.

Government inquiries into national institutions

The [Inquiry into Canberra's National Institutions](#) by the Joint Standing Committee on the National Capital and External Territories has held its last public hearing. Many institutions including the National Archives of Australia, National Film and Sound Archive of Australia, National Library of Australia, Australian War Memorial, National Gallery of Australia, National Museum of Australia, National Portrait Gallery of Australia and the Australian Institute of Aboriginal and Torres Strait Islander Studies took part. The Inquiry will report on the range of strategies used to maintain viability and relevance and to grow profile, visitor numbers and revenue.

In New Zealand, the [National Archival and Library Institutions Ministerial Group](#) is undertaking a similar process. The Group will assess the contribution of Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision to New Zealand's democratic and cultural infrastructure.

Update on the Royal Commission into Institutional Responses to Child Sexual Abuse

On Wednesday 28 November, we held a Forum on implementing the recordkeeping recommendations from the Royal Commission. Representatives from agencies and local councils attended. Amber Mignot, Director of the Royal Commission Response Unit, Department of Justice, discussed the State's response to the Royal Commission. Catherine Saunders, Legal Services Advisor, and Lisa Baker, Manager Information Support Services, both from the Department of Education, outlined the Department's response. Caroline Homer, Manager State Library and Archive Service, Libraries Tasmania, spoke about the difficulties for clients – often with limited computer access, health and literacy issues – applying for personal information to support their Redress Scheme application.

Ross Latham, State Archivist spoke about the work of the Council of Australasian Archives and Records Authorities in ensuring national consistency of records retention across Australia. Ross also spoke about the second edition of [Records Retention & Disposal Schedule for Non-Government Schools](#), published by the Australian Society of Archivists. The Schedule covers pre-school, early childhood learning, primary, secondary and special education, and International Baccalaureate programs. The new edition meets legislative changes, industry standards as well as the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

The Office of the State Archivist shared a draft Disposal Schedule. We are seeking additional representatives to be on a Reference Group to comment on the draft Schedule. If you can help, please [contact us](#).

We are planning to hold a briefing early next year for Local Councils and other interested organisations.

Additions to personal records in Tasmanian Archives

Individuals can now ask that an addition be made to a personal record about them. This applies to records that have been transferred to the Tasmanian Archives.

This change supports Recommendation 8.4 of the Royal Commission into Institutional Responses to Child Sexual Abuse which outlines five recordkeeping principles. Principle 5 is included in full below:

Principle 5: Individuals' existing rights to access, amend or annotate records about themselves should be recognised to the fullest extent.

Individuals whose childhoods are documented in institutional records should have a right to access records made about them. Full access should be given unless contrary to law. Specific, not generic, explanations should be provided in any case where a record, or part of a record, is withheld or redacted.

Individuals should be made aware of, and assisted to assert, their existing rights to request that records containing their personal information be amended or annotated, and to seek review or appeal of decisions refusing access, amendment or notation.

If you'd like more information, please [contact us](#).

Seeking your experiences with Office 365

Please [contact us](#) if you, as an information management practitioner, have been or are about to be involved in implementing Office 365. We are trying to understand the records issues involved and would like some case studies.

In the news

A quick round-up of some recent media:

[Businessman Peter Gregg found guilty of falsifying records.](#) *The Age*, 11 December 2018. Australian executive Peter Gregg faces up to four years in jail after a Sydney court found him guilty of falsifying company records in relation to an allegedly corrupt \$15 million payout during his time at construction giant Leighton Holdings.

[Identity of a nation: Protecting the digital evidence of who we are.](#) *Australian Strategic Policy Institute*, 5 December 2018. Our national identity assets are the evidence of who we are as a nation—our resources, our people, our culture, our way of life, our land, our freedom, our democracy... If our land titles or our citizenship records were altered, what would be the result? If we lost our immigration and births, deaths and marriages data, how could you prove your citizenship? And what if that information were compromised and unreliable? What would be the authoritative source of information about Australians and their citizenship?

[How my sexual health searches ended up in the hands of the world's biggest tech companies.](#) *ABC*, 23 November 2018. Part of a series of articles on data being shared by devices.

[Stellar new board appointed to lead world-first Centre for Data Ethics and Innovation.](#) UK Government Press Release, 20 November 2018.

[CBA accused of board minutes criminal breach.](#) *The Sydney Morning Herald*, 21 November 2018.

['Worst offender in the White House': Ivanka Trump used personal email account for government business.](#) *The Sydney Morning Herald*, 20 November 2018. Using personal emails for government business could violate the Presidential Records Act, which requires that all official White House communications and records be preserved as a permanent archive of each administration.

[Finance takes a new path to digital recordkeeping nirvana.](#) *IDM*, 9 November 2018.

[Australian cultural institutions struggle to survive as War Memorial gets half-billion dollar upgrade.](#) *The Guardian*, 3 November 2018. Institutions such as the National Gallery and National Archives have been told to find \$75m in savings.

[Meet the guys who tape Trump's papers back together.](#) *Politico*, 6 October 2018. The president's unofficial 'filing system' involves tearing up documents into pieces, even when they're supposed to be preserved.

[How archives can protect human rights.](#) *Library and Archives Canada Blog*, 2 October 2018. Records held by Library and Archives Canada contributed to holding the Canadian Government accountable for actions against Japanese Canadians. These included detention in internment camps, confiscation and sale of private property and deportation.

["It's a cultural thing – isn't it?"](#) *Inside Story*, 5 September 2018. A parliamentary inquiry seems to be carefully avoiding the real challenge for Australia's national museums, archives and libraries.

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