

On the Record



Office of the State Archivist

December, 2019

Message from Ross

We have achieved a significant milestone in response to the recordkeeping related recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse! After a thorough drafting process the Disposal Schedule for Records Relating to Child Abuse (DA2520) is now final and ready for use along with the other components of our Royal Commissions Toolkit. I would like to take this opportunity to thank all who have contributed to this very important work, in particular those who identified issues and provided feedback along the way.

As you are most likely aware there are another two Royal Commissions in place at the moment that impact on recordkeeping across government:

- the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability
- the Royal Commission into Aged Care Quality and Safety.

Over recent months I have met with key staff from the agencies most impacted by these commissions and advised of the requirement for initiation of disposal freezes on records of potential interest. The disposal freezes will need to remain in place until the commissions deliver their reports after which we can together consider any recordkeeping related recommendations and required actions.

Our other major focus is the development of our new archives storage facility at Geilston Bay. At this stage we expect the site being ready for us to occupy in early 2021. Relocation of the Tasmanian Archives collection from the Berriedale site will be the immediate priority after which normal business will resume and we will recommence accepting transfers. Further information about our planning and preparation is provided later in this edition.

That's all from me. Thank you so much for your efforts over 2019, I wish you and yours all the very best for the festive season and year ahead.

Ross Latham, State Archivist

Government records retrievals over the Christmas-New Year period

Retrieval and borrowing of records will be limited over the Christmas and New Year break.

The last retrieval of records from the Berriedale Repository and Hobart for 2019 will be on Tuesday 24 December. Requests will need to be received by 5pm Monday 23 December for this final retrieval.

Retrievals from Berriedale and Hobart will resume on Thursday 2 January 2020.

You can view our opening hours over the Christmas-New Year period [here](#).

Update from Government Archives & Preservation

Government Archives & Preservation

Who we are



Government Archives

Preserve, make ready for access, and facilitate the transfer into custody, of Government records that are sentenced as State Archives



Conservation

Conserve the State Library and Tasmanian Archives collection through undertaking conservation treatments, improving storage and providing advice on monitoring storage environments and handling for access



Digitisation Services

Create digital surrogates of collection items for access and preservation



Storage Management

Manage, store and maintain the Tasmanian Archives collection

What we do

- ✓ We work with government clients to manage transfer of State Archives into our Tasmanian Archives collection
- ✓ We describe, digitise and conserve so our collections remain discoverable and accessible in a sustainable way
- ✓ We manage the physical and digital collection including metadata management, digital preservation and storage management of State Archives
- ✓ We engage with our external and internal stakeholders and provide training and advice related to transfer, care and handling of State Archives

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Preparing the Collection for Relocation

For the past 12 months the storage and government archives teams have been busily preparing the collection for relocation to a new storage facility. This includes re-boxing and housing hundreds of files into new boxes suitable for transport, identifying fragile and at risk items and housing them appropriately, RFID-tagging all the container level to enable tracking of the collection for the move.

Transfer of Government Archives

The Government Archives team has a reduced capacity to take in government transfers because our storage facility at Berriedale is almost full and because we have been focusing on the project to prepare the collection for relocation.

However we do have a small amount of space so we encourage agencies to get in contact to discuss their transfer needs as we have the capacity to accept smaller transfers from agencies that are closing or where the records contain details of individuals and may be required to access for royal commissions.

Please always discuss your transfer needs with us and we will try to find space, providing us with as much notice as possible so we can plan together.

Allegra Huxtable, Manager Government Archives and Preservation

Office 365 Advice and Communities of Practice

The Australasian Digital Recordkeeping Initiative (ADRI) is a working group of the Council of Australasian Archives and Records Authorities (CAARA), the peak body of government archives and records institutions in Australia and New Zealand. ADRI has formed an Office 365 project team and plans to release a set of high level recordkeeping requirements next year.

In the meantime, you may be interested in new guidance on Office 365 and recordkeeping implications from New South Wales State Archives & Records and the Public Records Office of Victoria. Archives New Zealand has also flagged an investigation into the use and impact of Office 365.

Practitioners may find two new Office 365 Communities of Practice (CoPs) useful, one is aimed at a state government audience (see article below) and the other, local government. The local government CoP is a state-wide group led by the City of Hobart and participation is also available via video conference. The CoP is focused on sharing knowledge around planning and implementing Office 365 through practitioner-led talks and workshops. While geared towards local government, other organisations are welcome to participate. For more information, contact Yolanda Sam, Information Analyst, City of Hobart, samy@hobartcity.com.au.

- Public Record Office of Victoria. [What is Microsoft Office 365](#) and [2019 Survey: Office 365 and SharePoint Online: Summary Report v1.0](#).
- New South Wales State Archives & Records. [Office 365 and Recordkeeping](#).

14 New Communities of Practice

A number of new Communities of Practice (CoP) have recently been formed by the IT Managers (Digital Services Advisory Group) to support staff meeting and collaborating on a regular basis in areas of interest. The CoPs are excellent way for agencies to come together and exchange knowledge, ideas and skills and to create networks. There are currently fourteen CoPs including Information Management, Information Security, Office 365, Cloud Adoption, Design Thinking, Change Management, Project Management and a Data and Information Practitioners Group. For more information, visit the Digital Strategy and Services Division, Department of Premier and Cabinet [website](#) to see the list of active groups and contact details for each CoP.

Networking and a Northern Information Managers Community of Practice

On 19 November, OSA hosted a networking event in Launceston which brought together six of our Northern based clients. There was some really good discussion and a clear need for people to be able to discuss common issues. As a result, we have decided to form a community of practice for Northern based information managers. A room has been booked at Launceston Library on Tuesday 24 March 2020 for the inaugural meeting - so save the date. We will send out invitations closer to the time, but meanwhile, please let us know if you want to be involved: osa@education.tas.gov.au or 6165 5581.

Information Management Foundations Training

I presented *Information Management Foundations* in Launceston on 19 November, after our networking event - it was great to meet so many new people and put faces to people I have talked to. The next course will be run in Hobart (26 March - to be confirmed) and we intend to run another Launceston course later in the year. Again, please let me know if you want to be notified when the dates are finalised.

Janet Henderson, Office of the State Archivist

2019 wrap up from OSA

This year we focussed on three priorities, implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse, developing our Information Management Framework and reviewing our Training program. Here's a quick summary of what we've achieved.

We developed the [Disposal Schedule for Records Relating to Child Abuse \(DA2520\)](#), part of our [Royal Commission Toolkit](#). Also in the Toolkit are a [disposal freeze](#), [FAQ](#) and a step by step guide to [identifying records that relate to children](#). Ross Latham, State Archivist, briefed Deputy Secretaries and Directors of key government organisations on the impact of Royal Commissions on records creation and retention.

Work continued on our Information Management Framework, with several implementation tools added. We'll publish final versions of our standards and tools in our new templates early next year.

We completed our review into our training programs, and delivered training courses in Hobart and Launceston for 38 participants.

We are fortunate to have had Emma Savage working with us this year as a project officer focusing on implementing the recordkeeping recommendations of the Royal Commission. Emma has been seconded from her substantive role in Libraries Tasmania to the Department of Health, working as a project officer with the Information Coordination and Strategy Unit. Congratulations Emma!

Major reports and investigations

New South Wales Auditor-General's Report. Internal controls and governance.

The report analysed the internal controls and governance of 40 of the largest agencies in the NSW public sector. Findings common to many agencies included out-of-date or absent policies; poor record keeping and document retention; incomplete or inaccurate centralised registers; and inappropriate policies, procedures or controls. The report also found agencies recorded 3,324 data breaches in a year, but none recorded the cost of any recorded data breach.

- [Internal controls and governance](#). New South Wales Auditor-General's Report. November 2019. 71 pages.

Australian National Audit Office. Implementation of the Digital Continuity 2020 Policy.

The audit examined the administration, oversight, monitoring and evaluation arrangements for the Digital Continuity 2020 policy, and the extent to which three selected Australian Government entities implemented the policy. It found the Australian Government unlikely to achieve the objectives of the Digital Continuity policy by the end of 2020.

- [Implementation of the Digital Continuity 2020 Policy](#). Australian National Audit Office. October 2019. 83 pages.

Major reports and investigations *(continued from previous page)*

Victorian Auditor-General's Office. *Enrolment Processes at Technical and Further Education Institutes.*

The audit examined enrolment processes for Skills First training at Box Hill Institute, Melbourne Polytechnic, Sunraysia Institute of TAFE, Swinburne University of Technology and William Angliss Institute of TAFE. The information management systems used by each institution were different versions of the same third-party software programs, but configured differently. Information management systems and enrolment process were integrated at two institutions, allowing prospective students to mostly enrol online. The others relied on some manual enrolment processes, resulting in double-handling of information, impacting on enrolment data quality.

- [Enrolment Processes at Technical and Further Education Institutes](#). Victorian Auditor-General's Office. September 2019. 87 pages.

Conference report – Designing the Archive

Designing the Archive 2019 - Joint international conference presented by the Australian Society of Archivists (ASA), Archives and Records Association of New Zealand Te Huinga Mahara (ARANZ), International Council on Archives (ICA) and Pacific Regional Branch International Council on Archives (PARBICA). Adelaide, 21-25 October.

I attended the joint Australia Society of Archivists / International Council of Archivists conference in Adelaide in October with Ross Latham (our State Archivist) and Allegra Huxtable (Manager Government Archives and Preservation). There was a strong attendance from New Zealand and the Pacific Islands. The main themes of the conference were: indigenous culture in records, human-centred recordkeeping, impact and issues of royal commissions and inquiries, digital identity, and designing a better archive.

An important underlying message with many talks was to remember that people can have a deep connection to records and the way they are written can have a profound affect (positive and negative) decades later. Digital curation, preservation, and governance skills and tools are becoming increasingly necessary for those working in records and archives. Artificial intelligence is beginning to revolutionise how to appraise and sentence records. It is also making it easier to locate and bring together records and information from a variety of sources.

Warwick Pease, Government Archives and Preservation and Office of the State Archivist.

In the news

Legislation

[Academics urge withdrawal of abuse records legislation](#). *Irish Examiner*, 6 December 2019.

In an open letter, the group - which includes staff at Trinity College archives, NUI Galway and UCD archives - describe the Retention of Records Bill as "unprecedented" in its aim to close access to records currently contained in the archives of the Commission to Inquire into Child Abuse (the Ryan commission), and the Residential Institutions Redress Board and Review Committee for 75 years.

[Texas quietly updates records laws to include personal devices](#). *Government technology*, 30 October 2019.

The legislation has clarified that official communications, even on state employees' personal devices, is now public record.

[Privacy trumps face recognition bill](#). *InnovationAus.com*, 25 October 2019.

The Parliamentary Joint Committee on Intelligence and Security ([PJICIS](#)) handed down its report on the Coalition's Identity-Matching Services (IMS) Bill and Australian Passports Amendment (Identity-Matching Services) Bill on Thursday morning. For the first time in nearly two decades, the powerful committee sent the government's legislation back to the drawing board to address a series of privacy and transparency issues.

In the news *(continued from previous page)*

Archives

[Records of imperial Japanese workforce survey in 1940 revealed to the public for first time.](#) *Hankyoreh*, 1 November 2019.

Records of an imperial Japanese workforce survey ahead of the Pacific War in 1940 showing a total of 1.16 million Koreans who were “eligible” for forced labour has been made public for the first time. Imperial Japan forcibly mobilized anywhere from 80,000 to 290,000 Koreans annually during and after the time of the survey. Korean women were restricted to those in their teens -- a decision seemingly based on their eventual drafting as comfort women under the Japanese military.

[Venice ‘time machine’ project suspended amid data row.](#) *Nature*, 25 October 2019.

Like the city itself, an ambitious effort to digitize ten centuries’ worth of documents that record the history of Venice is at risk of sinking. Two key partners have suspended the [Venice Time Machine](#) project after reaching an impasse over issues surrounding open data and methodology.

[Appeal to preserve Thomas Cook archive as company ceases trading.](#) *Who Do You Think You Are?* 23 September 2019.

Efforts are being made to rescue Thomas Cook’s archive after the travel company ceased trading with immediate effect this morning. The British Archives Council (BAC) is appealing for historians to testify to the archive’s importance as it seeks a future home for the collection.

Government recordkeeping

[Monster paper shredder comes to symbolise Japanese government secrecy.](#) *The Sydney Morning Herald*, 28 November 2019.

The Abe administration’s secretive approach to government papers - and an industrial-size shredder that can dispose of 1000 pages of official documents in a single load - are dominating the headlines in Japan this week, as the opposition and media cry foul.

[A timeline of Angus Taylor’s mystery document controversy.](#) *The Guardian*, 26 November 2019.

Taylor’s office is under police investigation for relying on falsified documents to attack Sydney’s lord mayor, Clover Moore.

[Nicola Sturgeon defends policy over claims of destruction of government notes.](#) *The Scotsman*, 11 November 2019.

MSP Donald Cameron has urged the National Records of Scotland to intervene and investigate the First Minister for potentially breaching the Public Records (Scotland) Act 2011.

[University of New Mexico Studies Physical Burnout Related to Electronic Records.](#) University of New Mexico Health Sciences *Newsroom*, 23 September 2019.

When the Health Information Technology for Economic and Clinical Health (HITECH) Act was signed into law in 2009, the promise was that an electronic record technology would streamline paperwork, reduce waste and lead to more cost-effective health care. Instead, 10 years later, physicians find the length time devoted to medical record-keeping has essentially doubled: they now are spending two minutes at the computer for every minute spent with patients.

[Human Rights Commission debuts ‘radical’ record management platform.](#) *itnews*, 10 September 2019.

Not needing to store physical duplicates of documents is set to save the agency \$17,000 a year. Running on RecordPoint’s federated data management platform Records365, the RADICAL project automatically scans records and assigns metadata tags which had previously been applied by the document author. The automated tagging process is correct around 80 percent of the time, an improvement over what was achieved manually.

Care leavers

[Care leavers: ‘Trying to access childhood records is distressing and dehumanising’.](#) *The Conversation*, 3 October 2019.

Many care leavers who try to access records held by local authorities and charities often find their files are missing. And when people do receive their records, they have often been heavily redacted, or censored to remove any “third party information” – such as names of parents, siblings, family members and carers.

[‘Problems with records and recordkeeping practices are not confined to the past’: a challenge from the Royal Commission into Institutional Responses to Child Sexual Abuse.](#) Frank Golding, 19 April 2019.

This pre-publication paper aims to show that, although the Royal Commission disappointed many Care Leavers with its narrow focus on sexual abuse, when it eventually reported on records and recordkeeping, the Commission surprised many by moving beyond its narrow remit.

In brief

Request for feedback on Sustainable Digital File Formats and Information Management Software as a Service (SAAS) by 18 December

The Australasian Digital Recordkeeping Initiative has prepared draft guidance on Sustainable Digital File Formats and Information Management requirements for Software as a Service (SAAS), and is seeking feedback from interested parties.

The consultation draft about Sustainable Digital File Formats can be found [here](#), and the Information requirements for SAAS are [here](#).

If you have any questions contact Andrew Waugh andrew.waugh@prov.vic.gov.au.

Email and Messaging Cybersecurity Standard released

A new [Standard](#) describing the minimum requirements for securing Tasmanian Government email and messaging systems has been released by Digital Strategy and Services (DSS), Department of Premier and Cabinet. DSS have also released a [Draft Cloud Policy](#).

Second edition of digital preservation advocacy tool released

[The BitList 2019: The Global List of Digitally Endangered Species](#) is an advocacy tool that describes a range of digital materials facing distinct and imminent challenges. There are 74 entries in this edition, with digital materials classified as either Lower Risk, Vulnerable, Endangered, Critically Endangered or Practically Extinct. The BitList can be used to influence, inform policy and for the prioritisation of resources.

Queensland Office of the Information Commissioner: 2019 Solomon Lecture

The video and transcript of the 2019 Solomon Lecture by Fiona McLeod is now available. '[Accountability in the Age of Artificial](#)' focused on transparency, openness and accountability in the context of increasing adoption of technologies such as artificial intelligence in government functions and decision-making.

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