On the Record

COVID-19 Stories

The Tasmanian Archives encompasses both government and non-government records. The Community Archives team – Jill Waters and Jen Jerome – manage the non-government archives. This includes an extensive existing collection, along with a constant stream of donations from organisations, businesses, events, and individuals. Community Archives collects a diverse range of records of the experiences of the Tasmanian community so that future generations can comprehend how Tasmanians lived, worked, and how our state has developed. While we often wait for records to be offered to us, records of important events need to be pro-actively collected now.

Records of the COVID-19 pandemic have been created constantly since news of the virus first reached Tasmania. Many of these records are held on smart phones, on social media applications, or are seen as ephemeral paper items that once used can be thrown away. To capture these records Community Archives has had to act quickly, reaching out to the community for assistance. To get the best coverage and to collect both objects and documents, Libraries Tasmania partnered with the Tasmanian Museum and Art Gallery (TMAG) on a long-term collecting project **COVID-19 Stories**. This project was launched on each institutions website, and promoted through the media and social media platforms. After a month of collecting, a large range of submissions has been received – examples include anecdotes, poetry, digital photography, diaries, drawings, craft activities, takeaway menus, and shop signage. As often happens in Tasmania, the best publicity has been word of mouth.

Everyone has been affected by this pandemic and the lock-down. Everyone has a story to share. Please let your friends, family, work colleagues, and professional associations know about the project. Encourage them to submit their stories. A submission can be as simple as a single photograph with a one line caption. Submissions of a private or personal nature can also be kept closed for public access for a designated time.

The COVID-19 Stories collection will be made accessible either online via the Libraries Tasmania catalogue, or in person at the State Library and Archives section of Libraries Tasmania in Hobart. Selected items will also become part of the TMAG collection and be available for possible future exhibit.

More information about the COVID-19 Stories Project and the process for submitting material can be found on the websites of Libraries Tasmania and TMAG, or email covid19stories@education.tas.gov.au.

Upcoming Northern Community of Practice Meeting

The next Northern Information Management Group will meet virtually, via Teams, on 22 July at 2pm. Invitations will be sent to previous participants shortly. If you have not previously attended, and would like to, or simply want to find out more, please email osa@education.tas.gov.au.

Tasmanian
Government

COVID-19 Related Records

We've had a number of enquiries about COVID-19 related records in the past few weeks. In response:

- We will issue the *Disposal Schedule for COVID-19 Disease Emergency Records (DA2532)* shortly to deal with new records created in response to COVID-19. This schedule looks different to others: at present, it only has one class, for visitor screening records. We will update DA2532 as needed.
- We will also issue a COVID-19 records retention and disposal summary 'cheat sheet' that will direct you to relevant disposal classes in already existing general and functional Disposal Schedules – this is similar to the National Archives of Australia's approach.
- Ross Latham, State Archivist, will continue to liaise with Departments to gain an awareness of the unique COVID-19 related records that are being created so that we can provide advice on their significance and their retention.

What we'd like you to do: Please email us your COVID-19 records related enquiries - the more input that we have, the better and timelier our advice will be. If you need advice prior to the release of the Disposal Schedule, please feel free to contact us.

Roadmap to Reopening

Libraries Tasmania has released Roadmap to Reopening outlining the return of services for the public. Further information for our government clients:

Procedures for **file requests and collection** are the same as during our closure:
- Requests can be made via ArchivesCollections.Libraries@education.tas.gov.au.
- Collecting and returning files will be by appointment only.
- Files can be picked up via the staff entrance at the back of the library building. Please walk down the Mather's Lane driveway next to the library carpark.
- Please ring **6165 5541** to let Archives staff know you have arrived in Mather's Lane, 91 Murray St to collect your files.
- Agency staff will be met at the staff entrance and brought into the State Library and Archive Service workroom to collect and sign for files.

Transfers of records to the Berriedale repository have resumed:

- The Government Archives and Preservation team are now accepting transfers from Government Agencies to the Berriedale repository on a case by case basis.
- Site visits have also resumed, so please contact us if you would like to discuss a transfer or require other advice via 6165 5443 or Berriedale.archives@education.tas.gov.au.

Advice on records and information management:

- If you can't find what you are looking for on our website, please contact us via email osa@education.tas.gov.au.

Conference Update

The Australian Society of Archivist's (ASA) have postponed their 2020 Conference. Archives Amplified is now scheduled for 14-17 September 2021 at the Brisbane Convention and Exhibition Centre.

The Records and Information Management Professionals Australasia (RIMPA) 2020 conference is going ahead. Beyond Digital Continuity will be held in Canberra, 12-15 October. The conference is a hybrid event, with face-to-face and virtual registrations.

In brief

Tasmanian Government Digital Strategy and Cloud Policy Released

Our Digital Future, the Tasmanian Government's digital strategy was released in June 2020. The strategy is accompanied by the Tasmanian Government Cloud Policy v2.0 and Cloud Policy Risk Assessment Guide v1.0.

The Strategy at a Glance provides a one-page snapshot of the vision, priorities, principles, objectives and major actions.

Whole of Government Information Security Classification Scheme and Roadmap

Our COVID-19 response highlighted the lack of consistency in information handling, exposing Tasmanian government to increased risk around information sharing and cyber security.

In June, Digital Strategy and Services (DSS) worked with the Office of the State Archivist (OSA) to develop a pragmatic, day forward, risk-based Roadmap and Information Security Classification Scheme for Tasmanian Government, aligned with the Australian Government's Sensitive and Security Classified Information policy.

The Deputy Secretaries Digital Services Committee approved the initiative, to commence with a pilot in the Department of Justice.

New MS Teams Community of Practice

In our December 2019 newsletter, we wrote about 14 New Communities of Practice, formed by the Digital Services Advisory Group (IT Managers, IT Directors & CIOs). A new MS Teams Community of Practice has been created to share knowledge and experiences in rolling out Teams, which in most cases, has been completed rapidly to enable state employees to work from home in response to COVID-19.

To find out more, email Digital Strategy and Services digital@dpac.tas.gov.au.

Online Dictionary of Archives Terminology

The Society of American Archives (SAA) have released the Dictionary of Archives Terminology, a new online resource. The Dictionary is a work in progress, with updates being made weekly as new terms are defined and existing terms revised.

In brief

Five Tips to Increase Your Security While Working Remotely

1. Conceal any personal or sensitive information on view during video calls.
2. Change your default home Wi-Fi password to a strong passphrase.
3. Cover or unplug webcams when not in use.
4. Don't follow links or open attachments from an untrusted source.
5. Ensure physical security measures are in place, i.e. do not share your device with family or friends and lock your device when away.

More information: digital.nsw Follow Cybersecurity Best Practice and 10 Tips for Cyber Security [A4 flyer].

Data Guide for the Australian Public Service

The Office of the National Data Commissioner (ONDC) has released guidance to the Australian Public Service and other organisations on how to improve data management and get the most out of the data they hold.

The Foundational Four are:

• Leadership: A senior leader is responsible and accountable to data across the agency
• Strategy: An agency has a clear vision and plan for using data to achieve objectives
• Governance: Mechanisms exist to oversee data management
• Asset discovery: data assets have been identified and recorded.

More information: The Foundational Four: Starting an ongoing data improvement journey. 32 pages.

Recordkeeping TAFE Course Changes

Vocational courses within the Business Services Training Package have been recently reviewed. Certificate III and IV, the Diploma and Advanced Diploma in recordkeeping will no longer be available in the current format as of December 2020.

The recordkeeping modules relating to Certificate III and IV will become a specialisation option within the newly formed Business Stream. The current Advanced Diploma and Diploma Qualifications will be consolidated in the newly formed Diploma in Business with a specialisation in records management.

Bushfires Royal Commission

The Royal Commission into National Natural Disaster Arrangements (the 'Bushfires Royal Commission') was established earlier this year in response to the bushfire season of 2019-2020. It will deliver a final report by the end of August 2020.

The Commission commenced hearings in late May. Information sharing was raised as an issue, particularly sharing across levels of government, between government and private organisations, and between government and not-for-profit organisations involved in recovery efforts.

We wrote about the Royal Commission in our March 2020 newsletter encouraging you to determine if the Commission is relevant to your organisation and reminding you that Royal Commissions override our authorised disposal schedules or disposal authorisations. This means you need to identify and preserve all relevant records until the inquiry and any subsequent actions are completed.

Major Reports and Investigations

Referrals, Assessments and Approvals of Controlled Actions under the Environmental Protection and Biodiversity Conservation Act 1999

The report made eight recommendations, the first of which was that the "Department of Agriculture, Water and the Environment develop and implement a plan to collect and use regulatory information, and address gaps and limitations in information management, to better enable compliance information to be used to inform regulatory strategy and decision-making."

• Australian National Audit Office (ANAO). Referrals, Assessments and Approvals of Controlled Actions under the Environmental Protection and Biodiversity Conservation Act 1999. June 2020. 78 pages.

Integrity of Data in the Births, Deaths and Marriages Register

The report found that processes and controls were in place to ensure the information in the Register was entered accurately, and the amendments to the Register were validated. Controls were also in place to prevent and detect unauthorised access to, and activity in the Register. However, there were significant gaps in these controls: audit trails were not routinely monitored, there was no direct oversight of the database environment, no independent assurance of the effectiveness of the vendor's general IT controls, and there was gaps in controls to prevent and detect unauthorised access to the databases and servers. Addressing these gaps is necessary to ensure the integrity of the information in the Register and to prevent identity theft.

• Audit Office of New South Wales. Integrity of Data in the Births, Deaths and Marriages Register. April 2020. 25 pages.

New Adoptions, Fostering and Out-of-home Guide to Archives

The State Library and Archive Service has produced a new guide on Adoptions, Fostering and Out-of-home care. The guide is aimed at assisting people who are seeking information and records documenting the circumstances of their own childhood, or the childhood of a close relative. It particularly aims at helping Forgotten Australians: those who grew up in care, homes and orphanages, or with foster carers, as well as those who have a first family and an adopted family.

The guide covers Tasmanian records from 1920 onwards. It outlines processes around accessing State and non-State records on childhood, fostering and adoptions, highlights the main resources available, provides an overview of services we provide, and includes contacts and support services from other organisations.

Update on Development of our new Repository at Geilston Bay

Government Archives and Preservation is now accepting transfers again from Government Agencies at the Berriedale repository. We will also be resuming site visits, so please contact if you would like advice on a transfer. For advice please contact us on 6165 5443 or Berriedale.archives@education.tas.gov.au.

Preparing the Collection

While the Tasmanian Archives was closed we were busy preparing the collection to move to our new archives repository at Geilston Bay.

The Government Archives and Preservation and Community Archives units have been working with staff from the Library Network at our Berriedale repository preparing our records for the move to the new site in 2021.

We were very grateful for the extra help we have been receiving from staff redeployed from other areas of Libraries Tasmania, while our sites were closed to the public, it made a huge difference to our preparation efforts.

Re-boxing old transfers of records into acid free boxes and tying up and bagging lose files so they are safe to move.

In the News

Vaccination Records

Adelaide nurse administered wrong vaccines to children and doctored records, tribunal finds. *ABC*, 24 June 2020. Children were left unprotected from deadly diseases after a nurse administered the wrong vaccines and altered records to cover her tracks, South Australia's Civil and Administrative Tribunal has found.

Vaccination records loaded onto My Health Record. *Government News*, 15 June 2020. Information from the Australian Immunisation Register was incorporated into My Health Record in April and the records of ten million Australians have now been uploaded, the Digital Health Agency says.

Getting vaccinated at the pharmacy? Make sure it's recorded properly. *The Conversation*, June 15, 2020. Pharmacists are vaccinating more and more people, but those shots are not always ending up in your immunisation record.

In the News *(continued)*

COVID-19 and Government Recordkeeping

Coronavirus and the Courts. Judicial College of Victoria. A summary of temporary jurisdictional changes made in response to COVID-19. They include changes to traditionally paper-based processes including not allowing documents to be physically tendered, filing of documents electronically or via email, electronic signatures, and allowing unsigned documents.

Norway suspends 'deeply intrusive' contact-tracing app and deletes all existing data. *Public.Technology.net*, 16 June 2020. The Norwegian app was named by Amnesty as one of three – alongside software developed by authorities in Kuwait and Bahrain – that "stood out as among the most alarming mass surveillance tools".

Government panel on virus failed to keep meeting records. *The Asahi Shimbun*, 31 May 2020. A government expert panel on the response to the coronavirus in Japan did not take minutes of its meetings, which critics say greatly hampers public scrutiny of the officials' handling of the pandemic.

AusPost temporarily digitises mailrooms of 40 govt, finance firms. *itnews*, 25 May 2020. Australia Post has been digitising mail addressed to 40 state government departments and financial services firms since mid-March as a stopgap measure while physical mailrooms couldn't operate.

Recordkeeping

Wage Theft Legislation Passes Victorian Parliament. Media release, 17 June 2020. Victoria has become the first state in the country to pass laws establishing criminal penalties for employers who deliberately underpay or don't pay their workers. Offences will also capture employers who falsify employee entitlement records, such as payroll records, or who fail to keep employment records.

Finance calls time on the "traditional" EDRMS. *idm*, 22 May 2020. A three-year campaign by the Department of Finance to revolutionise Commonwealth government record-keeping has evolved into a new tendering process that will require shortlisted vendors to spend up to 4 days each delivering online Proof of Concept (POC) workshops.

Metadata for Microsoft Teams and SharePoint Online. *idm*, 15 May 2020. In iTunes, how would you find Rock'n Roll songs from the 70s, but not 80s, without metadata? You could search for song title and artist, but you would then only find the song. You could search for Rock´n Roll, but, without metadata, you would only find songs with this in the title. Metadata is key to finding the music you want, - this could genre, artist, composer, etc. It's the same for Office 365.

Archives

$8 million boost to enhance Australia's Trove portal. Media release, 26 June 2020. The Morrison Government will provide an additional $8 million for the National Library of Australia over the next two years to support the ongoing development of Australia's digital heritage portal, Trove.

Palace letters will be released by the end of July. *The Sydney Morning Herald,* 17 June 2020. Hundreds of potentially explosive letters held by the National Archives of Australia that shed light on what Buckingham Palace knew in the lead-up to Gough Whitlams's 1975 dismissal will be released by the end of July.

Archives, Post Office collect experiences. *PS News*, 25 May 2020. Australia Post and the National Archives of Australia have launched an initiative to encourage Australians to reach out to each other with handwritten letters of their experience with COVID-19.

Newly discovered footage of last-known Tasmanian tiger released. *ABC*, 19 May 2020. New vision of Tasmania's last-known thylacine has been unearthed by tiger enthusiasts sifting through the National Film and Sound Archives (NFSA).

Historical films may be decaying mast faster than we thought thanks to 'vinegar syndrome'. *The Conversation*, 19 May 2020. A significant chunk of the world's history is facing an existential threat. US government deeds, recordings of Indigenous Australians and photographs of English seaside life spanning three decades are just some of the historical documents recorded on acetate film that are suffering irreversible damage due to what's known as vinegar syndrome.

In the News *(continued)*

Facial Recognition

Govts unmoved on facial recognition. *InnovationAus*, 17 June 2020. The Australian government still plans to create a national biometrics database allowing authorities to conduct facial recognition matches, despite increasing worldwide scrutiny on the ethical implications and effectiveness of the technology. Australian states and territories are continuing to upload information to the not-yet-operational national database, while the legislation underpinning the new facial recognition capability still lags in the Parliament, having been rejected by the powerful national security committee last year.

Now Microsoft bans police use of facial recognition software. *itnews*, 12 June 2020. Microsoft on Thursday said it would await federal regulation before selling facial recognition to police departments, making it the latest big firm to back away from the surveillance business following protests against police brutality.

Amazon puts one-year moratorium on Rekognition facial recognition technology for police use. *ZDNet*, 10 June 2020. Amazon said it will implement a one-year moratorium on police use of its facial recognition technology Rekognition. The move comes after IBM said it won't offer general purpose facial recognition technology in fear it could promote racial discrimination and injustice.

Bushfire royal commission: Face scans used to verify bushfire payments in the wake of Black Summer blazes. *ABC*, 4 June 2020. Authorities used face-scanning technology to verify people's identities as they tried to speed up payments to those whose documents were destroyed when they lost their homes in the 2019/20 bushfires.

We're taking Clearview AI to Court to end its privacy-destroying face surveillance activities. *ACLU*, 28 May 2020. For several years, a little-known start-up based in New York has been amassing a database of billions of our faceprints – unique biometric identifiers akin to a fingerprint or DNA profile – drawn from personal photos on our social media accounts and elsewhere online. The company has captured these faceprints in secret, without our knowledge, much less our consent, using everything from casual selfies to photos of birthday parties, college graduations, weddings and so much more. Unbeknownst to the public, this company has offered up this massive faceprint database to private companies, police, federal agencies, and wealthy individuals, allowing them to secretly track and target whomever they wished using face recognition technology.

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