On the Record

Introduction from Ross

In response to the *Royal Commission into Institutional Responses to Child Sexual Abuse* the Tasmanian Government has decided to opt in to the National Redress Scheme. This sets the scene for a range of work across our sector, specifically in relation to the recommendations made in Volume 8 of the report. We will be working with you to help share the load and have committed to collaborating with our colleagues in national, state and territory government archives across Australia to achieve national consistency in policy and procedure.

This topic was a major point of discussion at a recent meeting of the Council of Australasian Archives and Records Authorities (CAARA). At this meeting CAARA confirmed a partnership with the Australian Society of Archivists to develop policies and tools that can be used by private sector organisations in response to the Royal Commission's records related recommendations.

I would also like to share that I will be leading a new CAARA Working Group to identify and implement practical means by which staff of CAARA member organisations can share common work and respond to common issues that relate to the retention and disposal of government records. The expectation is that this work will shorten the process for development of disposal schedules and authorities.

Ross Latham, State Archivist

Update on the Royal Commission

The Tasmanian government will join the National Redress Scheme, a key recommendation of the *Royal Commission into Institutional Responses to Child Sexual Abuse*. The National Redress Scheme will be administered by the Australian Government. It will start on 1 July 2018, subject to the passing of legislation.

The State Archivist is a member of the Tasmanian Expert Reference Working Group.

Our freeze on the destruction of any records potentially related to the Royal Commission remains in place until further notice. The Office of the State Archivist (OSA) is writing a discrete Disposal Schedule to cover records about child sexual abuse that may have or have been alleged to occur. We will be following the Commission's recommendations that these records be kept for at least 45 years. OSA will work with Information and Records Managers in the major departments concerned.

Please contact us if you have any queries.

More information:

Ministerial Statement - National Redress Scheme 22 May 2018.

European Union General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into force in May 2018. This regulation protects the personal data of individuals living in the European Union (EU). The GDPR includes specifications for IT systems that hold personal data, and the requirement to report data breaches. Tasmanian government organisations may be subject to the GDPR if they:

- have an office, branch, contractor or employees based in the EU, or
- process the personal data of individuals living in the EU in relation to offering goods or services to individuals in the EU, or monitoring their behaviour in the EU.

For example, Tasmanian institutions offering educational packages to EU students may be subject to the GDPR.

The Office of eGovernment is preparing general guidance on Personal Information Data Breaches. This will include the EU GDPR, as well as breaches under the *Personal Information Protection Act 2004*, and the Notifiable Data Breaches (NDB) Scheme.

More information:

European Union Data Protection

European Data Protection Board

Australian business and the EU General Data Protection Regulation. Office of the Australian Information Commissioner. Privacy business resource 21.

EU General Data Protection Regulation - General Information Document. Asia Pacific Privacy Authorities. Data Protection Working Party.

New Archives Search

We've improved our Archives Search.

We have been developing improvements for some time. Unfortunately the current system is old and fragile. Technical issues with the current system mean that we need to implement our new search as soon as possible.

'Archive Search' has moved to the system we use for our library collections and the 'Tasmanian Names Index'.

You can search across the whole archives collection or for specific items, series, agencies and functions. You can also:

- search across the library, names index, and archives in one search
- use facets to refine results and reveal aspects of the collection in new ways
- keep lists of saved search results

The system is:

- easier for those less familiar with archives searching
- allows us to develop more improvements in the future

Do you link to archive items from your website? All of the links to archive items/series will continue to work after the changeover. However, we recommend that you update the links as soon as possible after the change. Let us know if you would like further advice about updating your links.

Want to learn more? We will be running demonstration sessions. Register your interest by calling State Library and Archive Service 6165 5538.

In brief

Got your head in the cloud?

Collaborative workspaces allow real-time digital collaboration, regardless of location or organisation. Several government departments are rolling out Surface Pro tablets and promoting OneDrive for Business, Microsoft Teams, OneNote and other collaborative workspaces and cloud tools. We encourage you to remind staff that recordkeeping obligations still apply. Take a common sense approach to managing risk in collaborative workspaces: using them for your working notes is fine, but don't run the risk for contracts, highly classified or sensitive personal information. Dispose of records in accordance with authorised Disposal Schedules. Most likely you'll use *Disposal Schedule for Short Term Value Records* (DA 2158) if using collaborative workspaces for background notes or reference material. Finally, remember to move State records to your organisational recordkeeping system to ensure they can be managed over their life cycle.

New generic Boards and Tribunals disposal schedule function now available

OSA is developing a generic Disposal Schedule function for Boards. This is available for inclusion should you need this function in a new Disposal Schedule. Please contact us for details.

Triggers that don't fire

Are you walking the streets checking on buildings that aren't there anymore? We don't really expect you to do this! So including triggers in your Disposal Schedule like *'Retain at Council until building or structure is removed or demolished, then destroy'* might be great for your fitness as you roam the streets, but it isn't such a great trigger. If you need help crafting more achievable triggers, please contact us.

Digital Records Management consultancy

As part of the development of a Tasmanian Government strategy for digital transformation, the Office of eGoverment in collaboration with the Office of the State Archivist has engaged a consultant to develop a high-level roadmap for Tasmanian Government digital records management. Records and IT managers, and information users will be consulted in July to clarify current state, future challenges and opportunities. Among other things, the consultancy will explore barriers and opportunities associated with records management systems and platforms. For further information contact Hayden Jones, Office of eGovernment hayden.jones@dpac.tas.gov.au.

Our training review

Keep an eye out for our training survey in August. While OSA are reviewing our training we have suspended courses delivered through the Tasmanian Training Consortium. We will seek your feedback about content we should be delivering, as well as delivery methods. In the meantime, if you have any strong views on what we should or shouldn't be doing, please contact Janet Henderson on janet.henderson@education.tas.gov.au.

NED is coming soon

The introduction of National edeposit (NED) in 2019 will allow Tasmanian organisations to fulfil their legal deposit responsibilities more easily. NED is an online service for the deposit, archiving, management, discovery and delivery of published electronic material across Australia.

Tasmanian government organisations currently meet their legal deposit responsibilities by lodging their electronic publications on STORS. By doing this, there is no need to transfer copies to State archives.

NED is a collaboration between Australia's National, State and Territory libraries. We'll keep you updated on progress.

Submissions on reform options for the Copyright Act 1968 close soon

This year marks 50 years since the Copyright Act 1968 was passed. The Productivity Commission is seeking stakeholder views on reforms to the Act. Public consultation closes on 4 July.

Writing a future-proof Disposal Schedule

If you have ever developed a Disposal Schedule, you'll know that a lot of work goes into identifying activities and recordkeeping requirements to include. You'll also know the process focuses on collections of past records as well as existing collections at the time of writing. Inevitably the Disposal Schedule that results from this hard labour drops out of date and needs a lot of internal annotation to keep track of how the classes continue to apply in the face of system and process changes, legislation reviews and the inevitable machinery of government changes.

We're trialling various changes to the development and design of Disposal Schedules to help achieve schedules that are more easily applied across records formats and system types.

The first approach is to use 'big bucket' classes, also known as 'large aggregation' scheduling. Used by the National Archives of Australia, this approach does not focus on records series or process activities and instead focuses on the function level. As a result all the permanent records emanating from a function are grouped into a single class, all the long-term temporary records in the next class, followed by medium-term etc.

The second change is to describe functions without reference to specific legislation, or systems, or project/program names, or any other 'point-in-time' reference in use at the time of writing.

The third is to move away from Disposal Schedules named after the organisation writing them, and instead use the function name/s as the title as these are less likely to change and can be used by other organisations if they are all involved that same function.

Emma Savage is an information management consultant. She has written over 40 Disposal Schedules for Victoria and Tasmania. We asked Emma to write about her approach to writing Disposal Schedules. This is a summary of Emma's article: the full version is on our website.

In the news

A quick round-up of some recent media:

The Incredibly Compelling Case to Rethink Records Retention in 2018 and Beyond. *Business law today*, 12 February 2018.

OAIC sees 63 data breach notifications in the first six weeks. Human error was the most common cause. *itnews,* 11 April 2018.

Artificial Intelligence is Cracking Open the Vatican's Secret Archives. A new project untangles the handwritten texts in one of the world's largest historical collections. *The Atlantic*, 30 April 2018.

The Australian Government's response to the Productivity Commission Data Availability and Use Inquiry was released in May. It outlines key commitments including a new Consumer Data Right, legislative reform and a National Data Commissioner.

Westpac lost files of hundreds of clients, whistleblowers say. Customer files found missing while conducting a digitisation project. *The Guardian*, 3 June 2018.

Bank details, TFNs, personal details of job applicants potentially compromised in major PageUp data breach. *ABC*, 7 June 2018.

Stuff and nonsense in Border Force record-keeping: Report. The Auditor-General has launched another scathing indictment of recordkeeping practice. *idm*, 8 June 2018.

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