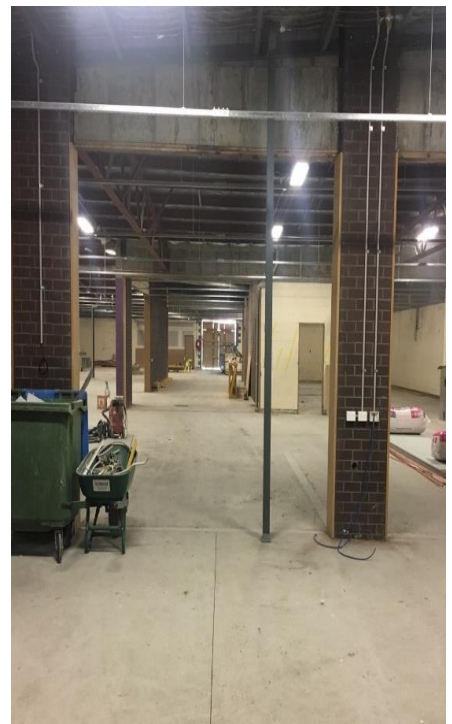


# Office of the State Archivist

## On the Record

### Geilston Bay Relocation

The Government Archives and Preservation team has been busy preparing the collection for relocation to Geilston Bay. This includes processing unprocessed transfers, and reboxing records to ensuring all records are housed in boxes suitable for moving. We are also making special boxes for fragile items, taking all of our film collection off metal film reels and rewinding them on to plastic reels and rehousing our maps from vertical maps and plans cabinets to horizontal cabinets. If any agencies have good quality horizontal map cabinets that they are no longer using and would like to dispose of please [contact us](#).



*(Interior and exterior, Geilston Bay storage repository)*

The construction of the new repository at Geilston Bay is progressing well and on schedule.

At this point we anticipate moving the collection from Berriedale to Geilston Bay during January 2021. So that we can concentrate on our move, we will not be accepting transfers from agencies between September 2020 and the end of February 2021. However, if you have anything urgent, particularly where a function of government has ceased or series of record contain details of individuals that may be required for royal commissions then please contact us as soon as possible.

Allegra Huxtable, Manager, Government Archives and Preservation

## March Events - Community of Practice and IM Training

For those of you in the North: there will be an inaugural meeting of the Northern Records and Information Management Group on Tuesday 24 March from 1:30-3pm. It will be in the Digilab (changed from Room 1) at the Launceston Library, 71 Civic Square. Tea and coffee will be provided and you could bring your lunch if you want to! Please let me know you will be coming: [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au) or phone 6165 5581.

Information Management Foundations course will be delivered in Hobart on Thursday 26 March. It will be at the PLI, 9 Timsbury Road, Glenorchy from 9am-1pm. Please register through the [TTC](#) and if you would like to talk to me about it, please contact me, [Janet.Henderson@education.tas.gov.au](mailto:Janet.Henderson@education.tas.gov.au).

Another Information Management Foundations course is planned for Launceston in October.

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## Bushfires Royal Commission Established

A new Royal Commission may impact Tasmanian government organisations. The [Royal Commission into National Natural Disaster Arrangements](#) (the 'Bushfires Royal Commission') will examine coordination, preparedness for, response to and recovery from disasters as well as improving resilience and adapting to changing climatic conditions and mitigating the impact of natural disasters. The inquiry will also consider the legal framework for Commonwealth involvement in responding to national emergencies.

The Royal Commission was established on 20 February 2020 in response to the bushfire season of 2019-2020. It will deliver a final report by the end of August 2020.

We urge you to read the [Terms of Reference](#) which contain further information about the scope of the inquiry to determine if this Royal Commission is relevant to your organisation. Remember that investigations or inquiries in progress, such as Royal Commissions, override authorised disposal schedules or disposal authorisations. This means that you need to identify and preserve all relevant records until the inquiry and any subsequent actions are completed.

If you believe the Commission may impact your organisation, you may wish to contact the Royal Commission. Given the short time frame of the Royal Commission, and the focus on recent records, we will not be issuing a disposal freeze or advice on retaining records. Please feel free to make use of our [Aged Care or Disability retention of records notices](#) as a model for your internal process.

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## Major Reports and Investigations

### Unauthorised access and disclosure of information held by the Victorian public sector: An analysis of corruption risks and prevention opportunities

The report outlines the key risks associated with unauthorised access and disclosure of information, exploring the drivers of these risks, potential prevention, reporting and detection measures. It is one of three reports, outlining the key risks of unauthorised access and disclosure of information across the public sector in Victoria: the other two focus on risks specific to local government and Victoria Police.

- Victoria. Independent Broad-based Anti-corruption Commission (IBAC). [Unauthorised access and disclosure of information held by the Victorian public sector: An analysis of corruption risks and prevention opportunities](#). February 2020. 29 pages.

## Major Reports and Investigations (continued)

### Operation Impala

Operation Impala examined the improper access and dissemination of confidential information by seven public sector agencies. Submissions, transcripts and the report are now available. There were 18 recommendations, including a new criminal offence that would make it easier to prosecute information breaches, with a 10-year jail sentence for public servants.

- Queensland. Crime and Corruption Commission. [Operation Impala](#). February 2020. 154 pages. Also available: 1 page [Overview](#).

### An Artificial Intelligence Standards Roadmap: Making Australia's Voice Heard

The roadmap makes eight recommendations about where Australia should focus AI Standards work, including cooperating with other standards development organisations to improve Australia's knowledge and influence in international AI Standards development, and a direct text adoption of *ISO/IEC27701 Privacy Information Management*, with an annex mapped to local Australian privacy law requirements.

- Standards Australia. [An Artificial Intelligence Standards Roadmap: Making Australia's Voice Heard](#). March 2020. 42 pages.

### The National Blockchain Roadmap: Progressing Towards a Blockchain-empowered Future

The roadmap outlines three key areas for Australia to focus its attention including:

- Regulation and standards
- Skills, capability and innovation
- International investment and collaboration.

Also included are 12 'signposts' for the next five years.

- Australian Government. Department of Industry, Science, Energy and Resources. [The National Blockchain Roadmap: Progressing Towards a Blockchain-empowered Future](#). February 2020. 52 pages.
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## Working From Home and Recordkeeping

Some of you may already work from home occasionally or regularly, and given the current coronavirus pandemic, more of you may do so. Your organisation may already have a working from home policy. This will probably outline the approval process, work health and safety considerations, security, and equipment and access to ICT services.

The same recordkeeping requirements apply whether you are working from your office, or remotely. Your responsibilities include:

- making work-related records
- keeping records in your organisational recordkeeping system
- ensuring you don't dispose of records without authorisation
- complying with your organisational recordkeeping policies and procedures.

If you have remote login access to your work systems, either through a work device or your own, continue to save records in your normal work systems. If you can't do this, when you return to work, you'll need to transfer your records and save them in your approved work systems.

Remember that you need to protect records from theft, loss, misuse and inappropriate or unauthorised access or modification. Records that contain highly confidential or highly classified material, commercially sensitive material or personal or sensitive information are particularly high risk.

Check your organisational information and records management policy for more information.

## In Brief

### Upcoming FYB Conference

Registrations are open for [FYB FREE29](#) - Driving smarter operations and innovation post digitisation, Thursday 30 April 2020. This one-day event will be held at Frogmore Creek Winery, 20 Denholms Rd, Cambridge.

### New Online learning: A Trauma-Informed Approach to Managing Archives

The Australian Society of Archivists (ASA) have a new online course, [A Trauma-Informed Approach to Managing Archives](#). The course is designed to help archives and record-holding organisations implement a trauma-informed approach to their work and services so all users feel safe and supported to access the records they need. The course covers:

- Key concepts and principles behind the trauma-informed approach
- Trauma-informed archival practice
- Vicarious trauma.

### Review of Information Management Standards in *Standards Select* Whole-of-Government Subscription

[Standards Select](#) is an online service that provides Tasmanian government agencies with access to standards commonly used to support information and communications technology, information management and cybersecurity.

We reviewed use of information and records management standards for the past two years. We found that apart from *AS ISO 15489.1:2017 Information and documentation – Records management*, most had extremely low use.

We will keep the subscription to *AS ISO 15489.1:2017* and end access to all other information management standards. If we find there is demand for other titles, we will review the subscription. Please [contact us](#) if you have any concerns.

### Tasmanian Government Information Gateway

The Tasmanian Government is extending its routine disclosure of information. The [Government Information Gateway website](#) provides access to information routinely released by government departments to improve ease of access to the public. The website gives a summary of each department's information, as well as links to relevant disclosure webpages.

### Coming up

[Information Awareness Month](#) (IAM) is held each May. IAM is a collaborative event between various bodies within the records, archives, library, knowledge, information and data management communities. A range of events is planned, with more to come. This year's theme is 'Eyes on Information'.

[MayDay 2020](#) is held on Friday 1 May. Blue Shield Australia runs an annual MayDay Campaign, promoting disaster planning and awareness among archives, libraries, museums, galleries, heritage places, historical societies, local history groups and other cultural heritage organisations.

[Privacy Awareness Week](#) runs from 4–10 May this year. Many Australian privacy and information organisations participate in Privacy Awareness Week, raising awareness for privacy issues and the importance of protecting personal information.

[International Archives Week](#) runs from 8–14 June 2020 and includes [International Archives Day](#) on Tuesday 9 June. Both raise awareness of the importance of records and archives. The theme for International Archives Week is 'Empowering Knowledge Societies'.

## Highlights from Community Archives

Community Archives, part of the Tasmanian Archives, was approached by over 150 community groups and individuals offering donations last year. Highlights included the journals of Louisa Travers, records of Kennerley Children's Homes, and an agreement to take the records of Equality Tasmania.

- Richard Travers donated the journals of Louisa Travers (1834-1911), the wife of an influential Tasmanian pastoralist and business man, as part of the Commonwealth Cultural Gifts Program. Louisa's journals ([NS6436](#)) provide insight into the domestic, social and cultural life of a later 19th and early 20th century upper class, from a female perspective.
- As part of celebrating 150 years of continuous service to Tasmanian children and families, Kennerley Children's Homes donated its historic records, ledgers, and photos from its first 50 years (1869-1919). Included in the handover was the first log of the first admission to the home.
- Equality Tasmania's records document the Tasmanian and national struggle for decriminalisation of homosexuality, equal rights, and marriage equality. This deposit demonstrates a significant level of regained trust in government institutions by the LGBTIQA community.

We described, repackaged, and made available through our online catalogue 150 transfers, including both new and from our backlog. This saw over 11,000 additional items available.

Jill Waters and Jen Jerome, Community Archives

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## In the News

### Recordkeeping

[Coronavirus is wreaking havoc on global mail delivery](#). *AJOT*, 11 February 2020. In a world dominated by email and smartphones, the shipping industry still relies heavily on paper documents delivered by courier. With people unable or unwilling to travel to China because of the coronavirus, that dependence is wreaking havoc on commodities traders. Some critical documents, such as bills of lading and letters of indemnity, aren't getting to mainland China and ship owners are unwilling to release cargoes to their buyers without them, according to three traders in the physical copper market, who asked not to be named discussing commercial issues. It's another example of the challenge posed by coronavirus in physical commodity markets, and shows the problem of relying on hand-delivered paper documents in a complex, global supply chain.

[APS commissioner rules out probe into Beauchamp](#). *The Mandarin*, 3 March 2020. The Australian Public Service Commissioner has rejected Labor's request to look into whether the former Department of Health secretary has breached archives laws by destroying personal notes.

[Whistleblower: Lives Lost, Billions Wasted Due to Government Records Management Failures](#). *The Epoch Times*, 13 February 2020. The man who shot and killed 26 people at a church in Texas in 2017 used guns he wouldn't have been able to purchase if the Air Force had properly managed its records.

[Survey finds worrying holes in management and accessibility of public records](#). *Stuff*, 28 January 2020. When police collected evidence from the Pike River mine disaster, a potentially crucial exhibit mysteriously disappeared. An electrical cabinet door blown 100m to the mine surface – which could have provided clues to the cause of the fatal explosion that claimed 29 lives – was a casualty of a record-keeping process described as "diabolical" by police investigators.

['The Bermuda Triangle of police files': How Simon Overland's diaries were lost and found](#). *The Age*, 26 January 2020. The bombshell revelation that Simon Overland's diaries had suddenly been discovered in a dusty old warehouse on the outskirts of Melbourne came as no surprise to those with access to Victoria Police's cavernous high-security storage facility where they were found.



## In the News (*continued*)

### Cloud

[Government agencies face big onus after cloud-security decision.](#) CSO, 6 March 2020. Recriminations are flying in the wake of an Australian government decision to abandon a centralised scheme for certifying cloud security — made all the more pointed as authorities scrambled to deal with the potential breach of an outsourced Australian Defence Force (ADF) database. The decision to terminate the Australian Signals Directorate (ASD) Cloud Services Certification Program (CSCP) gives Australian government authorities just three months to prepare comparable internal capabilities for evaluating the security of third-party cloud services they intend to use.

[Taming Office365 & SharePoint On-Line.](#) *idm*, 14 February 2020. Your organisation has likely gotten caught up in the world-wide trend of migrating to Office365 and SharePoint on-line. In doing that you have probably had conversations with various IT staff where you've heard words and phrases like: "Teams, Dynamic Groups, Channels, AIP, Flow, LogicApps, PowerApps, evergreen" to the point where it sounds like English, but you have no idea what they're talking about, let alone understanding the risks and advantages.

### Privacy

[NSW govt pledges to introduce mandatory data breach reporting.](#) *itnews*, 10 March 2020. NSW is set to become the first state or territory in Australia to force government agencies to report data breaches to affected individuals and the privacy commissioner.

[Queensland police officer allegedly took photo of family violence victim's private details.](#) *The Guardian*, 8 March 2020. The senior detective is the second officer in Queensland known to be accused of using police computer systems to obtain details related to a domestic violence complainant. He is also one of the highest ranking officers to be caught up in an ongoing data misuse scandal.

[Top law reform body set to review state's privacy laws.](#) *The Examiner*, 29 February 2020. The state's peak law reform body intends to review Tasmania's privacy laws in light of rapid advances in technology since the legislation was last amended 16 years ago.

### Archives

[Parties should commit to establishing institutional abuse archive – coalition.](#) *The Irish Times*, 22 January 2020. Cross-party commitment is needed to create an independent national archive which will allow survivors of institutional abuse and those affected by adoption to access full personal files, the group said in a statement signed by 72 historians, archivists, psychologists, academics, sociologists and lawyers. Survivors would be able to deposit testimonies and other information in the archive while members of the public could access administrative records of institutionalisation and adoption in 20th century Irish – information which is currently held by private or State bodies, said the coalition.

[Universities must open their archives and share their oppressive pasts.](#) *The Conversation*, 17 January 2020. For the first time, a Canadian University – the University of Guelph – is reconciling with its history of teaching eugenics. Few universities in Canada have looked closely at their historical involvement in oppressive research, teaching and practice. Fewer still have made their archives accessible.

[How two women pulled off a medieval manuscript heist in post-war Germany.](#) *The Conversation*, 7 February 2020. Seventy-five years ago, in February 1945, during the Second World War, Allied forces bombed the magnificent baroque city of Dresden, Germany, destroying most of it and killing thousands of civilians. In central Dresden, however, a bank vault holding two precious medieval manuscripts survived the resulting inferno unscathed.

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