

On the Record

New COVID-19 Disposal Schedule Released

The State Archivist has authorised release of a [Disposal Schedule for COVID-19 Disease Emergency Records](#) (DA2532). If your organisation has records that are not covered by this Schedule, please [contact us](#) as we expect it will be necessary to add to the Schedule regularly in response to feedback and potential creation of additional types of COVID-19 specific records.

The Schedule includes a Cheat Sheet that refers you to other relevant schedules including *Common Administrative Functions* (DA2157), *Local Government* (DA2200), *Public Health Service* (DA2523) and *Department of Premier and Cabinet* (DA2248).

We expect this Schedule will be re-issued in response to your feedback.

What does a Collection Development Archivist do all Day? Take a “Behind the Scenes” Look

The process of transforming an often jumbled accumulation of personal or community-created records into an organised archival collection can be a complicated task.

Potential donors are encouraged to complete an online [collection offers form](#) so that the material on offer can be assessed, but often records arrive in conditions that challenge our appraisal skills.

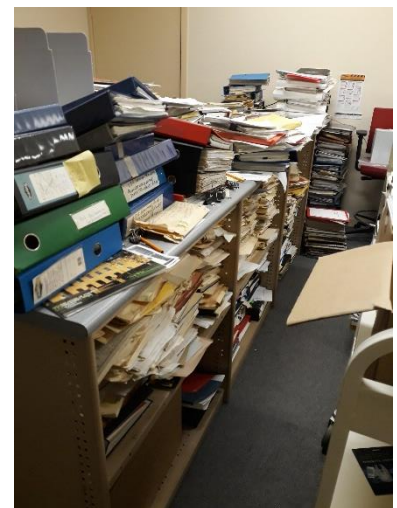
Archivists cull, arrange and describe records without disturbing the connections which tell us and our researchers how the records were created and used. We systematically apply criteria to select records

which have long term value as Tasmanian community archives. The physical and intellectual processes of structuring and re-housing can be time-consuming but very satisfying in the end.

Take a look at our “before” and “after” photographs. These show the “raw” and “finished” state of records from the estate of [Angus Downie](#), a Tasmanian political journalist and disability advocate, awarded an Order of Australia for his work in the disability sector. This donation comprised a rich and varied collection of records, accumulated over a career which spanned more than 40 years. It will be a valuable resource for researchers seeking to understand change and challenges faced by this sector in Tasmania and Australia.



After: Labelled and boxed papers of Angus Downie



Before: Unsorted papers of Angus Downie

Information Management Framework Update

Our Information Management Framework is a streamlined suite of Policies, Standards and Implementation Tools. Standards and Implementation Tools replace our existing Guidelines and Advices.

We are currently finalising a number of drafts, putting them into our new templates, and progressively publishing them so keep checking our Framework [webpage](#) regularly.

We are Pleased to Announce Publication of:

- [Information Security Classification Standard](#) (draft)

Tasmania's COVID-19 response has highlighted the need for consistency in information handling and sharing to minimise cyber security risk. In June, our Office worked with Digital Strategy and Services in DPAC to develop a pragmatic 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. This exposure draft will be available on our website for agency comment and feedback until December 2020.

- [Records of Collaboration Tools FAQs](#)
- [Digitisation FAQs](#)

Both **FAQs** were developed in response to a number of enquiries we received because of COVID-19 – working from home arrangements have seen use of collaborative tools increase dramatically, and while normal business has been disrupted, many of you have started work on digitisation projects. We hope you find both FAQs useful.

What's Being Published Next?

Due to be published this year are our Destruction Methods Technical Standard and a Fact Sheet on when to report breaches of the Archives Act.

Tell us Which Implementation Tools you Need Most

Below is a list of ideas for future Implementation tools. Please email us at osa@education.tas.gov.au with your 3 top picks from this list, or your own suggestion/s:

- Cabinet papers FAQ (an update of Advice 15)
- Council records – FAQ for Mayors, Councillors, CEOs and government employees (based on this [Queensland publication](#); may also include information from Advice 49)
- Elected representatives FAQ (an update of Advice 49)
- Government Administrative Change (an update of several advices and guidelines)
- Managing websites (an update of Guideline 15)
- Ministers – FAQ (an update of Guideline 9)
- Outsourcing – FAQ
- Photographs (an update of Advice 58).

So far, Managing websites is the top pick. Get your votes in now!

Bushfires Royal Commission

The Terms of Reference for the Royal Commission into National Natural Disaster Arrangements have been amended to extend the reporting date from 31 August 2020 to 28 December 2020.

The Commission recently released its [Interim Observations](#) and [Draft Propositions](#), both of which feature data and information, particularly sharing of personal information, national information systems and national data standards.

Government Archives and Preservation - Storage Optimisation Project

In preparation for relocating the collection to the new repository at Geilston Bay we have undertaken a project to consolidate and reconfigure our current storage at the Berriedale repository.

As a result of this work we have created over two hundred metres of additional shelf space so please contact us if you have physical records due for transfer as state archives.

We will also be out and about soon visiting Agencies. Please contact us if you would like advice on records care, handling and storage or to arrange a physical or digital transfer.

You can contact us on 6165 5443 or Berriedale.archives@education.tas.gov.au



New telephone number for Agency communications with the State Library and Archive Service

The State Library and Archive Service (SLAS) has a new central telephone number for all Agency communications. As this is via a mobile service you can now text or call the rostered staff member directly upon arrival at 91 Murray Street.

This number can also be used for any enquiries regarding access, returns or research.

The new telephone number is **0447 056 380**.

Our procedures for file requests, returns and collection are as follows:

- Requests can be made via ArchivesCollections.Libraries@education.tas.gov.au
- Collecting and returning of files is 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 0447 056 380 to let Archives staff know you have arrived in Mather's Lane, 91 Murray Street to collect your files.
- You will be met at the staff entrance and brought into the State Library and Archive Service workroom to collect and sign for files.

Newly Digitised Items from our Collections

You can discover [newly digitised items](#) from our Tasmanian Archives and State Library Heritage collections. This new webpage will be updated quarterly, and it includes links to our images on Flickr and films on YouTube.

In Brief

New Online Learning: Indigenous Recordkeeping and Archives

The Australian Society of Archivists (ASA) has released [Indigenous Recordkeeping and Archives](#), its third and final online learning toolkit.

The toolkit is designed to support archivists and archival institutions in understanding the distinct requirements of Indigenous recordkeeping and archiving.

Other [ASA online toolkits](#) released in 2020 include *A Trauma-Informed Approach to Managing Archives* and *Out-of-Home Care Records*.

RIMPA News

RIMPA's Live 2020 Convention has been cancelled and instead RIMPA is holding [RIMPA Rocktober](#), a series of four virtual events over four days.

RIMPA's Tasmanian Chapter joined forces with the Victorian Branch on 1 September to form the new VicTas Branch. Heather Ragg as Tasmanian representative, has joined the Branch. The Branch meets monthly and organises a range of events and training opportunities, email vic.branch@rimpa.com.au if you are interested in getting involved. The Local Government Chapter – email vic.chapter@rimpa.com.au - is also keen to have Tasmanian members join.

New CAARA Resources

Two new resources have been released to help government organisations ensure digital records are preserved and accessible into the future. Both have been developed by the Australasian Digital Recordkeeping Initiative (ADRI) for the Council of Australasian Archives and Records Authorities (CAARA).

[Sustainable Digital File Formats for Creating and Using Records](#) identifies the criteria characteristic of low risk sustainable formats, and recommends particular file formats likely to be usable for long periods of time.

[Information Management Requirements for Software-as-a-Service](#) is a set of five checklists: ensuring access to information, day to day management, privacy and security, information return and information disposal.

We are represented on CAARA and ADRI and are considering how to use these new resources in our Information Management Framework.

In Brief

Changes to Approved Secondary Storage Providers Certification

Our Approved Secondary Storage Provider (ASSP) certification is current for two years. This will change to three years for future certifications and renewals. We've made this decision because we have very few concerns with our approved providers, and we believe that it is low risk.

Certification used to be against *Guideline 13: Certification for Secondary Storage Providers*, but is now against the *Physical Storage Technical Standard*. This Standard, part of our new Information Management Framework, will be finalised shortly.

Disposal Schedules Available in Different File Formats

Did you know that you can ask us to provide Disposal Schedules in a variety of file formats for you to use in your systems? We can provide you formats such as CSV, XML, PDF, Excel, and Word.

We can usually supply a schedule in 4-5 days, please [contact us](#) with your request.

Changed Introduction in our Disposal Schedules

Have you noticed that [COVID-19 Disease Emergency Records \(DA2532\)](#) and [Records relating to Child Sexual Abuse \(DA2520\)](#) have shorter introductions?

If you're 'doing disposal' you usually go straight to the schedule. We think that the introduction is overlooked because it is wordy and generic.

But wait! It also contains important instructions, such as:

- disposal classes set *minimum retention* requirements and you may retain records for longer if needed
- you must retain records if any inquiries or investigations are pending
- methods of destruction must suit the record's format
- and much more...

If you have any improvement ideas, let us know. We can't promise a gripping read, but we are aiming for relevant and readable.

Geilston Bay Storage Facility Update



New collection storage facility for the Tasmanian Archives

Development of the new repository at Geilston Bay is progressing well with building works just completed. Next stages are the activation of ICT, installation of fire suppression systems and awarding the tender for the supply and installation of the storage systems that will accommodate our collection.

At this stage we anticipate being fully operational at the new site by June 2021.

Collection Location Stock Take

In preparation for the move from Berriedale to Geilston Bay next year we are performing a systematic check of items in the repository.

We are ensuring that the items are suitable for moving, and that the item identifiers are clearly visible.

We're also verifying their locations against shelf locations recorded in our archival management system. It's quite a significant undertaking and we are almost halfway there!



Photos:

Top left: One of the storage areas to be fitted out with compactus.

Above right: Staff undertaking collection stock take.

Bottom left: The new audio-visual collections vault.

Royal Commission Toolkit Updated

Our [Royal Commission toolkit](#) supports the recordkeeping recommendations from the [Royal Commission into Institutional Responses to Child Sexual Abuse](#) to help Tasmanian organisations make sure they are safe for children. We've just updated the toolkit, and have added some new resources.

Commonwealth News

Australia's Cyber Security Strategy 2020

\$1.67 billion will be invested in a number of initiatives enhancing Australia's cybersecurity over the next decade. The Department of Home Affairs [Strategy](#) builds on the *2016 Cyber Security Strategy*.

Much of the funding is from the already announced \$1.35 billion cyber enhanced situational awareness and response (CESAR) package.

Commonwealth Government Agencies now Responsible for Cyber Risk Assessments

The Australian Cyber Security Centre and the Digital Transformation Agency have released a new cloud security framework that replaces the certified cloud services list (CCSL).

The [Cloud Security Guidance](#) aims to guide organisations on how to perform a comprehensive assessment of a cloud service provider and its cloud services so a risk-informed decision can be made about its suitability to handle an organisation's data.

Data Availability and Transparency Bill

The Office of the National Data Commissioner has released an [exposure draft of the Data Availability and Transparency Bill 2020](#) for public comment.

The package includes an exposure draft of the Bill, privacy impact assessment and a simplified summary of the Bill.

Australian Government Style Manual

For the first time since the sixth edition in 2002, the Australian Government [Style Manual](#) has been updated, and it is now online. This version was produced by the Digital Transformation Agency (DTA).

The new online version is a public beta site. Updates will be included in the live release, due in September.

Commonwealth News

National Archives of Australia Release Exposure Draft of New Policy

The National Archives of Australia has released an exposure draft of [Building Trust in the Public Record: Managing Information and Data for Government and Community](#).

Building Trust in the Public Record takes effect from 1 January 2021 and will follow the current *Digital Continuity 2020* policy, which concludes at the end of this year.

Office of the Australian Information Commissioner Issues Joint Statement on Global Privacy Expectations of Video Conferencing Companies and Opens Joint Investigation into Clearview AI

An [open letter](#) to video conferencing companies has been published by international data and privacy authorities, including the Office of the Australian Information Commissioner (OAIC).

The letter is for all video conferencing companies, reminding them of their obligations to comply with the law and handle people's information responsibly.

The letter was also sent directly to Microsoft, Cisco, Zoom, House Party and Google.

The OAIC also announced an investigation into the personal information handling practices of Clearview AI Inc.

The [joint investigation](#), with the UK Information Commissioner's Office (ICO), will focus on the company's use of 'scraped' data and biometrics of individuals.

Clearview's facial recognition database includes more than three billion images that the company claim have been taken or 'scraped' from social media platforms and websites. Clearview's app allows users to upload a photo of an individual and match it to photos of that person.

New Australian Bureau of Statistics Website

The Australian Bureau of Statistics (ABS) launched a [new website](#) on 21 September. This [webpage](#) summarises the changes.

In the News

Privacy

[Data breach exposes tens of thousands of NSW driver's licences online](#). ABC, 1 September 2020. NSW Transport is yet to alert up to tens of thousands of people whose full driver's licence details were mistakenly left exposed in an open cloud storage.

[Data privacy: stricter European rules will have repercussions in Australia as global divisions grow](#). *The Conversation*, 31 July 2020. Australia was not a party to the EU-US Privacy Shield. It also does not have EU adequacy status. An EU entity that seeks to export personal data to Australia therefore needs to use other safeguards to ensure that EU personal data remains protected. This is commonly done in the form of standard contractual clauses, by which the sender and recipient of data agree that their data processing meets GDPR standards.

Government Recordkeeping

[DatacomIT wins \\$A3M Army digitisation deal](#). *idm*, 11 September 2020. A \$A3 million tender win for Australia's DatacomIT in August is the first step in a five-year program by the Department of Defence to backscan and digitise a massive paper archive of Army Personnel records held at Victoria Barracks Melbourne.

[Victorians bring in tech giants for tracing](#). *InnovationAus*, 8 September 2020. The Victorian government has brought in tech giants IBM and Salesforce to digitise its contact tracing efforts, which is currently still using pen and paper methods.

[NDIA hammered for records/email management](#). *idm*, 14 August 2020. A Commonwealth Ombudsman's inquiry into Australia's National Disability Insurance Agency (NDIA), triggered by a surge in complaints over the time taken to process requests for assistive technology by the disabled, has zeroed in on records and email management practices as a source of delay. The Ombudsman has recommended the NDIA implement a single national records management system "that allows staff to store, manage and retrieve all information relating to individual participants."

[Trump Administration Strips C.D.C. of Control of Coronavirus Data](#). *The New York Times*, 14 July 2020. Hospitals have been ordered to bypass the Centers for Disease Control and Prevention and send all patient information to a central database in Washington, raising questions about transparency.

Archives

[The Inside Story of the \\$8 Million Heist from the Carnegie Library](#). *Smithsonian Magazine*, September 2020. Precious maps, books and artworks vanished from the Pittsburgh archive over the course of 25 years.

[GitHub just buried a giant open-source archive in an Arctic vault for 1,000 years](#). *ZDNet*, 17 July 2020. Microsoft-owned GitHub has finally moved its snapshot of all active public repositories on the site to a vault in Norway.

[News Corp closures create fear for newspaper archives after decades' of material already destroyed](#). ABC, 2 July 2020. As communities across Australia grapple with the loss of more than 120 News Corp mastheads, concerns are being raised about what will happen to its archive of newspapers, photographs, and other memorabilia.

Coming Up

[International Access to Information Day](#): 28 September 2020.

[International Day for Disaster Risk Reduction](#): 13 October 2020.

[World Digital Preservation Day](#): 5 November 2020.

If you'd like to update your newsletter subscription, please [contact us](#).