Office of the State Archivist

On the Record

Introduction

Welcome to this special edition of *On the Record*. We know many of you are working from home, and the focus of your job may have changed depending on how much your organisation has been impacted by COVID-19.

Many archives, records and information management organisations and professional associations already produce a range of resources including newsletters, journals, blogs, podcasts, videos, online learning, and webinars. In response to COVID-19, some are now offering traditionally face-to-face events like professional networking, conferences and training, online.

We've put together a list of resources that we hope you find useful, whether you are spending time on your professional development, or conducting research into workplace projects. While many of the resources are free, some are fee-based. As well as the resources listed at the end of the newsletter, we encourage you to check regularly with Australian and international professional associations such as the Australian Society of Archives (ASA) and Records and Information Management Professionals Australasia (RIMPA), as well as Council of Australasian Archives and Records Authorities (CAARA) members to see what they are offering.

Statement from the State Archivist on COVID-19

The requirement for agile and effective responses to COVID-19 has created a need across state and local government to adapt quickly and conduct business practices in different ways using a variety of different tools via a range of technology platforms.

I have really noticed this across the information creation and sharing domain where we are using a wider than usual range of ways to communicate, develop content and record actions and outcomes.

From an operational perspective, immediate access to trusted and reliable information is critical to supporting good decision-making using the best available evidence.

Irrespective of where you may be working from or the software and hardware you are using to enable your work, it is important to ensure the records you create are promptly stored in an appropriate location in your agency, and are visible and readily accessible to all who will need them.

Given both the historical significance and operational impact of the COVID-19 pandemic across Tasmania, it is critical that we effectively create and manage records to document important actions and moments in public sector administration across Tasmania during this time.

We are creating a rich documentary history that must be valued and maintained so that future generations of the public sector and society can benefit from the lessons learned, and have a trusted and reliable resource upon which to understand and learn from this significant moment in Tasmania's history, which in turn, adds to the story of the history of our nation.

Tasmanian Government

In response, I ask that you continue to promote and apply good recordkeeping practices to ensure these significant records, and the records of your usual business, are appropriately maintained now and into the future.

How do I do this you may ask?

To ensure all government agencies meet the legislated requirements of our Archives Act and ensure good business practices I encourage adoption of these stages:

> Stage 1: Identify what records are important and need to be captured (regardless of medium) and maintained that relate to actions, decisions and rationale

> Stage 2: Ensure regular processes are in place to enable capture of these records into appropriate systems and the records are well described (i.e. have good basic metadata) so they can be readily identified and used when needed

> Stage 3: Communicate and reinforce the importance of capturing important records now - not tomorrow.

UNESCO and the International Council of Archives (ICA) have released a joint statement about the importance of creating documentary heritage both now and for the future. Feel free to use this as a means of building engagement and support across your organisation.

In closing, I would like to advise that to ensure we build a comprehensive community archive of the Tasmanian experience during the COIVD-19 pandemic, we have been working with the Tasmanian Museum and Art Gallery (TMAG) on a project to capture for posterity the impact of COVID-19 on the lives and livelihoods of everyday Tasmanians.

The project involves intentional collecting of COVID-19 material and experiences from the Tasmanian community by both Libraries Tasmania (through the Tasmanian Archives) and TMAG.

More information about this great initiative will be available from the Libraries Tasmania website www.libraries.tas.gov.au as from Thursday 7th May, I encourage you to visit the site and share news of this initiative with friends and family.

That's all from me for now, stay safe and keep on keeping.
Ross Latham
State Archivist

Working from home and recordkeeping

In our March newsletter we wrote about your recordkeeping requirements when working from home. To summarise: you are still required to make records, keep them in your organisational recordkeeping system, ensure you don't dispose of records without authorisation, and comply with your organisational recordkeeping policies and procedures. If you are preparing information for your organisation, feel free to use our advice.

Many other records and archives offices around Australia have also released advice that you may find useful. The following include more extensive advice:

- Public Record Office of Victoria: Working remotely and recordkeeping.
- New South Wales State Archives & Records: COVID-19 and Recordkeeping.
- Queensland State Archives: Recordkeeping during COVID-19. (Also includes a short video.)

Updates to our services

Be sure to check the Libraries Tasmania Frequently Asked Questions and Office of the State Archivist News web pages for updated information about our services.

Professional development and working from home ideas and resources	
ALIA Library. Australian Library and Information Association.	Free database includes conference papers, reports, surveys, standards and guidelines. Includes archives and records content.
Archivists at Home. American Society of Archivists (ASA).	The Accessibility and Disability Section of the Society of American Archivists has put together this resource for archivists working at home.
The Archives and Records are Accessible. International Council on Archives (ICA).	The International Council on Archives (ICA) has developed a digital map showing services still operating even though physical sites may be closed. Organisations are encouraged to contribute.
Australian GLAM updates.	Professional development, news, social media and service updates from Australian galleries, libraries, archives and museums.
Closed by COVID-19. Checklist for GLAMS and Historical and Heritage Sites.	Blue Shield Australia with the Australian Institute of the Conservation of Cultural Material (AICCM) have released a Practice Guide for collections and sites that may be closing/have closed.
Online training. Australian Society of Archivists (ASA).	The ASA have a number of online training courses available. These include six courses that provide an introduction to archives and recordkeeping, and the new 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. Pricing has been temporarily reduced to support members during the COVID-19 pandemic.
Publishers and Vendors Offering Access for Distance Learning and Research During COVID-19. University of Notre Dame.	This list includes free and discounted access to resources including journals, ebooks, video and audio.
Resources for Documentary Heritage Professionals. UNESCO.	A collection of resources on preservation, leveraging technology and learnings from past pandemics.
#StayHome learn from home. International Council on Archives (ICA).	The ICA have two online training courses in English and French, Introduction to Records Management, and Understanding and using the Universal Declaration on Archives.
What to do during COVID-19? - A list for Archivists.	Canadian Archivist, David Rajotte, put together this list of online courses, videos, podcasts and other activities for archivists during COVID-19. The list is updated daily.

Indexing and Abstracting

Library, Information Science and Technology Abstracts (LISTA). EBSCOhost.	Free research database of more than 600 indexed core journals; more than 120 indexed selective and priority journals; books and research reports. Coverage 1960- Archives, records and information management journals include *Archifacts, Archival Science, Archivar, Archivaria, Archives & Manuscripts, Archives & Records, Archives, ARMA Magazine, Information and Records Management Society Bulletin, Information Management Journal, New Zealand Library & Information Management Journal, Records Management Journal, Records Management Society Bulletin*, etc.

Journals

The American Archivist. Society of American Archivists (SAA).	Twice-yearly. Peer-reviewed. 1938- Indexed/abstracted in LISTA from 1965- Open access 1938-2017; Partial access 2017-
ARC Magazine. Archives and Records Association (ARA).	Monthly. Open access 2018-2019, ARA member-only access to the most recent 6 months.
Archival Science: International Journal on Recorded Information.	Quarterly. Peer reviewed. 2001- Indexed/abstracted in LISTA from 2001- Partial open access via Springer.
Archivaria. Association of Canadian Archivists (ACA).	Twice-yearly. 1975/6- Indexed/abstracted in LISTA from 2003- Free open access until 30 June 2020; normally ACA member-only access.
Archives & Manuscripts. Australian Society of Archivists (ASA).	1955- Indexed/abstracted in LISTA from 2013- Partial open access via Taylor & Frances, 2012- Open access via ASA, 1955-2011.
ARMA Magazine. ARMA International.	Six issues per year. 1966- Indexed/abstracted in LISTA from 1999- Open access to 2019 issues and 2013-2018 issues via ARMA.
IQ: the RIMPA Quarterly. Records and Information Management Professionals (RIMPA).	Quarterly. 1984- Partial access, 1997-1998; Comprehensive access, 2009- via Libraries Tasmania's Informit Australian Public Affairs Full text (APA-FT) subscription. Note: Requires Libraries Tasmania membership/login.
Records Management Journal. Information & Records Management Society (IRMS).	Peer reviewed. 1989- Indexed/abstracted in LISTA from 1996- Partial open access via Libraries Tasmania's Emerald Insight subscription, 2008-2013.

Conference papers	
Archival Education and Research Institute (AERI).	Some papers are published in Preservation, Digital Technology & Culture (PDT&C). Partial open access via De Gruyter.
Australian Society of Archivists (ASA).	Past conference papers via ASA, 2008- Past conference video presentations via AusArchivists TV, 2015-
I-CHORA: International Conference on the History of Records and Archives.	Partial open access to conference papers, 2003- Index to names of presenters and keynote speakers and topic areas and the iCHORA Bibliography, 2005-2016 lists over 60 presentations later published as articles or within books.
International Council on Archives (ICA).	Partial open access to conference papers.
Records and Information Management Professionals (RIMPA).	A range of podcasts, interviews and presentations from events via RIMPA TV.

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