

Transcript

INFORMATION MANAGEMENT FOUNDATION ELEARNING VIDEO

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[0:00]

Information management is a core part of your work.

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Good information management practices directly benefit the work you do and help you meet your legal obligations.

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In this short video, we will cover what information management is, what are good practices and how they will impact your work, your organisation and the public you serve. Information management is how information, data and records are managed in your workplace. In this video we will use the term record to cover information, data and records.

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Records tell us what, where and when something was done, why a decision was made and who was involved.

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What is Information Management? (Slide Title)

They provide evidence of government and individual activity, and support accountability and transparency. A record can be from any action you have done as a part of your role. Records can be in any format, examples include, emails, databases, documents, surveillance and CCTV footage, social media posts and text messages.

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What are some of the more unusual records you have worked with?

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Your Responsibilities (Slide Title)

You have a responsibility to make and keep records of your work and store these records in an approved system. Everyone in the organisation needs to capture records of their activities, transactions and decisions.

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If you answer yes to any of the following questions you should make or keep a record. Did I write, send or use this in the course of my work? Am I (or is someone else) required to act on this? Will this information be needed in the future?

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Legislation (Slide Title)

Not all records have the same value. Most are kept for a short time. Some are kept for a long time. And only a few are kept forever. The retention or destruction of records is governed by legislation. Our Archives Act is supported by a framework of policies, standards and implementation tools. Your organisation will have policies and procedures in place to meet these obligations under the Act.

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Information Management Practices (Slide Title)

Good information management practices benefit you, your organisation and the Tasmanian public you serve.

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Good Information Practices (Slide Title)

These practices include: Keeping records routinely as part of your work; filing records into your organisation approved record systems; and following your organisations policies and procedures for managing records.

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Information Management Practices (Slide Title)

By practicing good information management, you will be able to: Find records quickly; know that you have the right version; discover why a decision was made in the past; work more efficiently with your colleagues; and easily access client history. Poor information management mostly creates minor problems: Working on the wrong version of a document and wasting time; failing to fix a problem because you don't have the full story; or clients having to repeat themselves constantly.

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However, the outcome could be disastrous.

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Information Management Practices (Slide Title)

Keeping records properly may take you a few extra minutes but it will save you time and effort in the long term. Your information management affects your organisation.

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Organisational Benefits (Slide Title)

The benefits include: Keeping organisational history; enabling reviews of processes and decisions; meeting legal and compliance obligations; and helping your organisation be more efficient, better organised and effective.

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Information Management Practices (Slide Title)

Good information management may also reduce work related stress. Your good information management can benefit all Tasmanians by: Improving government transparency and accountability; providing evidence when needed; showing that public resources are being used efficiently; and helping Tasmanians make decisions based on good information.

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If you remember one thing from this video, remember good information management practices directly benefit the work you do and help you meet your legal obligations.

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For more information contact your information management team.

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[4:41 / 4:46] no audio

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Document Development History

Version	Date	Comments
1	20/06/2024	Initial release
