

Office of the  
State Archivist

# ON THE RECORD



July 2024

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## Digitisation toolkit now available

We're pleased to announce the *Digitisation Toolkit* is now available on our website. The Toolkit will help you meet reproduction standards so you can destroy original or source records.

The *Digitisation Standard* is available as a consultation draft. It replaces Guidelines 8 and 19. We welcome your [comments](#) on the Standard, and we'll finalise it in a few months.

Other documents in the Toolkit include:

- The *Digitisation Standard and Digitisation Toolkit – Overview* provides information about Guidelines this Standard has replaced.

- *Application to Dispose of Permanent Source Records* – a checklist to help you prepare your application to our office.
- *Digitisation Projects: Plan Before you Scan* – will help you manage large volume digitisation or back-scanning projects.
- *Digitisation Toolkit FAQs* – your guide to the Toolkit.
- *Disposal Schedule for Source Records (DA2159)* – the legal instrument you use to dispose of the source records.
- *Sustainable Digital File Formats for Creating and Using Records* – this CAARA publication recommends and lists digital formats.
- *Three Steps for Better Scans* – a staff educational poster in PDF and Word.

We've updated the [Information and Records Management Standard](#) (v1.1) to reflect changes in the *Digitisation Toolkit*.

You can view the Standard and Toolkit on the [Information Management Framework](#) webpage.

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## Training video and new publications

[Information Management Foundations eLearning](#) – our five minute video – is now available. The video is customisable and ideal for induction or specific information and records management training. We've also included five, ten and thirty minute training plan ideas. We'd like to thank Crystal Adams for all her hard work on the project.

The [Disposal Schedule for the Office of the Tasmanian Economic Regulator \(OTTER\)](#) (DA2565) is now available for use. It replaces DA2384.

We've updated and re-issued [Transfer of Custody: Personnel Records](#) (DA2330) as a standalone document. It replaces *Guideline 16: Managing Inter-agency Transfer of Personnel Records*. This disposal authority allows for the transfer of personnel records between all Tasmanian government organisations when:

- employees move between organisations
- individuals return to government employment after a break in service

- employees move between government organisations because of machinery of government change.

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## Office of the State Archivist staff update

Katrina Oakley joined us in June as the new Manager, Office of the State Archivist. Welcome Katrina! We'd like to thank Leanne Franklin, from the State Library and Archive Service, for acting in the role for the past few months. Leanne will continue with us working on disposal schedules until December. Mel Hughes, our Support Officer, is working on a temporary project as Training Coordinator to focus on future training directions. This will include providing a training resource list for our website and developing core material as the foundation for online training. Finally, Archivist David Bloomfield has joined us one day a week working with Mel initially on face-to-face training.

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## Company making misrepresentations about their relationship with our Office

A company has been contacting government organisations by email stating they are on the 'Tasmanian Office of the State Archivist Panel' and are an 'approved procurement vendor' for the Office of the State Archivist. The email also refers to the '2022 whole-of-government Check-up report'. The email seeks a meeting.

The Office of the State Archivist has no panel or approved procurement vendors. Check-up is a Commonwealth program run by the National Archives of Australia and does not apply to Tasmanian government organisations.

We have contacted the company concerned and asked them to stop making these claims. If they contact you, we'd appreciate it if you could [let us know](#).

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## In Brief

### Guidance on artificial intelligence and recordkeeping

A new ISO Working Group, ISO/TC46/SC11 WG22 *Records Management for AI* has been formed. You can follow progress on their [News](#) webpage.

The Office of the Victorian Information Commission (OVIC) and the ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) have launched [GenAI Concepts](#), a resource to explain AI concepts and terms.

Several Australasian records authorities have recently released guidance on artificial intelligence and recordkeeping including [Victoria](#), [Queensland](#) and [New Zealand](#). While their records legislation and policies differ from Tasmania, you may find the basic principles useful.

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## In the News

[Access to documents about Australia's political history is fraught and inadequate. It needs to change](#) *The Conversation* 3 May 2024. Big questions about record-keeping and ownership remain. How does Australia manage the records of its former political leaders? Who donates, collects, preserves and governs these repositories?

[Digital identity laws pass Parliament](#) *Innovationaus.com* 16 May 2024. Australians will be able to use credentials such as passports, birth certificates and driver's licences to verify their identity online, reducing the information held by businesses.

[London NHS hospitals revert to paper records after cyber-attack](#) *The Guardian* 6 June 2024. Hospitals have resurrected long-discarded paper records systems with porters hand-delivering blood test results because IT networks are disrupted.

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**Contact Us**  
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