

**Office of the
State Archivist**

ON THE RECORD



June 2025

In this edition:

- [Office of the State Archivist Community of Practice](#)
- [Managing records in messaging apps](#)
- [Records from surveillance technologies](#)
- [2025 training calendar released](#)
- [In brief](#)
- [In the news](#)

Office of the State Archivist Community of Practice

Earlier this year, we reviewed our two Communities of Practice (CoPs) in consultation with members. As a result, we are combining the members of both CoPs into one statewide CoP.

The [OSA Community of Practice](#) is a supportive networking environment. You can ask questions and share news and information with one another and us. As part of the relaunch, we will hold two networking morning teas:

- Southern (Hobart): Wednesday 11 June 10:00 am – 11:00 am
- Northern (Launceston): Monday 28 July 11:00 am – 12:00 pm.

Please [email](#) if you want to attend a morning tea or to join the CoP.

Managing records in messaging apps

Messaging apps, like Signal, WhatsApp and Telegraph automatically destroy messages after a set period. You may have seen recent media coverage on messaging apps and records:

- The Office of the Australian Information Commissioner released [*Messaging apps: a report on Australian Government agency practices and policies*](#). The report made recommendations on recordkeeping, freedom of information and privacy.
- United States national security leaders used Signal to discuss sensitive military operations. A journalist was inadvertently added to the group and transcripts were published. The 'Signalgate' scandal raises concerns about information security practices and records retention laws.

What you need to know about records and messaging apps:

- records can be in any format
- records may be stored in systems other than recordkeeping systems
- OSA does not approve systems – though your organisation most likely will
- manage records in line with our [*Information and Records Management Standard \[PDF 305KB\]*](#).

What this means is that because messaging apps delete messages automatically, you will need to export any records. Some apps may allow you to download messages and save to your records system. For other apps, you may need to take screenshots, email, and save.

Check your organisational recordkeeping policies and procedures for approved systems, obligations, and advice.

You may find [*Keep the knowledge – make a record \[PDF 120KB\]*](#) helpful. This explains what a record is, when you need to make a record, and your responsibilities. [Contact us](#) for more information.

Records from surveillance technologies

[*Records from surveillance technologies \[PDF 431KB\]*](#) is now available. It covers over twenty types of new and old surveillance technologies in use by government. It addresses the common belief that you only need to keep surveillance records for 30 days. In fact, retention

periods range from short-term to permanent. *Records from surveillance technologies* includes examples of retention periods including:

- biometric data
- drones
- remote invigilation
- workplace surveillance.

2025 training calendar released

Due to popular demand, we will run training again this year. Check our [website](#) for dates of the next *Information Management Foundations* and *Demystifying Disposal* sessions. Training is scheduled in Hobart, Launceston and Devonport.

[Email us](#) if you have any queries or to organise a training session for your team.

In brief

New OSA email address

Please update your address books – our email address has changed to enquiries@osa.tas.gov.au.

International Archives Week

[International Archives Week](#) runs from 9–13 June. The theme for this year's event is *#ArchivesAreAccessible: Archives for Everyone*.

Privacy Awareness Week

[Privacy Awareness Week](#) (PAW) promotes and raises awareness of the importance of protecting personal information. This year PAW runs from 16–22 June. The theme is *Privacy – it's everyone's business*.

In the news

[How accurate are my medical records? You might be surprised how often errors creep in](#) *The Conversation*, 15 May 2025. Errors in health-care records affect patient care. They can also affect hospital funding, data collection and evidence needed for investigations.

[Nitrate tapes, VHS, and streaming. Behind the looming world of Australia's lost media](#) ABC, 17 May 2025. The National Film and Sound Archive estimates more than 90% of films made before 1929 are lost. Recent content from streaming services is also at risk.

[NSW education department caught unaware after Microsoft Teams began collecting students' biometric data](#) *The Guardian*, 19 May 2025. Gathering of voice and facial biometric data went unnoticed for one month.

Contact Us

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