

Office of the  
State Archivist

# ON THE RECORD



## February 2025

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### **Draft *Metadata Standard* now available**

We are pleased to announce our draft *Metadata Standard* is now available. The standard is a consultation draft, and we plan to finalise it before June. We welcome your comments.

The standard sets out minimum requirements for recordkeeping metadata. When finalised, it will replace *Guideline 5: Recordkeeping Metadata*. We thank those of you who met with us last year to share their thoughts on the draft.

Also available is *Metadata*, introductory-level advice on metadata concepts.

You can find both on our [Information Management Framework](#) webpage. Please [email us](#) with your feedback.

### **Help us by completing our survey**

We will publish a short records management survey in March this year. It will be open for six weeks and we would really appreciate you taking the time to complete it. We will use the results to help us identify training and future OSA publications.

We will let you know when it is live through our Community of Practice and on our [website](#).

## Upcoming training

*Information Management Foundations* and *Demystifying Disposal* will run on:

- Wednesday 18 February 10 am – 4 pm (Hobart)
- Wednesday 25 March 10 am – 4 pm (Launceston)
- Wednesday 15 April 10 am – 4 pm (Devonport).

The two courses will run on the same day. You can attend one session for \$200 (half day), or both for \$300 (full day). This is a great opportunity to network with other records staff. We will provide morning tea and a catered lunch.

To find out more about each course, please visit our [Events & training calendar](#) webpage.

A reminder: we are also running training on how to access government records for government clients. This will be webinars, with face-to-face sessions for larger groups. To find out more [email](#) our training coordinator Anna Gates.

## In brief

### **New advice published on Electronic and Digital Signatures**

[Electronic and Digital Signatures](#) is now available on our website. This advice defines wet ink, electronic and digital signatures. It also outlines the legal validity of electronic and digital signatures. We hope you will use this advice to update your work processes.

### ***Disposal Schedule for Common Administrative Functions* project**

Our update of *Disposal Schedule for Common Administrative Functions* (DA2157) is underway. We previously wrote about the project in our [August and November newsletters](#). We will replace DA2157 with six smaller schedules, and we are currently reviewing two. Thank you to everyone who has volunteered to be on our reference group. We will schedule the first meeting soon and start consultation.

### **Update on our archives collections management system**

The Archives Collections Management System (Qi) project is progressing with an expected go-live date of mid-2026. The OSA website will undergo a review to ensure that clients can access the information that they need. We will also support the introduction of Qi with client training.

## In the news

*ABC News*: '[Off the record](#)', 29 November 2025. Justice is being obstructed by inaccurate court transcripts. The transcripts can contain errors, missing text, and even wrong attribution.

*BBC*: "[You're invisible, you don't exist' – life without a birth certificate](#)", 2 January 2026. An estimated 10,000 stateless people in South Africa struggle to prove their nationality and access public services. Statelessness is caused by factors including administrative barriers and poor recordkeeping.

*The Guardian*: '[A key piece of Port Arthur-era gun reform remains unfinished. Could it have helped prevent the Bondi attack?](#)', 21 December 2025. A national firearms register, a priority since the Port Arthur massacre, remains unfinished. Some State registries still have paper-based recordkeeping.

### Contact Us

#### Office of the State Archivist

[osa@libraries.tas.gov.au](mailto:osa@libraries.tas.gov.au) | 6165 5581 | <https://www.osa.tas.gov.au>

91 Murray St HOBART, TAS, 7000

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