



May 2026

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Government administrative change

When government administrative change occurs, the underlying principle is that records follow the function. Transferring records ensures continuity of business, service delivery and client needs.

[Changes announced earlier this year](#) include restructuring, creation of new entities and transfers of functions.

What you need to do depends on the type of change and whether you are transferring or receiving records. We have issued [interim advice](#) to help you. Please [contact us](#) - we may need to arrange a Transfer of Custody to authorise the transfer of records. We can help you work through the steps and point you to our relevant guidance.

New disposal schedules for local government

We have released five new local government schedules on the [Have Your Say](#) webpage as consultation drafts. These will replace the *Disposal Schedule for Functional Records of Local Government (DA2200)*. Please check the [Overview](#) for information on:

1. Major changes
2. Implementation and timeframes

3. Interaction between local government and common administrative schedules.

Practice notes and other supporting material are in development. Please [contact us](#) with feedback or questions.

Common Administrative Functions project

Thank you to everyone who attended our inaugural workshop to review DA2157 on 18 March 2026 facilitated by our consultant Emma Savage. The three draft schedules have now been published for consultation and feedback on our [website](#), together with the PowerPoint workshop presentation that clarifies proposed changes to:

- Human resources (DA2594)
- Finance and procurement (DA2597)
- Strategy and governance (DA2596).

Please [contact us](#) with feedback or questions by 31 July 2026.

Thank you for completing our survey

Thank you to everyone who completed our recent records and information management survey. We were delighted with the number of responses we received and the data will help us plan and develop training and other resources.

In brief

Consultation on draft *Metadata Standard* closes soon

We released our draft [Metadata Standard](#) for consultation in February. The Standard will replace *Guideline 5: Recordkeeping Metadata*. Consultation closes on 31 May 2026: please [email us](#) with your feedback.

Minor update to our *Digitisation Standard*

Version 1.1 of our *Digitisation Standard: Technical Standard for Permanent Paper Records* is now available on our [Information Management Framework webpage](#) under the Digitisation Toolkit. This version corrects an error in the table of technical specifications.

Online Retention and Disposal Application (ORDA)

We will now announce software upgrades and improvements on our [ORDA webpage](#). We will continue to email you when ORDA is offline. We are also updating all ORDA documentation and expect it will be available in coming months.

Foundation knowledge, skills and attributes relevant to information professionals working in archives, libraries and records management

The [joint statement](#) is by the Australian Library and Information Association, the Australian Society of Archivists and Records and Information Management Practitioners Alliance Global. Universities use the statement to develop library, information, archives and records management courses. Workplaces may find it helpful to develop job criteria and identify professional development.

Coming up

[International Archives Week](#): 8–12 June. The 2026 theme is: #ArchivesForJustice: Rights, Memory & Futures.

[RIMPA Live Convention](#): 20–22 October 2026, Sydney.

Australian Society of Archivists Conference: 1–4 March 2027, Hobart.

In the news

ABC News: [‘A life’s work in the archives preserved priceless information for Western Australians’](#), 29 March 2026. 100 year-old archivist Margaret Medcalf helped preserve files relating to Aboriginal people. The files are now used for family history, the National Redress Scheme and the WA Stolen Generations Scheme.

Sydney Morning Herald: [‘Out of 11 million photos, one news photo taken in the heart of Sydney is nagging Harry’](#), 15 April 2026. A five-year digitisation project will create a single online archive of Nine Entertainment’s media companies. The project will mark the *Sydney Morning Herald’s* bicentenary in 2031.

Te Papa Blog: [‘Can AI appraise Te Papa’s public records?’](#), 3 February 2026. Te Papa tested using artificial intelligence to appraise thousands of the museum’s public records. The experiment got results that were faster, less resource-intensive, and more consistent than expected – until they weren’t.

Contact Us

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