

# Transition to e-records management: an Australian Government perspective

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## Overview

- Setting the scene
- What is digital records management?
- Benefits of digital records management
- Digital policy



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## The Australian context



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## The National Archives of Australia, Canberra



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# National Archives of Australia

475 staff:

- Give records management advice to government agencies
- Select national archives
- Store and preserve the collection
- Make archival records available



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## Records management: the *Archives Act 1983*

- Gives National Archives sole responsibility to authorise disposal of Australian government records
- Requires transfer of archival records at 15 years, or sooner
- Provides that National Archives can give advice and assistance to Government agencies on records management



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## Government Information Management Branch

- Develops advice, guidelines and standards to:
  - increase the ability of government agencies to create and manage good records - for their own business and to meet the expectations of government
- Encourages agencies to 'Go Digital' – create, store and manage records digitally



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## What is digital records management?

*“records which are created, stored and managed digitally, and incoming paper records are digitised so that new paper files are not created”*



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## Benefits of digital records management



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## Benefits of digital records management

- ✓ Improved business processes
- ✓ Better-informed decision making



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## Benefits of digital records management

- ✓ Better service delivery
- ✓ Free up staff time



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## Benefits of digital records management

- ✓ Information sharing
- ✓ Lower compliance costs

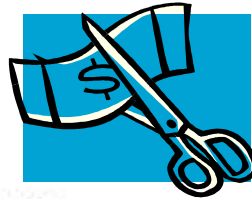


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# Benefits of digital records management

✓ Reduced business risk

✓ Cost savings



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# Digital policy



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# Digital policy

Agencies need:

- leadership support to drive change
- Manage digital information wherever held



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# Digital policy

The issue of digital continuity



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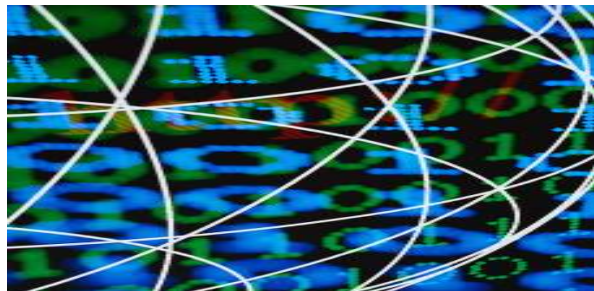
## Digital continuity

*Keeping and managing digital information to ensure it can be used in the way that is required for as long as required, and no longer*



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## Why is digital continuity important?



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## Digital continuity

- The value of digital information as a business, evidentiary and community resource is understood and the information is managed accordingly.
- Digital information is managed, protected and preserved for as long as required and then disposed of appropriately.



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## Digital continuity - Actions

- Focus on the business
- Focus on the people, process and technology
- Focus on the information



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## Key action

Focus on the business



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## Key Action

Focus on the people, process and technology



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## Key action

Focus on the information



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## Digital continuity

### Digital continuity outcomes

- Benefits of digital information to your business, the government and the community are optimised
- People, processes and technology are aligned to support effective information management
- Information is fit for purpose over its life



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# Digital continuity

Focus on the information:

- ✓ Create, capture, describe
- ✓ Keep, destroy, transfer
- ✓ Secure, store, preserve



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# Create

- A record can be a range of different things:
  - Word processed documents;
  - databases;
  - social media;
  - emails;



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# Capture

- Records are captured into systems which enables them to be retrieved, accessed and managed over time
- Applying metadata



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# Describe

Descriptive information about records is called metadata.

- Examples of basic metadata:
  - the title
  - who created, sent or received the record
  - the date it was created or received
  - the security classification
  - the registration number or other unique identifier.



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## Keep, destroy, transfer

Records can either be:

- kept in the agency for continuing business use
- destroyed or deleted if they have no business use and do not need to be kept
- transferred to another agency or to the Archives



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## Secure, store, preserve



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## And finally...

Meeting the challenges in Australia:

- Changes in legislative environment
- Changes to information environment
- Government policy for digital records management



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## For more information

Go to: [www.naa.gov.au/recordsmanagement](http://www.naa.gov.au/recordsmanagement)

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