

Office of the State Archivist

On the Record

Geilston Bay move

The dates have been locked in for the relocation of the Tasmanian Archives collection from the Berriedale repository to our new site at Geilston Bay.

The relocation will require six weeks to complete. We will start the task on 26 September with an expected end date of 4 November 2022.

From now until the end of the move, we will not be accepting transfers of records, unless previously agreed.

While we move there will be periods when records won't be available for immediate retrieval.

For more information please contact our Government Archives and Preservation team on berriedale.archives@education.tas.gov.au or 03 6165 5443.

National edeposit (NED)

Since its launch in May 2019, the [National edeposit system](#) (NED) has grown to include almost 220 000 publications from more than 12 000 publishers.

What this means for you:

Tasmanian publishers, including government, are required under Tasmanian and Commonwealth legislation to give one copy of everything they publish to the State Library and another to the National Library. ("Published" means "made available to the public with the authority of the publisher": in general, a document produced for public consumption is a publication.) This requirement is known as [legal deposit](#), and versions of it apply in all States and Territories.

The National, State and Territory libraries preserve these legal deposit publications forever.

NED enables Australian publishers to meet their State and Commonwealth legal deposit obligations with the deposit of a single e-copy. We have approved NED as an approved storage repository for electronic publications that have been identified for permanent retention in authorised disposal schedules.

You can find Tasmanian publications deposited in NED by searching [Trove](#) or the [Libraries Tasmania catalogue](#).

Before NED, Libraries Tasmania managed deposits of e-publications in its STORS repository. Publications deposited in STORS have now been migrated to NED, so you might already have publications in NED without realising it. To learn more about depositing in NED, or to discuss any queries or concerns, contact the Legal Deposit team at Libraries Tasmania legaldeposit@education.tas.gov.au or phone 03 6165 5576.

A note on websites: for technical reasons NED can't manage websites. Libraries Tasmania has its own program of regularly capturing preservation copies of Tasmanian websites; these can be found by searching our catalogue. To see the entire collection search for "our digital island archive". If your website is not being captured regularly, or you have any other issues or concerns, please contact the Legal Deposit team.

Climate change records

Here's a question we would love to hear your responses to...

How should records relating to climate change be managed?

This question was posed by one of our Council information managers, on discovering an extensive collection of such records on a network drive.

Our [Appraisal statement for State records required as State Archives](#) identifies 'environmental management and change' as one of six criteria that guides the identification of permanent records. Climate change is explicitly mentioned.

We have come up with the following list of topics which are related to climate change:

- biodiversity
- carbon emission / capture
- carbon trading schemes
- coastal erosion and government buy-back schemes
- disaster mitigation
- electric vehicles
- emerging alternative technologies and adoption of emission-reducing technologies (such as hydrogen)
- monitoring data – rainfall, wind, ecosystems
- solar panels
- sustainable energy development, implementation and generation
- waste management.

We batted this question about and have come up with some discussion points:

- Climate change is an umbrella topic, encompassing many topics. It is not a function in its own right and is not necessarily covered by 'Environmental Management'. If the records are managed separately, will the context and full story be lost?
- Should there be additional considerations when managing these records?
- What appraisal criteria could be applied to identify records which could be permanent, but may not be classified as such now?

We've pulled together a problem statement to start discussions with records and archives authorities in other jurisdictions. Meanwhile, our advice for local councils is to manage these records under the appropriate functions in the [Disposal Schedule for Functional Records of Local Government \(DA2200\)](#), but to tag them in some way, so you can retrieve them if need be. Would this be workable?

We are hoping to develop advice which will help you manage these records, to make sure the full story of our response to climate change is properly captured.

Please [contact us](#) to tell us your thoughts.

On the Record moving to Mailchimp

We've been looking at options for our newsletter production and distribution, and we are testing Mailchimp. We hope that this will decrease the staff time it takes to manage subscriptions, and to produce and distribute the newsletter.

We will still email *On the Record* to you, but soon it will look slightly different because we will be using Mailchimp.

As well as the newsletter, we plan to send other notifications (for example upcoming training, records retention notices) using Mailchimp.

New M365 advice published

We've just published [Managing records in M365](#), part of our Information Management Framework. To meet Australian recordkeeping standards, M365 must be configured appropriately and relevant technical and management controls put into place.

This new guidance will help you understand how M365 interacts with our [Information and Records Management Standard](#), and highlights compliance issues and potential mitigation strategies.

Digital dilemmas? We've got a COP for that!

We are seeking expressions of interest for a new Community of Practice (CoP), coordinated by the OSA team. The CoP's focus will be all things digital. We'll hold monthly virtual sessions, relying on our members to promote it widely. We'll run it as a year-long trial, evaluate, and continue if it's judged a success.

Some topics we could explore:

- demystifying digital disposal
- M365 and recordkeeping
- decommissioning systems and migrating records
- digitisation.

Please [contact us](#) if you are interested in being involved.

Tasmanian Archives Preservation Digitisation Project

The aim of the Preservation Digitisation Project is the long-term preservation and access of our Tasmanian film, sound and video collections. We wrote about the project in our [June 2021](#) newsletter. The project's priority is the magnetic tape collection which is at great risk of being lost forever.

We recently hit a major milestone with our magnetic media digitisation. We are working with a local vendor and have now completed digitising more than 1 500 magnetic items including audio cassettes, VHS, Betacam and U-matic tape.

We will continue processing magnetic media transfers from Tasmanian government organisations beyond this project. Please [contact](#) Government Archives if you have any queries.

Guiding Principles for Surveillance

The Office of the Victorian Information Commissioner (OVIC) has released [Guiding Principles for Surveillance](#) (5 pages), an accompanying checklist (4 pages) and case studies (24 pages).

The principles and checklist will support organisations to identify and evaluate surveillance practices.

The case studies include using communication platforms to monitor employees, installing CCTV cameras in public places, recording presentations and conferences, and monitoring productivity and compliance in the workplace.

We have had several recent questions from our clients about records generated from various types of surveillance technologies. Although written for the Victorian public sector, we think these publications will help Tasmanian government organisations.

In brief

Tasmanian Government Commission of Inquiry

The [Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings](#) held its first hearings in May. Transcripts and witness statements are available on the website. Hearings will be held through June, July and August in Hobart and Launceston.

The State Archivist issued our [records retention notice](#) last year. This notice requires you to keep all records of relevance until the end of the Commission and any resulting reviews, appeals or actions.

Royal Commission into Defence and Veteran Suicide extended

The Royal Commission into Defence and Veteran Suicide has been extended by one year. The final report is now due on 17 June 2024. The interim report remains due on 11 August 2022.

Principles for nationally consistent approaches to accessing Stolen Generations records

To mark National Sorry Day (26 May), Australian information and privacy regulators issued a [joint statement](#) to recognise the role of historical records in truth telling and sharing history, intergenerational healing, redress and reparations for Stolen Generations survivors and their families.

The Commissioners and Ombudsmen acknowledged the Healing Foundation's Principles for nationally consistent approaches to accessing Stolen Generations records support implementation of recommendations about access to records from the *Bringing them Home* (1997) and *Make Healing Happen: It's time to act* (2021) reports.

Australian Society of Archivists conference

The program for the Australian Society of Archivists (ASA) conference is now available. Registrations close on 3 October.

'[Here We Are](#)' will be held in Canberra from 17-20 October 2022.

In brief

ISO 24143:2022 Information Governance

Information Governance is a strategic framework for managing information assets across an entire organisation to support its business outcomes and obtain assurance that the risks to its information, and thereby the operational capabilities and integrity of the organisation, are adequately identified and managed. Information Governance includes policies, processes, procedures, roles and controls put in place to meet regulatory, legal, risk and operational requirements.

[ISO 24143:2022 Information and documentation – Information Governance – Concept and Principles](#) has just been released by the International Organization for Standardization (ISO).

Pulse of the Industry Report 2022

The [Pulse of the Industry Report 2022](#) is based on a survey conducted in May 2022 by RecordPoint in partnership with RIMPA. The survey aimed to increase understanding of the maturity of information management programs in organisations, cloud transition, the impact of the pandemic and approaches to managing data.

The report identifies key themes, insights and recommendations in three areas: About you and your organisation, The Pandemic, and Technology and data.

Queensland to review Public Records Act

Queensland will review the *Public Records Act 2002* (Qld) to reflect advances in digital technology and consider the inclusion of First Nations people in decision-making about control and access to public records about them. The Act applies to about 500 public authorities in Queensland. The independent panel will submit a final report in August.

New Executive Director of Libraries Tasmania

Sue McKerracher, former CEO of the Australian Library and Information Association (ALIA), has been appointed as the new Executive Director of Libraries Tasmania.

Sue will have oversight of Tasmania's public libraries, the State Library of Tasmania, the Tasmanian Archives and the Allport Library and Museum of Fine Arts.

In the News

Archives

[Eighteenth-century cockroach found in slave-trading ship ledger](#), *The Guardian*, 15 June 2022. The cockroach named Peri was found in a ledger and has become a surprise addition to the National Archives after the book was opened for the first time in more than two centuries.

[Seven centuries of Irish archives painstakingly recreated after being destroyed in civil war](#), *The Guardian*, 22 May 2022. Digital wizardry and academic sleuthing have helped recreate a cultural treasure severely damaged in the conflict in 1922.

Data breaches

[50k customers caught up in Spirit Super phishing attack](#), *itnews*, 30 May 2022. As many as 50 000 members of Tasmanian-based Spirit Super may have had their sensitive personal information compromised.

[Hundreds of classified Home Affairs documents believed sent to unsecured address in 'serious' breach of security protocols](#), *ABC*, 30 May 2022. A Department of Home Affairs contractor suspected of illegally sending classified documents to an unsecured location was allowed to continue working in the public service.

Recordkeeping

[Tasmania puts \\$150m towards digital health upgrades](#), *itnews*, 27 May 2022. The Tasmanian government has set aside \$150 million in its 2022-23 budget to modernise the state's public health IT infrastructure, including a single electronic medical record.

[Scotland's most senior civil servant commits to 'robust systems' over Government record keeping](#), *The Scotsman*, 23 May 2022. A key piece of documentation on the awarding of a ferry contract, which could cost as much as £250m, could not be located.

Contact Us

Office of the State Archivist

- information and records management advice
- 03 6165 5581 or 0436 848 984
- osa@education.tas.gov.au

Government Archives and Preservation

- transfers to the Tasmanian Archives
- 03 6165 5443
- berriedale.archives@education.tas.gov.au

Collection Development (Community Archives)

- additions to the Community Archives Collection
- 03 6165 6225 or 03 6165 5442
- collectiondevelopment@education.tas.gov.au

State Library and Archive Service

- access the Tasmanian Archives Collection, including government file retrievals
- 03 6165 5538, 03 6165 5541 or 0447 056 380
- archivescollections.libraries@education.tas.gov.au

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