

**Office of the
State Archivist**

ON THE RECORD



October 2022

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Join our new Digital Dilemmas Community of Practice

We wrote about our new [Digital Dilemmas Community of Practice](#) (CoP) in our [July](#) newsletter.

Our first Digital Dilemmas session was thought-provoking and useful. We discussed common practices and typical problems, and shared approaches. Participants also came up with possible topics for future sessions:

- preserving records of collaboration (Teams, Confluence)
- email management using Information Asset Registers
- migrating shared drives into the cloud
- rolled-up retention in business systems
- strategies for dealing with information overload.

New members are welcome! [Email us](#) to join the next session: Thursday 3 November, 3.30-4.30 pm.

Data breaches and personal information

With the recent Optus data breach in the media, we'd like to remind you that you can dispose of personal information using our [Disposal Schedule for Short Term Value Records \(DA2158\)](#). This disposal schedule allows you to destroy copies of personal documents such as birth certificates and drivers licences.

We also suggest that you confirm whether you really need to make copies of personal identity documents, or if you only need to view them. A good place start is with internal policies, relevant legislation and your legal team.

Online training update

We are currently reviewing online training options. We plan to create an online training video with supporting resources, including trainer's notes, a checklist, and advice on how to personalise the training video if needed.

Crystal Adams (Project Officer) has completed the stakeholder consultation phase of this project. The [Online training update](#) includes an overview of the project, a summary of consultation including current training practices and changes to training needs, and a project timeline.

Check our [website](#) to keep up to date on project progress.

Digitisation of permanent paper records

We are working on updating our preservation specifications for digitisation. This work will include:

- new specifications for digitisation of permanent paper records
- a minor addition to our *Information and Records Management Standard*
- revising our *Digitisation Projects FAQs*
- revising our *Plan before you Scan* advice
- updating our *Disposal Schedule for Source Records (DA2159)*.

We hope to have this work completed this year.

In brief

Back issues of *Archives and Manuscripts* now available

[Archives and Manuscripts](#) is the scholarly journal of the Australian Society of Archivists, and the first open access issue has just been published. All past issues of the journal, from 1955-2021, are now freely available online.

New guidance on digital and electronic signatures

A new legal briefing from the Australian Government Solicitor, [Execution solutions for remote working arrangements](#), outlines legislation and gives practical tips on signing and accepting commercial documents.

While aimed at Commonwealth entities, Tasmanian organisations may find it useful. The briefing explains the differences between physical ('wet ink'), electronic and digital signatures, and the Appendix summarises relevant laws in each state and territory. It also includes information on the recent *Corporations Amendment (Meetings and Documents) Act 2022* (Cwlth) that amended the *Corporations Act 2001* (Cwlth).

Retention and deletion of personal information collected during COVID-19

Advice on [Retention and deletion of personal information collected during COVID-19](#) has been published by the Office of the Australian Information Commission (OAIC). The advice asks organisations to consider whether collecting and keeping personal information is still necessary. It also suggests assessing holdings of personal information, and destroying what is no longer needed.

We recommend you use this advice with our [disposal schedules](#) including:

- *Disposal Schedule for COVID-19 Disease Emergency Records* (DA2532)
- *Disposal Schedule for Common Administrative Functions* (DA2157)
- *Disposal Schedule for Short Term Value Records* (DA2158)
- *Disposal Schedule for Source Records* (DA2159).

RIMPA changes structure and announces 2023 conference dates

The Records and Information Management Professionals Australasia (RIMPA) will make several changes. The new One RIMPA structure will replace Branches and Chapters with Ambassadors and introduce a skills-based Board over the coming months. While still called RIMPA, the name will change to the Records and Information Management Practitioners Alliance Global.

RIMPA have announced dates for their 2023 conference. The RIMPA Live convention will take place on the Gold Coast from 3-6 October.

Royal Commissions update

The [Royal Commission into the Robodebt Scheme](#) was set up in August 2022. The [Letters Patent](#) contain the terms of reference. The final report is due by 18 April 2023. While focused on the Australian Government, we urge you to read the terms of reference to discover any impact on your organisation.

The [Royal Commission into Defence and Veteran Suicide](#) released their [Interim Report](#) in August. The Report makes 13 recommendations. Recommendations 9-13 focus on access to information. They include improving administrative release of information and trauma-informed practices.

Remember that investigations or inquiries in progress, such as Royal Commissions, override authorised disposal schedules or disposal authorisations. This means you need to identify and preserve all relevant records until the inquiry and any following actions are complete.

UNESCO massive open online course: Access to information laws and policies and their implementation

UNESCO and the Centre for Law and Democracy (CLD) have developed a self-paced [online course](#) on the right to access information held by public authorities. The course introduces right to access information legislation and its implementation. The free course has eight modules and is for those seeking and providing information.

Coming up

3 November 2022: [World Digital Preservation Day](#) (Digital Preservation Coalition)

In the news

[How Albania's Government kneaded secret documents into dough](#), *Atlas Obscura*, 24 August 2022. Using bread kneading mixers, the government destroyed tens of thousands of documents by turning them into dough.

[Unknown Holocaust photos – found in attics and archives – are helping researchers recover lost stories and providing a tool against denial](#), *The Conversation*, 31 August 2022. The '#LastSeen Project' aims to find photographs of Nazi deportations, analyse them to identify victims and perpetrators, and provide digital access.

[Digital signature mandate takes effect in NSW](#), *Government News*, 1 July 2022. The mandate applies to all businesses that supply the government and is expected to deliver savings of \$36 per agreement.

[Why Japan's war on disks could prove to be another flop](#), *The Guardian*, 1 September 2022. Japan's digital minister has declared war on floppy disks, decades after the technology became largely obsolete, but businesses still need to use disks to complete 1,900 government-related procedures.

Contact Us

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information and records management advice

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