

Changes to *State Records Act 1998* (NSW)

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Framework for good recordkeeping



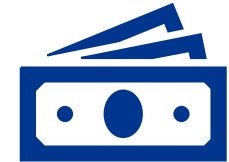
State Records NSW has oversight of public office recordkeeping



Updated definition of a State record



New monitoring power – issue notices to assess RM & report to SRNSW



Increased penalty units

Transfer and access transition arrangements



12-month transition period
commences 1 January 2023



Public offices will be contacted
through 2023 to communicate
the new requirements



Online tools are being
developed to make it easy to
meet the new obligations



New requirements will start 1
January 2024

Transferring records of enduring value into the State Archives Collection

- **New requirement for transfer plans to be submitted to MHNSW**
- **A new plan will need to be submitted every 5 years**
- **Types of information we will request in a transfer plan:**
 - Quantity
 - Format
 - Description
 - When they will be transferred to the State Archives Collection



Managing access to State records



Open Access Period is being reduced from 30 years to 20 years



State records will automatically be open to public access by default once they are 20 years old



Closed to Public Access directions can still be registered and will need to be actively renewed every 5 years



Early Access notifications can still be registered



There will be less of a need to set an access direction when transferring State archives

What happens next?

What you can do to prepare:

Transfer Planning

- Think about the records you hold that are required as State archives
- Are you aware of legacy digital systems or physical holdings that may hold archives?
- Consider your previous response to RMAT question 18

Access

- Think about the records you create and their sensitivity- do they need to be closed for more than 20 years?
- Think about those records which you already provide public access to
- Consider your previous response to RMAT question 19