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For the Record August 2015

For The RECORD

Managing records in the New South Wales public sector

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Records Managers Forum | Recent FutureProof Blog Posts | Training in September and October | Disposal authorities approved

August Records Managers Forum

The podcasts from the August Records Managers Forum are now available on [Future Proof](#).

The Forums highlight achievements and projects in NSW Government agencies. They also promote communication between NSW public sector records managers and provide an opportunity to exchange news and discuss issues of current concern.

The Forum was hosted by State Records NSW's Director, Geoff Hinchcliffe, and had two presentations from the sector.

In the first presentation, Mitya Antonic, Nadine Louis and Dave Phillips from the Department of Premier and Cabinet talk about EDRM strategy as a vision (not just an executive commitment). They talk about the four year EDRM program and the major cultural shift that has occurred at the Department as a result of it; the underlying brand strategy (it's more than just change management); and how they delivered an industry leading electronic approval workflow project.

In the second presentation, Dr Kate Harrington, Director Information, Strategic Policy at the Department of Finance, Services and Innovation spoke about developments in the information and open data initiatives of the NSW Government ICT Strategy.

(Below) State Records' Director Geoff Hinchcliffe talking to a packed Forum, and Dave Phillips (and small friend) from DP&C



Recent FutureProof Blog Posts

Recent posts on the FutureProof blog include:

- [Records management and the cloud - considerations for local government and the broader NSW public sector](#)
- [Keeping metadata after destroying digital records](#)
- [The new Standard on Records Management - what it means for digital business](#)
- [People and organisational culture - creating the environment for digital transformation](#)

Training in September and October

Managing Digital Records: An Overview: This revised training course provides participants with an understanding of some of the challenges and opportunities for digital recordkeeping within emerging information environments. Through the use of case studies, this course focuses on providing an understanding of the frameworks, systems, approaches and evolving tools which impact today on digital information management.

8 September: **Cowra**

Records Management Fundamentals: This course covers the fundamental principles and practices of records management. It provides participants with a basic understanding of the activities involved in managing paper and digital records.

9-10 September: **Cowra**

21-22 October: **Queens Square** (Macquarie Street, Sydney)

Implementing a Retention and Disposal Authority: This course provides participants with information on how to use a retention and disposal authority and prepare records for transfer to State Records. Participants practice culling and listing techniques using a functional retention and disposal authority.

11 September: **Cowra**

Implementing a Retention and Disposal Authority for Local Government Records: This course provides participants with information on how to use the General retention and disposal authority: local government records (GA 39), appropriate methods of storage and destruction of records, and how to prepare records for transfer to State Records as State archives.

15 September: **Wagga Wagga**

7 October: **Queens Square** (Macquarie Street, Sydney)

Managing Recordkeeping Risk in Business Systems: This free workshop is designed to assist NSW public sector personnel involved in projects to identify and mitigate risks to digital business information residing in business systems. Knowledge gained in the workshop can also assist public offices to work towards compliance with the Standard on records management.

13 October: **Queens Square** (Macquarie Street, Sydney)

Disposal authorities approved

State Records recently approved a disposal authority for the function of [water supply and wastewater management](#).

Copies of our retention and disposal authorities are available from the [Retention and disposal authorities](#) page on our website.

