



**State Archives
& Records**

Records Managers' Forum

27 November 2019

www.records.nsw.gov.au

Program



- **Dr Ian Oppermann, Data Analytics Centre** – ‘Data driven approaches to customer service’
- **Wendy Collis and Gillian Wood, Department of Customer Service** – ‘How to Eat an Elephant – Implementing Office 365 in a Government Agency’
- **Afternoon Tea**
- **Narelle Grayson, Data Analytics Centre** – ‘Review of the Information Classification, Labelling and Handling Guidelines’
- **Emma Harris, NSW State Archives and Records** – ‘Changes to the transfer process’
- **Updates** from Government Recordkeeping

Review of the State Records Act



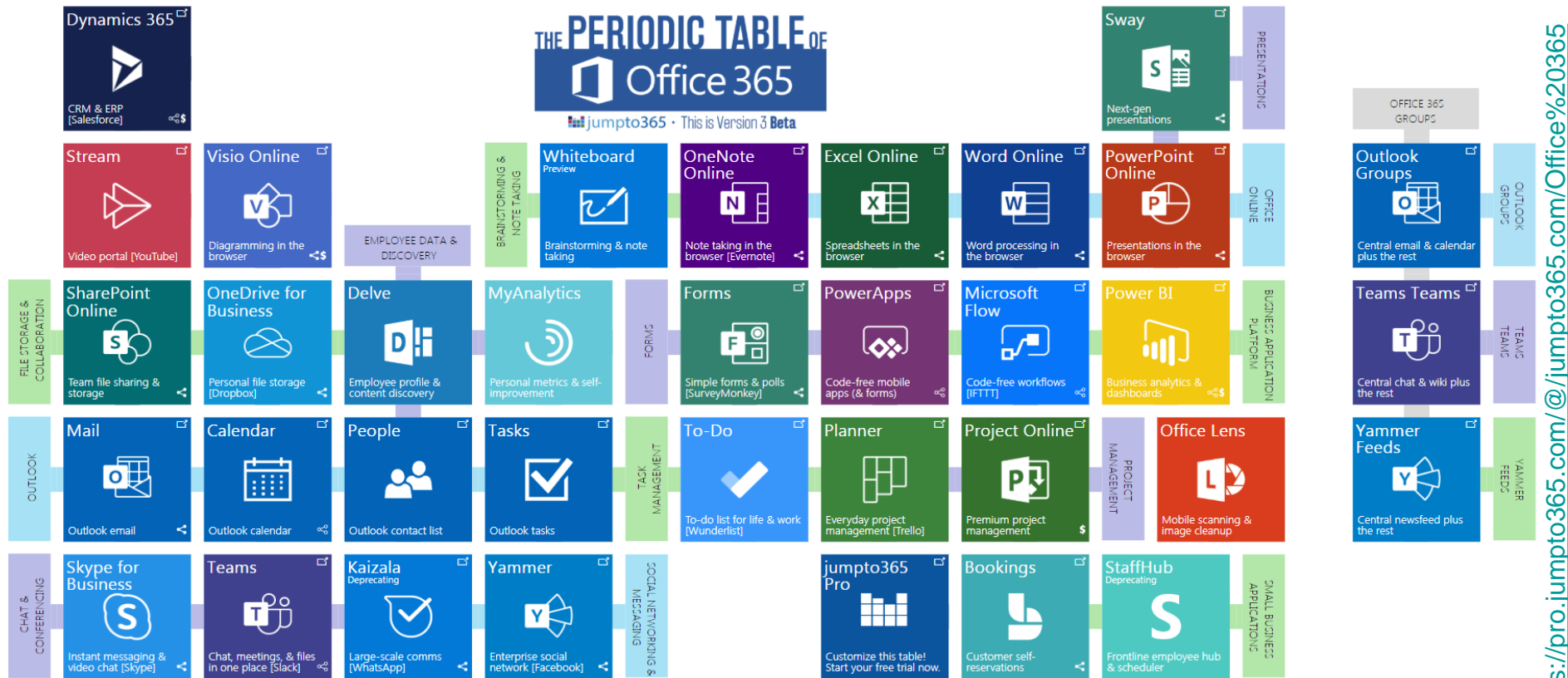
- October - Issues paper generated by the work of CreateNSW was provided to the Minister's responsible for the review
- November - A set of policy outcomes is currently under consideration by the Premier's Office
- December-February - Once final set of policy outcomes are determined it is intended that , public consultation will commence for approx. three months

Updates from Government Recordkeeping



- Revised Glossary of recordkeeping terms
- New resource on website – Royal Commissions
 - Resources for implementing the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse
 - New guidance specifically for Recommendation 8.3 and identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse
 - Links to resources including new leaflets for raising awareness of good recordkeeping in non government organisations

Office 365 guidance



<https://pro.jump to 365.com/@/jump to 365.com/Office%20365>

<https://www.records.nsw.gov.au/recordkeeping/office-365-and-recordkeeping>

Updates



- Public Sector Advisory Committee
 - New consultative group
- Reminder – Make sure you're prepared for a disaster
 - See Counter disaster reaction and recovery plan guidance on website
 - If records are affected by a disaster, contact govrec@records.nsw.gov.au



*Season's
Greetings*

from all of us at



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