Records Managers Online Forum

31 March 2022

10:30am - 12:30pm



Agenda

- State Records Act review and future directions
- Transport for NSW: Journey to implementing M365
- Public Office portal demonstration
- NSW State Archives & Records updates



State Records Act review and future directions

Adam Lindsay, Chief Executive Officer





Transport for NSW: Journey to implementing M365

Gillian Wood, Director Information





Public Office Portal demonstration

Kristy Tiberi, Agency Services

Catherine Robinson, Recordkeeping, Standards & Advice





Recordkeeping Monitoring Exercise

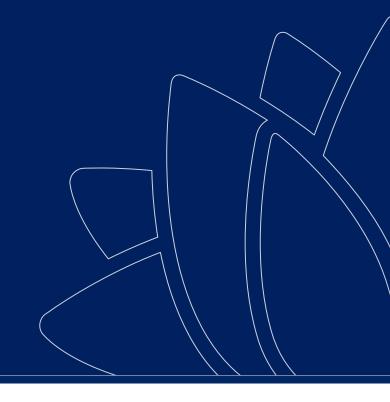
- Recordkeeping Monitoring Exercise will run from 1 29 April
- Submissions will be via online form
- SARA will contact public offices on Friday with the URL for the online form
- 2022 Monitoring Exercise will provide baseline & overview of the state of records management in NSW Government
- Reporting at an aggregate level will be published on our website in early 2022/2023.
- Public offices will be able to access reports in Monitoring Portal in July
- New FAQs on Recordkeeping Monitoring Exercise webpage



NSW State Archives and Records updates

Andrew Pickles, Manager

Recordkeeping Standards & Advice





NSW State Archives and Records updates

SCARP Digitisation Project

- Stimulus funding providing \$4m for State Archives Preservation
- 20,000 Glass Plate Negatives
- 500,000 Acetate Negatives
- 2000 Audio-visual records
- Paper records
- 700,000 digital objects by the end of the project at approx. 380TB

Right to Annotate

- Policy for the annotation of certain State Archives by Care Leavers and Adopted Persons
- Closes the gap in correcting a record between current and archival files



Recordkeeping, Standards & Advice updates

NSW Flood disaster

- For affected public offices, please notify SARA of any records destroyed or damaged for assistance
- For non-affected public offices, please review and update your counter-disaster plans

New guidance (Jan-March 2022)

- Identifying and managing high value and high-risk records and information
- Information Asset Register template
- Microsoft 365 and recordkeeping
- Mitigating common digital information management challenges
- Records, information and data risks



Recordkeeping, Standards & Advice updates

Keyword AAA and Keyword for Councils

- NSW State Archives and Records is discontinuing the sale of Keyword AAA and Keyword for Councils.
- Both products will be freely available for download and use from our website from April under a Creative Commons licence.
- All licence holders will be contacted during April-May.

Webinar series on records, information and data risks – May 2022

Series of webinars covering various topics

Building the Archives Policy Project

- Environmental scan of appraisal policies
- Review roles and responsibilities
- Review appraisal objectives
- Align with Tandanya-Adelaide Declaration



Thank you for attending!

For questions, comments and advice:

Email: govrec@records.nsw.gov.au

Phone: 02 97143080

Recordkeeping, Standards & Advice

State Archives and Records Authority

