

Records Managers Online Forum

31 March 2022

10:30am – 12:30pm



State Archives
& Records



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



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Public Office Portal demonstration

Kristy Tiberi, Agency Services

Catherine Robinson, Recordkeeping, Standards
& Advice



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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



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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