Records management and open government reform – the Australian experience

Barbara Berce

Director
Government Information Management Branch
National Archives of Australia

The National Archives of Australia, Canberra

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

National Archives of Australia

475 staff:

- Give records management advice to government agencies

- Select national archives

- Store and preserve the collection

- Make archival records available

Australian Government

NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

Records management in the *Archives Act 1983*

- Gives National Archives responsibility to authorise disposal of Australian government records

- Requires transfer of archival records at 15 years, or sooner

- Provides that National Archives can give advice and assistance to Government agencies on records management

Government Information Management Branch

- Develops advice, guidelines and standards to:

  - increase the ability of government agencies to create and manage good records - for their own business and to meet the expectations of government

- Encourages agencies to 'Go Digital' – create, store and manage records digitally

Our 'Go Digital' message to agencies is made more important by:

1. Changes in the legislative environment

2. New government policy

"… increasing scrutiny, discussion, comment and review of the Government's activities and increasing recognition that information held by the Government is to be managed for public purposes and is a national resource…"

Senator John Faulkner

Declaration of Open Government

- Engagement with citizens

- Better access to government information

- Better use / re-use of government information

- Use of internet-based technologies

Australian Government | **NATIONAL ARCHIVES** OF AUSTRALIA

Your story, our history

Changes in legislative environment

Freedom of Information reforms:

- Strengthen public rights of access to government information

- Agencies to release information proactively

Changes in legislative environment

Archives Act changes:

- Make archival records available sooner – after 20 years rather than after 30 years

Office of the Australian Information Commissioner

Freedom of Information Act 1982

Privacy Act 1988

Information policy

Principles on open public sector information

Information Commissioner's principles-based framework

1. Open access to information
2. Engaging the community
3. Effective information governance
4. Robust information asset management
5. Discoverable and useable information
6. Clear reuse rights
7. Appropriate charging for access
8. Transparent enquiry and complaints processes

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

Good records management is essential for open government reforms
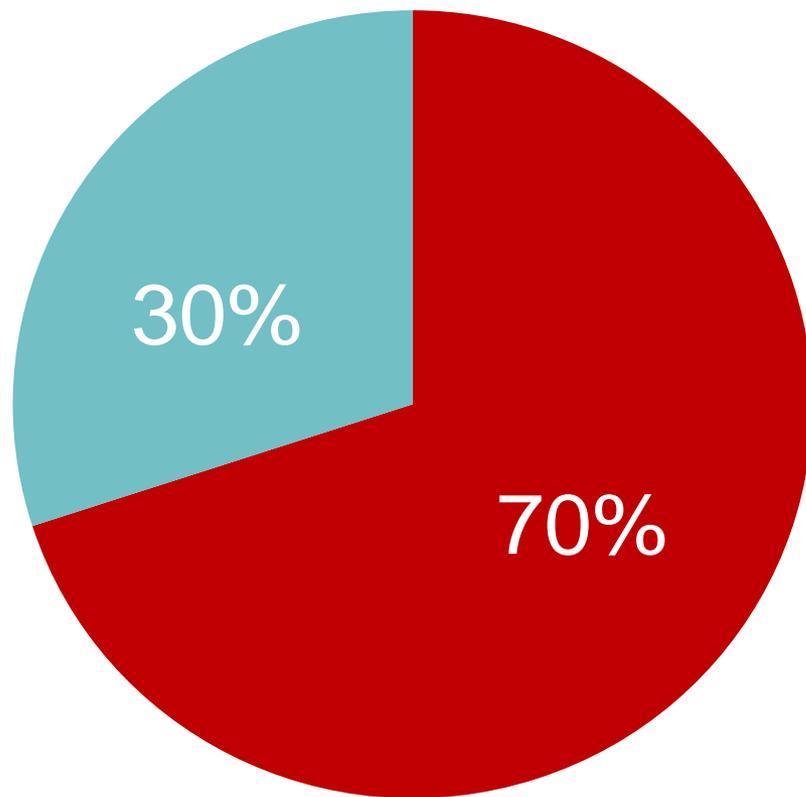
and also

An assumption that records are digital

Archives Act 1983 - definition of a record does not depend on its format

record means a document, or an object, in any form (including any electronic form) that is, or has been, kept by reason of:

(a)   any information or matter that it contains or that can be obtained from it; or

(b)   its connection with any event, person, circumstance or thing.

Australian Government | **NATIONAL ARCHIVES** OF AUSTRALIA

Your story, our history

30%

70%

70% = Percentage of Australian government agencies printing substantial numbers of digital records to paper

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

Benefits of digital records management reported by Australian government agencies:

- Better / easier access to information for staff across the agency

- Easier retrieval of the right records e.g. for Freedom of Information requests

- Reduced costs of searching for records

- Reduced costs for storage of paper records

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

Your story, our history

About us	Records management	Collection	Education	What's on	Services

News

Check-up 2.0 assessments due 30 September 2011

posted on: 5 September 2011

Finalising your whole-of-agency Check-up 2.0 assessment? 16 days to go. more>

New opening hours for Melbourne reading room

posted on: 18 July 2011

From 1 August 2011 the Melbourne reading room will open from 10am–4.30pm, Monday to Friday and Saturday (when open). more>
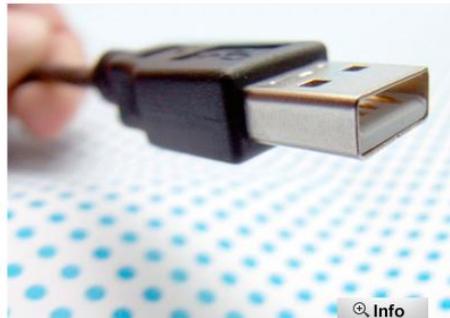
Your Memento Issue 3 now available!

posted on: 15 July 2011

In this issue: 1972 Larrakia petition and the struggle for land rights, Griffin treasure returned to the Archives, the Constitution and federalism, and the Saucy Hit Parade. more>

RSS

Go digital! It's government policy for your agency.

Info

Using the Archives

- RecordSearch
- NameSearch
- PhotoSearch
- Family history
- Service records
- Learning to research
- Fact sheets
- Ask us a question

Quick links

- From the Director-General
- Media releases
- Constitution Day
- ICA Congress 2012
- Freedom of information
- Exhibitions
- Publications
- Faces of Australia
- E-newsletter
- Your Memento
- A–Z for researchers

Catch us on...

Contact

Contact us or looking for employment
Addresses and opening hours
Media inquiries
Copyright
Corporate logo

For Government

Agency Service Centre
Keep the Knowledge
Check-up
Training

Other Archives websites

Australia's Prime Ministers
Mapping our Anzacs
Vrroom – for students and teachers
Uncommon Lives
Documenting a Democracy

Navigation

A–Z for researchers
Site map
About this site

naa.gov.au

Digital transition policy

3-year time-frame

- Agencies must make improvements over the next 3 years

- The National Archives of Australia is to monitor and report progress

Digital transition policy

Agencies must reduce paper records overdue for destruction

Digital transition policy

When acquiring new business systems, agencies are to consider how the records in those systems will be managed

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

Digital transition policy

- ISO 16175 Part 3 - *Guidelines and functional requirements for records in business systems sets* :

- a tool for agencies to use to help them assess systems they acquire

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

Digital transition policy

Agencies are to report to the National Archives on their records management

Digital transition policy

The National Archives of Australia is to:

- Report to our Minister on agency progress each year for three years

- Suggest further strategies

Our Minister will report to the Prime Minister in 2014

Australian Government | NATIONAL ARCHIVES OF AUSTRALIA

Your story, our history

naa.gov.au

Digital transition policy

The National Archives of Australia is to:

- develop a digital continuity plan by December 2011

Digital continuity plan

The plan will:

- Focus on digital information held by agencies

- Aim to stop accumulations of unmanaged digital records

- Support transfers of digital records

- Cover all digital records created by agencies

Will the digital continuity plan succeed in focusing agency attention on the need to manage their digital records?

Your story, our history

Will the Government's Digital Transition policy succeed in moving agencies away from reliance on paper to managing records digitally?

Supporting agencies' records management

- Promote Metadata and Standards:

  – AGRkMS (Recordkeeping Metadata Standard for the Australian government)

  – AGLS (AS 5044) (for discovery of online resources)

  – ISO 16175

- Update advice and guidance

Summary

- The challenge is to achieve good digital records management in a changing environment

- Agencies are under pressure from legislative reforms

- Many are trying to meet government expectations and reforms while working with paper records

Summary

- Progress to good digital records management is slower than it could be

- The Government's Digital Transition policy means agencies must make improvements over the next three years

Questions?