



Australian Government



NATIONAL
ARCHIVES
OF AUSTRALIA

e-bulletin

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Welcome to the first bulletin for 2007. In this issue we bring you details of some new advice on records needed for legal proceedings, a reminder about the new ANU course, up-to-date news on other recent developments, including an important seminar to be hosted by the Director-General of the National Archives in April focusing on some of the challenges facing us all in information management.

Remember that the best way to contact the Archives is to call or email the Agency Service Centre (ASC) – 02 6212 3610 or recordkeeping@naa.gov.au Using the ASC means we get back to you as soon as possible with the expert information you need to help with recordkeeping and other information management issues.

1. New discussion seminar in April

The Director General will host an important seminar on 4 April focusing on current information management challenges and in particular the outcomes of the recent ANAO report – [Recordkeeping and the Management of Electronic Records](#). The seminar will be held at Parliament House and the key speaker will be the Auditor-General, Ian McPhee. Senior managers and records managers will have an opportunity to hear the ANAO perspective on recordkeeping issues, including the management of electronic records in the Australian Government, and to exchange views with the Archives and counterparts from other agencies.

To make sure you receive information about this event please confirm your up-to-date contact details with us via the Agency Service Centre.

2. New branch established

As part of an effort to better help you and your agencies with your records management the Archives have recently established a new branch, Government Information Management.

3. RDA signing ceremony

As we mentioned briefly in the last issue, at the end of last year the Office of the Privacy Commissioner (OPC), which is based in Sydney, held a ceremony to celebrate the signing off of their Records Disposal Authority (RDA). The Privacy Commissioner, Karen Curtis, talked about what the RDA meant to the organisation and the process they had gone through to understand their recordkeeping requirements.



The Director General of the National Archives, Ross Gibbs, spoke about the place of RDAs in government accountability, and the benefits of being able to dispose of records that are no longer needed. Freeing up storage space is a real concern if your office is in the middle of the Sydney CBD - congratulations OPC!

4. ANU course reminder – A systems approach to management of government information

As mentioned in the last bulletin, the Australian National University has established a new program to address all aspects of records management and the preservation of archives in a systems approach.

Designed in close consultation with the National Archives and other key organisations, the program is aimed at middle to senior management and IT systems managers, as well as administrators involved in material science and technology, information management or public administration. The course will lead to a postgraduate diploma or certificate and it begins in March 2007.

Further details and the enrolment form can be found at

<http://engnet.anu.edu.au/DEpeople/Zbigniew.Stachurski/links.html>

5. Latest advice from the Archives

With recent high profile court cases, such as McCabe v BAT, raising questions about the implications of destroying evidence required in legal proceedings, the Archives has released new advice for Australian Government agencies on managing records likely to be required for that purpose.

We recommend agencies:

- set up processes for monitoring and identifying current, or possible future, legal proceedings that may call on your records
- take action to prevent the destruction of these records, regardless of any existing disposal authorisation.



You can find further advice at

<http://www.naa.gov.au/recordkeeping/rkpubs/advices/advice73.html>

6. FAQs from the Agency Service Centre

In a recent change a new function was transferred to my agency and some of the records involved are digital. What should I do?

The basic principle to remember with any administrative change is that records follow function. Records relating to transferred functions should go to the agency that will be responsible for the continuing work. Relinquishing agencies need to surrender control and transfer records to inheriting agencies.

If the records are maintained in electronic systems, formal arrangements regarding access, security, compatibility and servicing contracts must be agreed between the agencies. The transfer could be complicated if there is little or no compatibility between the systems of the respective agencies. For example, the relinquishing agency may be required to provide some form of contractual service to the inheriting agency to maintain the electronic system.

Advice for handling records when there is administrative change is available at <http://www.naa.gov.au/recordkeeping/rkpubs/advice27.html>