

## e-permanence bulletin

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#### 1. Introduction

Welcome to the December issue of the e-permanence bulletin. On behalf of the Archives have a safe and happy holiday season and remember if you are in Canberra over the summer you can come and visit our latest exhibition – the Leica/CCP Documentary Photography Award – or research your own family history, in East Block, beside Old Parliament House. We're open every day except Christmas Day.

#### 2. Recordkeeping specifications for business systems

The Archives has just released a set of generic specifications for Australian Government agencies to check that their business information systems (BIS) software has adequate recordkeeping functionality to create, capture and manage digital records. By following the specifications, you will ensure that the records are usable and accessible for as long as required, are secure from unauthorised access, alteration and deletion and are linked to other relevant records. They can be used to build or purchase new systems, or to review and upgrade existing systems and will be most useful to systems analysts working in your agency. You can find the specifications at [www.naa.gov.au/recordkeeping/er/bis/specifications.html](http://www.naa.gov.au/recordkeeping/er/bis/specifications.html)

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

As we all know, recordkeeping and data management are essential for efficient and accountable performance in business and government. The Australian National University has a new program to address all aspects of records management and 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 Status (Diploma/Certificate) and some modules of the program will be ready from March next year. Further details and the enrolment form can be found at

[engnet.anu.edu.au/DEpeople/Zbigniew.Stachurski/links.html](http://engnet.anu.edu.au/DEpeople/Zbigniew.Stachurski/links.html)

4. Archives' lending services – Christmas/New Year arrangements

The agency lending services of the Archives offices around Australia will be unavailable from Saturday 23 December 2006 to Monday 1 January 2007 inclusive. Normal lending services will start again on Tuesday 2 January 2007. For genuine emergencies requiring the retrieval of records from National Office (Canberra), the Archives should be contacted on Tel: 0400 011 677. State offices should be contacted directly regarding details of how they can be reached during the Christmas period if required - their contact details are on the Archives website at

[www.naa.gov.au/recordkeeping/contacting\\_us/summary.html#lending](http://www.naa.gov.au/recordkeeping/contacting_us/summary.html#lending)

5. Update on the review of the AFDA

As mentioned in the last bulletin, a review of the Administrative Functions Disposal Authority (AFDA) is being established. The Archives will be writing to agencies early in the New Year to seek their input on priority areas of AFDA to be reviewed. In the following months we will be providing agencies with more information about the review program. You can take a look at AFDA at

[www.naa.gov.au/recordkeeping/disposal/authorities/GDA/AFDA/summary.html](http://www.naa.gov.au/recordkeeping/disposal/authorities/GDA/AFDA/summary.html)

6. DIRKS Database – change to licensing arrangements

The current licence agreement for the DIRKS Database expires on 31 December 2006. The Archives has decided to replace the licence agreement with a Conditions of Use document, which freely authorises Australian Government agencies to make use of the DIRKS Database for documenting their DIRKS analysis.

Agencies wishing to use the DIRKS Database will still be required to sign a licence agreement for the use of the State Records New South Wales product *Keyword AAA: A Thesaurus of General Terms*, which is part of the DIRKS Database package. The Archives will send a copy of the new document to agencies that are registered users of the DIRKS Database shortly. Information about the changed licensing arrangements is at [www.naa.gov.au/recordkeeping/dirks/database/database.html](http://www.naa.gov.au/recordkeeping/dirks/database/database.html)

## 7. Training calendar for 2007

The Archives website has been updated with details of recordkeeping training for 2007 at [www.naa.gov.au/recordkeeping/training/calendar.html](http://www.naa.gov.au/recordkeeping/training/calendar.html)

Dates have been set for Canberra workshops for Introduction to Recordkeeping in the APS and Introduction to DIRKS. Workshops will be provided in other capital cities subject to demand. Please register expressions of interest with contacts on the website to help with planning. The ASC can help you book your training and will continue to operate over December and January.

Phone (02) 6212 3610 or email [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au) for information.



## 8. Agency Service Centre FAQ

The Archives operates the Agency Service Centre (ASC) to help you with your recordkeeping questions. In the Bulletin we will try to answer some of the commonly asked questions. For more information on these topics or others, phone the ASC on (02) 6212 3610 or email [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au).

### **Can shared folders be used as a recordkeeping system?**

While shared spaces are convenient to use, they often do not have the necessary functionality needed to capture and keep records as reliable evidence. The following are some of the problems with storing records in shared folders.

- Having access to the folders often gives users the ability to delete a document.
- Because documents are easy to alter, it is difficult to ensure that the version in the shared folder is the 'official' version, as audit trails detailing alterations are usually not kept.
- Relationships between documents that provide the complete history of an activity generally do not exist.
- Not everyone may have access to the folders, so they might not be aware of information that might be necessary for them to carry out their work.

Records must always be saved into a system that can keep records securely so that they can be trusted as reliable evidence. These systems may be electronic or a paper-based registry system. See Archives Advice 70 for further discussion on using shared folders at [www.naa.gov.au/recordkeeping/rkpubs/advices/advice70.html](http://www.naa.gov.au/recordkeeping/rkpubs/advices/advice70.html)

9. Who has done DIRKS for disposal?

Since the Archives introduced the DIRKS methodology in 2000, 12 of 18 portfolio agencies have achieved records disposal authorisation. By the end of 2006, records disposal authorisations (RDAs) will have been issued for over 41% of all Commonwealth government functions and the goal is 100% by 2011. Forty-two agencies, large and small, have now established coverage for all or some of their functions. The Archives would like to congratulate those agencies that have completed this process – the latest being the Office of the Privacy Commissioner who held an RDA handover last week. The RDAs that have been issued are published at [www.naa.gov.au/recordkeeping/disposal/authorities/rda.html](http://www.naa.gov.au/recordkeeping/disposal/authorities/rda.html)