

E-learning modules from State Records NSW

State Records NSW believes that we can only achieve good recordkeeping with an educated and capable workforce. Therefore, we offer training, guidance and advice to the NSW public sector on a range of recordkeeping issues. Many of these resources are openly available on our website.

Since 2011 we have been developing short e-learning modules examining conceptual and practical issues concerning recordkeeping. These are available on our e-learning page and can be completed free of charge. The modules are provided in HTML format and can be viewed by standard browsers, although they work best with the latest version of Internet Explorer. Flash is required for some modules.

While the modules have been designed for the NSW public sector they contain good recordkeeping advice that is relevant in any jurisdiction. Therefore, they can be adopted or adapted by other organisations to meet their needs, providing our terms and conditions are met.

Modules for managers

Role of the Nominated Senior Officer (15 minutes)

In NSW Government we have a requirement that all organisations allocate the strategic responsibility for organisation-wide records management to a Nominated Senior Officer (NSO). This officer must be a senior manager in the organisation. This module explains in detail what a NSO is, what is expected of them and why this role is important. It also provides guidance to the NSO on how to perform their role.

Recordkeeping and you: Supervisors and managers (20 minutes)

This online module assists all supervisors and managers in the NSW Government to understand their recordkeeping responsibilities.

Modules for records managers and records staff

Recordkeeping concepts (30 minutes)

This online module assists staff in operational records management roles, who are new to records management, to understand fundamental records management concepts. These concepts provide an essential foundation when learning how to manage records in the NSW public sector.

Digital recordkeeping concepts (30 minutes)

This online module assists records managers and staff in operational records management roles who have some experience in records management to understand digital recordkeeping concepts. These concepts provide an essential foundation when learning how to manage digital records in the NSW public sector.

Framework for recordkeeping in the NSW public sector (20 minutes)

This online module assists records managers and staff of records management units to understand the legislative, policy and business frameworks for recordkeeping in the NSW public sector.

Email management Part A and Part B (30 minutes each)

This online module assists records managers and staff of records management units to understand best practice in relation to the creation, capture, management, storage and disposal of email. It explores legal and other issues in email management and provides advice on strategies to improve the management of email in the organisation.

Modules for ICT professionals in organisations

What records management can do for you! (15 minutes)

This online module aims to give ICT professionals an overview of how records management techniques and skills can help to manage digital information and achieve business objectives.

Modules for all staff in the organisation

Recordkeeping and you (20 minutes)

This online module assists all staff in NSW Government organisations to understand their broad responsibilities for making and managing records.

Note: This module is largely based, with permission, on the National Archives of Australia's *Keeping the Knowledge* e-learning module. Copyright for this material is held by the National Archives of Australia.

Your responsibilities for managing email (20 minutes)

This online module assists all staff in NSW Government organisations to understand their broad responsibilities for managing email, particularly email messages that need to be saved and kept as records. It is designed to be used in conjunction with an organisation's specific policies, procedures and business rules on email management.

Where to find the e-learning modules

To view the e-learning modules including terms and conditions of use go to:
<http://elearning.records.nsw.gov.au/>

For further information contact:

State Records NSW

Telephone: 8257 2900

Website: www.records.nsw.gov.au

<http://futureproof.records.nsw.gov.au>
Future Proof: protecting our digital future