Introducing the Future Proof blog

The Future Proof blog is one of State Records' primary communication tools about digital recordkeeping issues. The digital business environment changes rapidly, and the blog enables State Records to quickly provide advice and disseminate information about digital recordkeeping issues.

The Future Proof blog also allows us to obtain information from the NSW public sector. We use the blog to seek feedback on the advice we provide, to ask questions and to issue surveys on recordkeeping issues significant to the NSW public sector. The information we receive through these consultation mechanisms is fed back into our business processes and informs all the work that we do.

Over time, the blog has become a centralised information resource on a range of recordkeeping issues relevant to the NSW public sector, and to digital recordkeeping more broadly.

It is also the main portal for the dissemination of information about the design and development of State Records' innovative Digital Archive facility. The project team building our Digital Archive are world leaders in their field and they use the blog to regularly post updates about their work.

Where do I find Future Proof?

The blog can be found at http://futureproof.records.nsw.gov.au

Where do the navigation buttons take me?

There are navigation buttons at the top of the blog:

- The **Home page** includes our most recent posts. If you simply want to browse you can scroll through these and use the 'Older entries' button at the top to view previous pages.

- The **About** page describes the Future Proof strategy and the purpose of the blog.

- The **Resources** page is a bridge between the blog and State Records' website. It includes a list of 'hot topics' that are currently popular on the blog. The Hot topics then link to relevant resources on State Records' website and to blog posts about these issues. Current hot topics include compliance with the *Standard on digital recordkeeping*, cloud computing, raising awareness of digital recordkeeping challenges, electronic records and document management systems, digitisation, social media and SharePoint. The Resources page also features links to our two page Future Proof flyers.

- The **Digital Archive** page describes the work being undertaken by the project team building our digital archiving solution for the whole of the NSW government.

- The **Podcasts** page links to the Future Proof podcast series. Podcasts on various recordkeeping themes are added regularly.

- The **Contact** page enables you to send an email to the Future Proof team

- The **Sitemap** page links to all pages and posts (by category).

How can I browse by category?

You can browse by category using the Sitemap navigation button.

You can also browse the blog by choosing one of the categories listed to the right of each post and clicking on it. The categories are currently:

- Business systems and recordkeeping

- Cloud computing

- Digital archives and digital continuity

- Digital disposal

- Digitisation

- EDRMS

- ICT and recordkeeping

- Metadata

- Risk and recordkeeping

- SharePoint and recordkeeping

- Social media

- State Records snippets

- Surveys

- What we learned at.

Tags added to each post mean that you are offered automated 'Also of interest' links at the end of each post you choose.

How do I tell when a new post has been added?

To keep up to date with all new posts on Future Proof you can sign up to the blog's RSS feed or to its direct email feed. Just click on the RSS or email icons under the Future Proof banner. Alternatively just visit regularly to see what we are up to!

In addition, all our new blog posts are tweeted so you could follow us on Twitter at @FutureProofNSW

Can I print the blog posts?

We have recently added new printing functionality to the blog. Just click the 'print page' button at the end of the post.

Can I comment on the blog posts?

All comments, views and opinions on the blog are always very welcome. Let us know what you think or what you'd like to see on Future Proof via the Comments field at the end of each post or by emailing: govrec@records.nsw.gov.au

What is the future of Future Proof?

We will continue to use the Future Proof blog as a major communication channel for sharing our thoughts, ideas and advice on current and emerging challenges in digital recordkeeping.

A new initiative is to add a monthly post summarising all of the digital recordkeeping enquiries we receive (in all forms) and our responses to these. Disseminating this advice more widely through the blog may benefit others.

We are also working on detailed recordkeeping advice on metadata, social media and a range of other issues, and we will circulate and discuss these via the blog.

In addition, we are keen to promote solutions to recordkeeping challenges that government organisations have found. So let us know if you hear of innovative approaches we can feature!

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