



State Records

Introducing the revised storage standard

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Overview

- Background to revision of the standard
- New standard – its aims and scope
- A very brief overview of the new standard
- What has changed?
- Principle 1: Authorisation
- Who is responsible for storage?
- What do I need to do to comply?
- What are the issues for my organisation?



Background to revision

- State Records issued *Standard on the physical storage of State records* (Standard No. 3) in 2000
- Designed to assist organisations implement “safe custody and proper preservation of the State records” obligation in State Records Act (s.11)
- Requirements of this standard were phased in from 2001 until 2005
- 2011 – It’s time to review the standard!



Aim of the revised standard

- Establish minimum requirements for storage of State records
- Guide public office decisions and actions in storing State records to ensure that:
 - Storage is cost-effective and efficient
 - Records are secure, protected and accessible
 - Records of continuing value are stored in the best possible conditions

Scope of standard

- Applies to records that have a **physical format**
 - Paper files and documents
 - Volumes and registers
 - Maps, plans, charts and drawings
 - Photographic media
 - Magnetic media (tape, video and audio cassettes)
 - Optical media (CDs and DVDs), and
 - **Records of outsourced business, and**
 - **Records stored by storage providers**
- Does not apply to:
 - records stored in online systems or network servers
 - State archives in the control of State Records NSW

Overview of new standard

Seven principles:

1. Authorisation
2. Location and buildings
3. Environmental controls
4. Shelving and packaging
5. Maintenance
6. Identification and control
7. Security

- Consolidated list of requirements (Appendix A)
- Checklist of principles & guidance (Appendix B)
- Mapping of 2012 compliance requirements to requirements in 2000 standard (Appendix C)
- Bibliography (Appendix D)



What's changed?

- Principles and compliance requirements have been refined
- 8 new compliance requirements (1.2, 1.3, 2.2, 2.3, 3.4, 3.8, 5.2, 7.2)
- Appendix C maps compliance requirements of 2012 standard to old standard
- Older requirements commenced on 2 March 2012 (as these were in 2000 standard)
- New requirements commence on 2 March 2013

Principle 1: Authorisation

Records are stored only in authorised areas and facilities

- 1.1 The Nominated Senior Officer or appropriate agency representative has authorised all records storage areas and facilities.
- 1.2 All State records are stored in storage areas or facilities, including records stored by service providers, that have been assessed as being compliant with this standard. (NEW)
- 1.3 Storage areas and facilities are regularly inspected and assessed for compliance. (NEW)

Who is responsible for storage?

- Assigned to the nominated senior officer for records management
- Assessment of records storage locations/areas & facilities should involve the Records Manager or senior staff with responsibility and expertise in records management
- Need to develop a comprehensive storage plan covering:
 - All types of records, storage media and storage locations
 - Forecasts of future records storage needs, including growth of records storage
 - Planning and upgrades required to storage areas/facilities, and
 - Reduction of storage areas/facilities due to **improved disposal practices** & **reduced quantities of records**



What do I need to do to comply

- If you comply with 2000 standard, then start implementing new requirements
- If you don't comply with 2000 standard, then do remedial work, then start to implement new requirements
- Not sure? Do an assessment of your compliance, then use Appendix B for practical help

What are the issues for my organisation?

- How much is this going to cost?
 - Depends on what you need to do
 - More planning = more cost effective storage
 - Look at sentencing records and implementing disposal to reduce quantities of records in storage
- What are the risks if we don't comply?
 - Records are not safe and secure
 - Potential for records to be damaged, lost or stolen
 - Neglecting records = penalties under s.21 of Act

For further information

Check www.records.nsw.gov.au for

- *Standard on the physical storage of State records*
- RIB 60 – *Introducing the revised Standard on the physical storage of State records*
- RIB 14 – *Handle with care*
- RIB 15 – *Records in transit*
- Guideline 11 – *Solutions for storage* (revised version out in April 2012)
- Contact Government Recordkeeping if you have questions about the standard and its implementation in your organisation