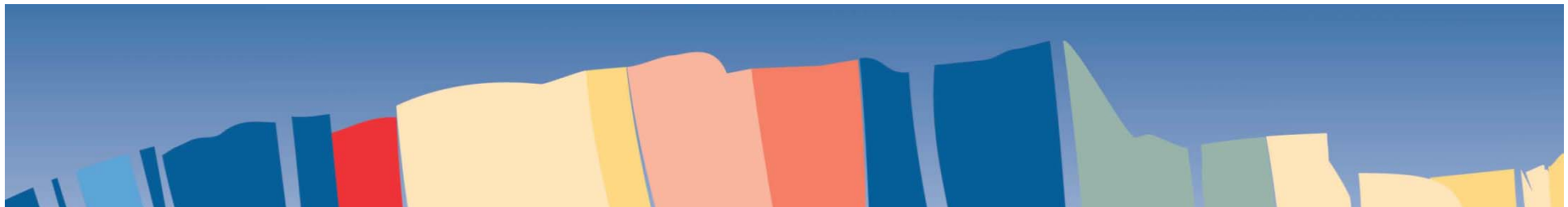Efficiency

&

Compliance

A Journey in Records

Presented By: Lydia Kolar – Team Leader Information Management

Overview

- Background
- The Electronic Age
- Challenges & Meeting the Challenges
- Personal and Team development
- Finding Help & Resources Found
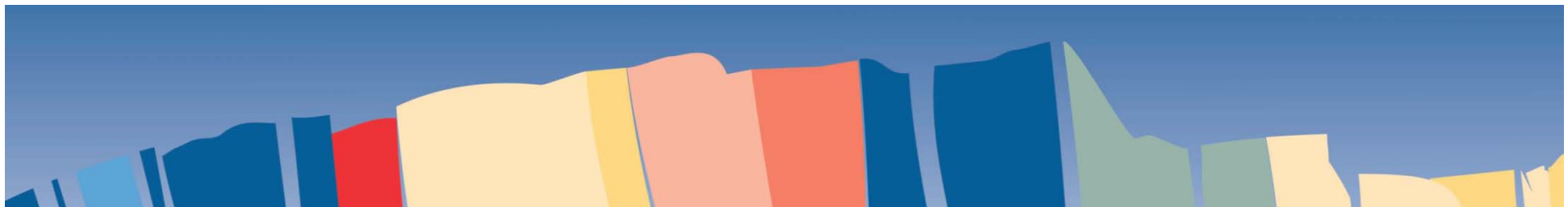- Assessment tool
- Way forward

Background

- Paper based records
- Lack of consistent procedures / outdated policies
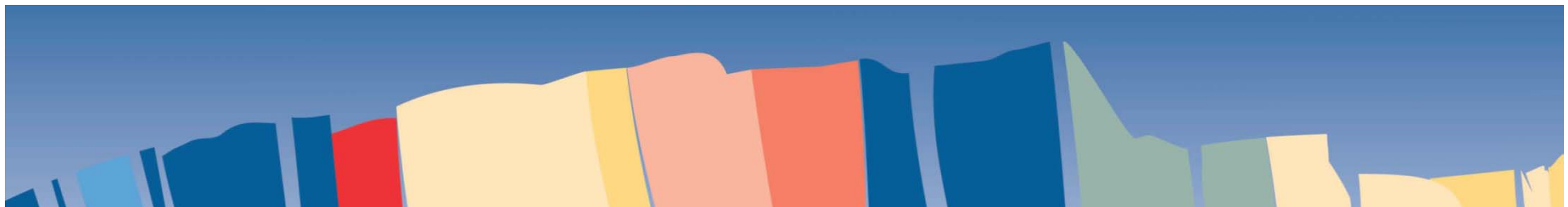- Singularly specialised team members
- Low team morale
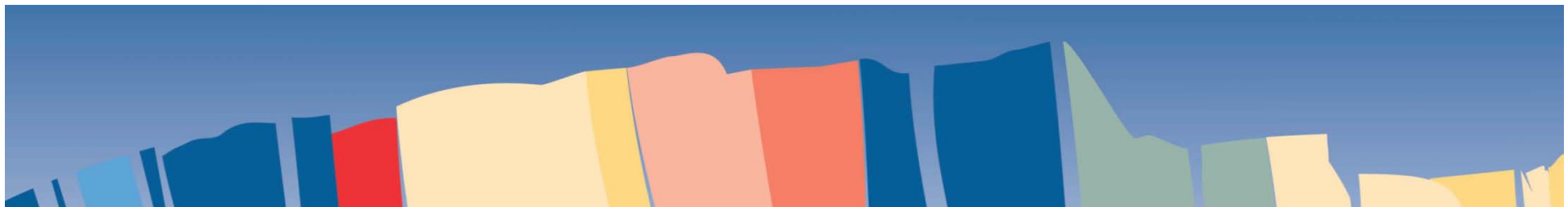
Electronic Age

- Implementation of TRIM 2007
- Corporate decision "All official business records are held electronically"
- Appointment of new Records Team Leader

Challenges

- Positive leadership

- Understanding the business

- How to move forward

Meeting the challenges

- Personal and team development
- Utilising SMEs
- Finding help
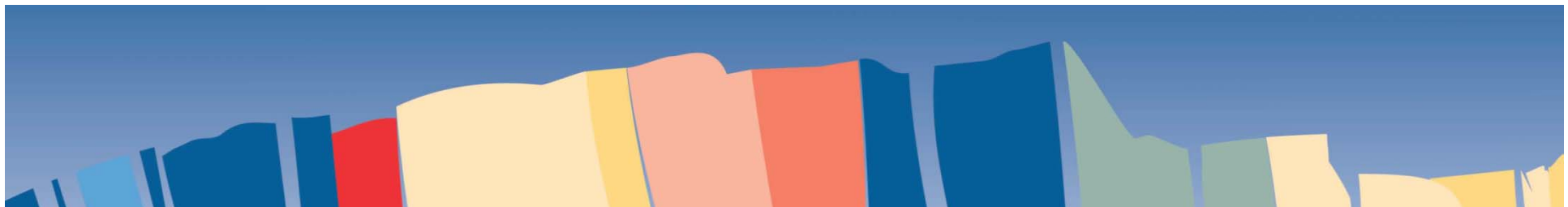
Personal and Team development

- Diploma Recordkeeping
- Standard Position Descriptions of all Records Information Officer
- One-on-one meetings with team members

Finding help

- Records and Information Management Professionals Australasia
http://www.rimpa.com.au/
- NSW Government State Records
http://www.records.nsw.gov.au/

Resources Found

- http://www.records.nsw.gov.au/recordkeeping/useful-resources/useful-resources
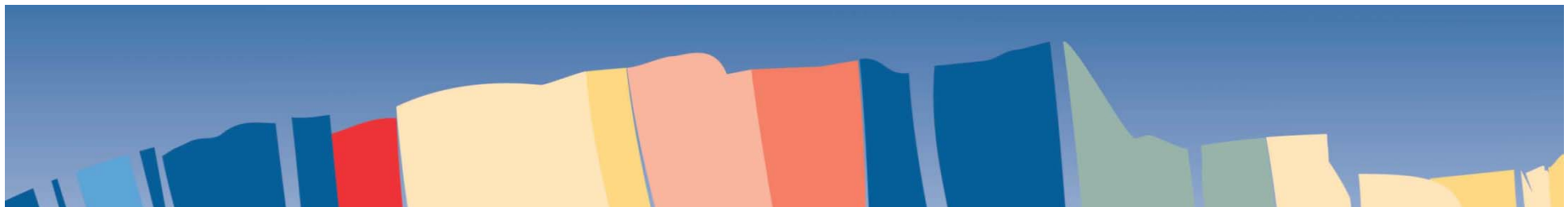
- Legislation

- Standards

- eLearning @ State Records

- Future Proof

- Records Management Program Toolkit and Assessment tool

Records Management Assessment Tool - Module 1

Framework for records management

Q1: Has the framework for records management been established?

- Standards and Guidelines obtained

- 2009 – 2013 Strategic and Operational Plan developed
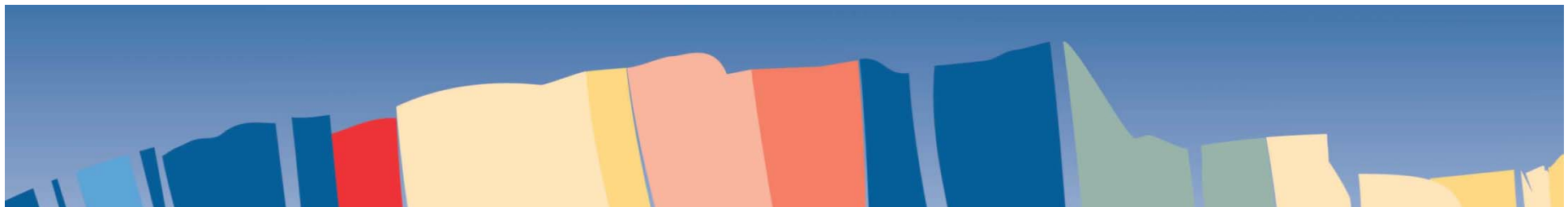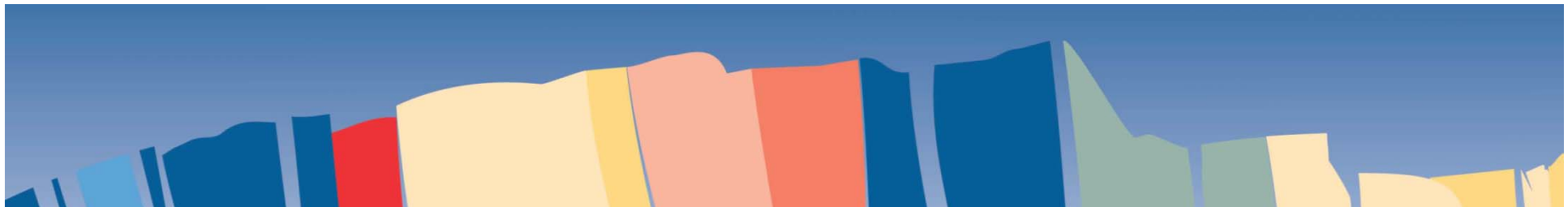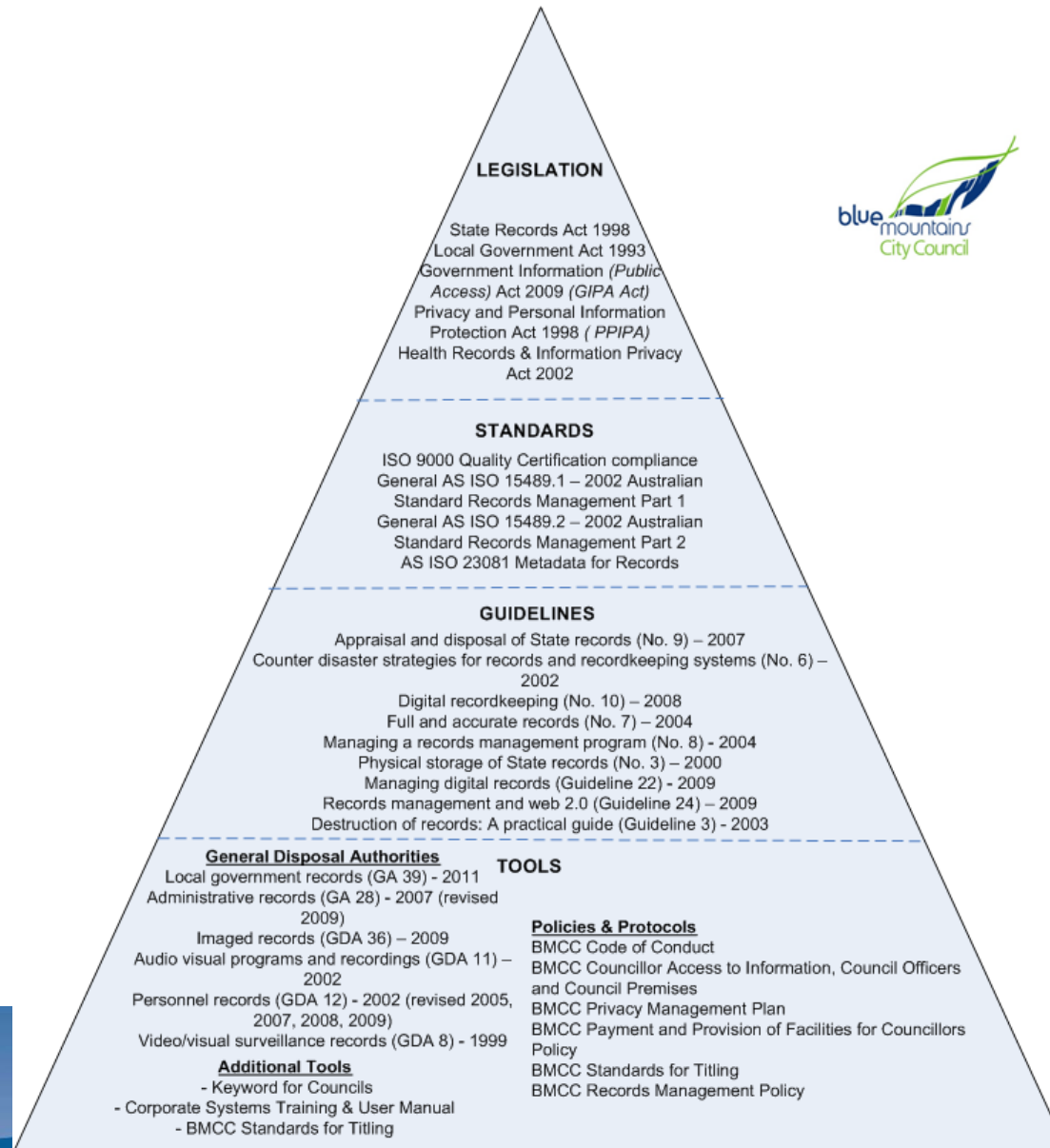
- Recordkeeping Framework developed

BLUE MOUNTAINS CITY COUNCIL
RECORDKEEPING FRAMEWORK

LEGISLATION

State Records Act 1998
Local Government Act 1993
Government Information *(Public Access)* Act 2009 *(GIPA Act)*
Privacy and Personal Information Protection Act 1998 *(PPIPA)*
Health Records & Information Privacy Act 2002

STANDARDS

ISO 9000 Quality Certification compliance
General AS ISO 15489.1 – 2002 Australian Standard Records Management Part 1
General AS ISO 15489.2 – 2002 Australian Standard Records Management Part 2
AS ISO 23081 Metadata for Records

GUIDELINES

Appraisal and disposal of State records (No. 9) – 2007
Counter disaster strategies for records and recordkeeping systems (No. 6) – 2002
Digital recordkeeping (No. 10) – 2008
Full and accurate records (No. 7) – 2004
Managing a records management program (No. 8) - 2004
Physical storage of State records (No. 3) – 2000
Managing digital records (Guideline 22) - 2009
Records management and web 2.0 (Guideline 24) – 2009
Destruction of records: A practical guide (Guideline 3) - 2003

TOOLS

General Disposal Authorities
Local government records (GA 39) - 2011
Administrative records (GA 28) - 2007 (revised 2009)
Imaged records (GDA 36) – 2009
Audio visual programs and recordings (GDA 11) – 2002
Personnel records (GDA 12) - 2002 (revised 2005, 2007, 2008, 2009)
Video/visual surveillance records (GDA 8) - 1999

Additional Tools
- Keyword for Councils
- Corporate Systems Training & User Manual
- BMCC Standards for Titling

Policies & Protocols
BMCC Code of Conduct
BMCC Councillor Access to Information, Council Officers and Council Premises
BMCC Privacy Management Plan
BMCC Payment and Provision of Facilities for Councillors Policy
BMCC Standards for Titling
BMCC Records Management Policy

Records Management Assessment Tool - Module 1

Framework for records management

Q2: Has the organisation set its rules for recordkeeping?

- Current Records Management Policy Reviewed

- Audit - System review: TRIM for record management

- Revised Records Management Policy adopted at corporate level 22 June 2011

Assessment Management Tool

Seven Modules

1. Framework for records management

2. Make and keep full and accurate records

3. Safe custody and proper preservation of records (*coming soon*)

4. Digital recordkeeping
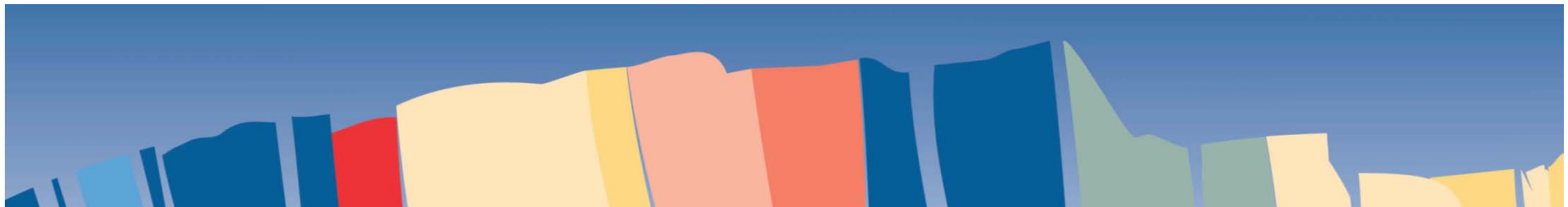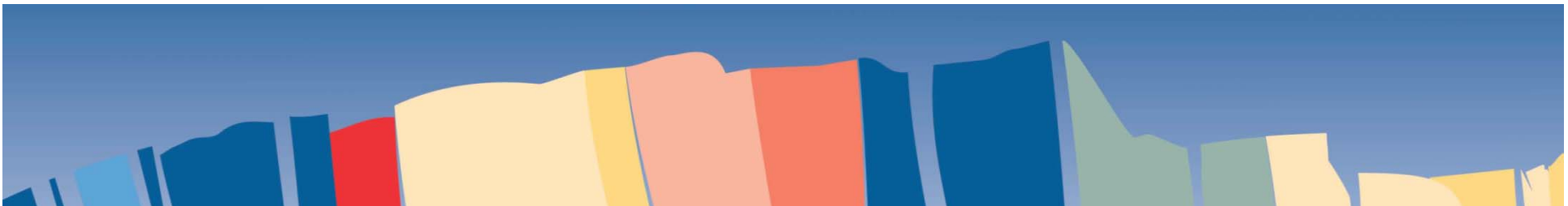
Assessment Management Tool

5. Appraisal and disposal of records
6. Management of longer term records, and
7. Assessing the recordkeeping performance within the work unit
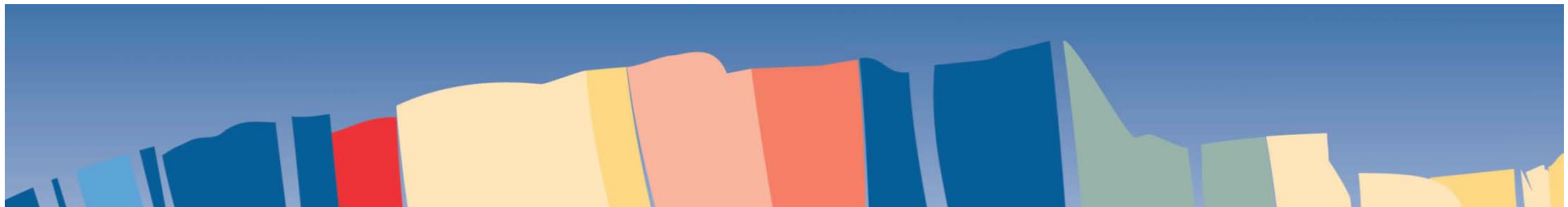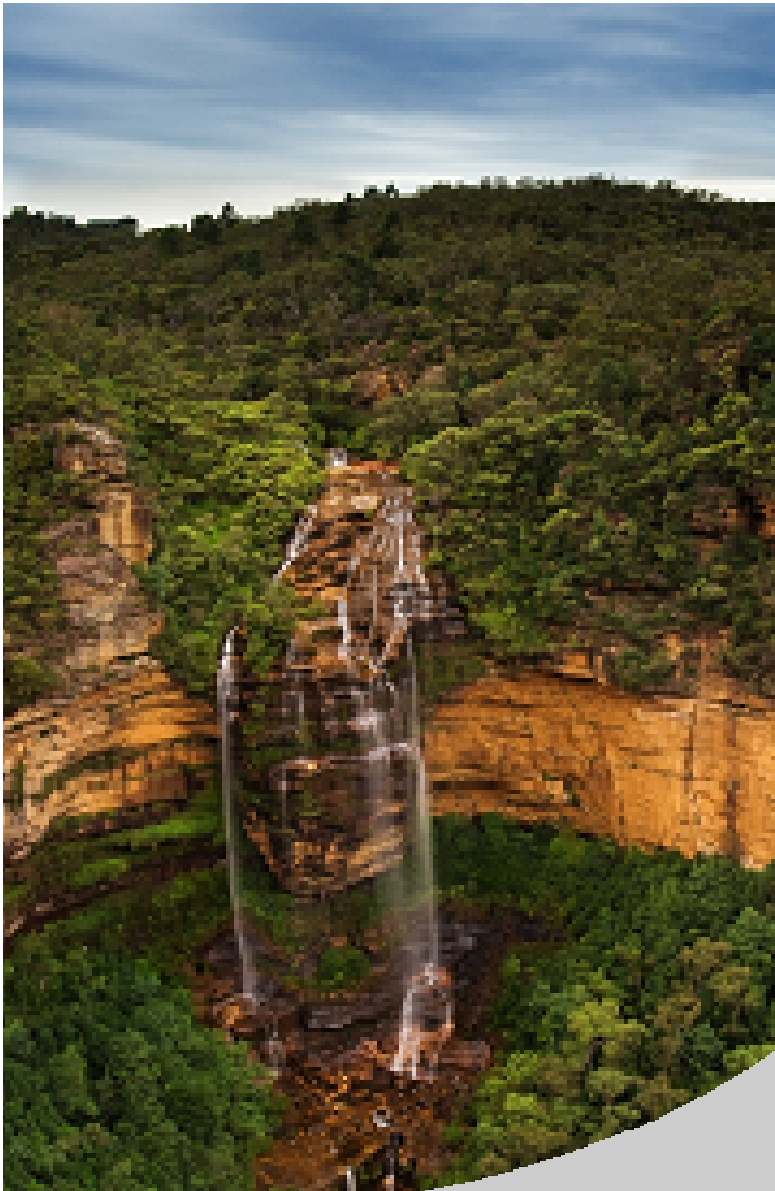
Way Forward

- Utilise the Module: *Assessing the recordkeeping performance within the work unit*

- Continue to work with Council's internal audit

- Continue spreading the message

BMCC Journey

To be continued...