



Future Proof

protecting our digital future

News for NSW Public Sector Chief Executives

Issue 07, May 2015

From the Director



This is my first Future Proof newsletter since joining State Records as the Director in April last year.

It is an exciting time to be working at State Records with many great digital initiatives underway as we start our own transition to digital business.

Moving to digital provides exciting opportunities for organisations to deliver greater efficiencies with services that better serve the public. However, in transitioning to digital, it is important that NSW public offices consider the management of digital records and information.

To assist organisations embrace digital business and digital

records management, State Records recently released a much simpler records management standard which has consolidated and replaced five previous standards. I am pleased to report that the feedback from records managers since the release of the new Standard in March has been very positive.

Previous Future Proof newsletters have identified significant issues for public offices to consider in managing the digital records and information that are critical to the operation of their core business.

This issue focuses on new capabilities State Records have developed over the past 12 months to better support public offices managing digital records. Significant achievements include:

- Release of the new Standard on Records Management
- The Digital State Archive is now operational
- Access to the Data.NSW and OpenGov platforms

These initiatives are all focused on supporting government's move to digital information management. These and other State Records' priorities are

closely aligned to the NSW Government ICT Strategy Digital+.

In closing, State Records staff are always available to assist and answer any questions organisations may have concerning their digital records management projects.

Either drop me a note or have your staff contact us should help be required throughout the planning of your digital business transformation projects.

Geoff Hinchcliffe
Director,
State Records Authority of NSW

New Standard on Records Management

State Records has developed a new Standard on Records Management for the NSW public sector.

This standard consolidates requirements from five existing standards into a more streamlined framework which will better support NSW Government digital business processes in complex environments. It provides an updated framework to help

Future Proof is a State Records initiative for the NSW Government

Blog: <http://futureproof.records.nsw.gov.au/>

Twitter: @FutureProofNSW

public offices address critical information risk and manage records and information, while also assigning clear responsibilities and accountabilities for doing so.

In particular, the standard emphasises the business value associated with records and information management and the business risks of overlooking these considerations in organisational operations and strategy.

Managing high value and high risk records

The [Standard on Records Management](#) focuses on managing high value and high risk records and information. It requires that these records and information should be identified and captured, then managed and made accessible for as long as they are required.

As high value and high risk records and information are often required for a long period, public offices will usually need to safeguard them for longer than the life of the system in which they are maintained.

This means sustaining records and information through system and service transitions with robust migration and export strategies that identify both the critical information and the metadata which makes that information understandable and authoritative.

An implementation guide, together with new and updated supporting guidance, is available on the State Records website.

Digital State Archive, OpenGov and Data.NSW

State Records manages three government initiatives which assist public offices to manage and share digital information: the Digital State Archive, OpenGov NSW and Data.NSW.

Digital State Archive

The Digital State Archive has been identified as a key initiative in the NSW Government ICT Strategy.

The Digital State Archive is now fully operational and staff are working with NSW public offices to migrate valuable 'born digital' records to the State Archives Collection. 'Born digital' records include official records such as emails, databases, documents and social media that are created and managed completely digitally.

It provides a means to protect vital business information from becoming inaccessible over time, addressing serious risks to government accountability and memory from technology obsolescence.

State Records' staff work with public offices to assess their digital systems and develop customised plans for migrating these systems to the Digital State Archive. This project-based approach is described in the [Digital Archives Migration Methodology](#).

The methodology, tools and services developed as part of the Digital State Archive project have a broader application in the NSW public sector in

assisting with a range of digital continuity issues for all digital records. This includes migrating records forward through technology change, building better recordkeeping systems and conforming to standards for ease of information sharing.

Public offices managing important archival information in legacy systems that are no longer required for business purposes are encouraged to visit www.records.nsw.gov.au/digital-archives/start-a-digital-archives-project in order to commence a digital archives migration project.

OpenGov and Data.NSW

OpenGov NSW and Data NSW support the public sector in meeting the open government and open data priorities of the NSW ICT Strategy.

OpenGov NSW increases access to NSW government information and simplifies the publishing process. It is a searchable online repository for NSW Government publications such as annual reports, strategic plans and policy documents, as well as information released under the Government Information (Public Access) Act 2009 (GIPA). (www.opengov.nsw.gov.au).

Data.NSW provides public access to NSW government datasets. Sharing government data facilitates innovative, citizen- and industry-led solutions to public problems. (www.data.nsw.gov.au)

The Data.NSW site includes the NSW Government Information Asset Register, a closed-access clearinghouse for data sharing between public offices.

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