



Future Proof

protecting our digital future

News for NSW Public Sector Chief Executives

Issue 01, November 08

Message from the Director

Welcome to the first issue of the Future Proof newsletter, designed specifically to inform NSW Government CEOs about digital records and information management in the NSW Government.

State Records designed the Future Proof strategy to help public offices navigate their way around digital recordkeeping and bridge the gap from the traditional paper based records world to the digital environment.

In 2006 the NSW Government expressed a desire for measurable improvements in compliant digital recordkeeping by 2012. Future Proof supports and enables these aims.

The strategy was officially launched by Emmanuel Rodriguez, Government Chief Information Officer on 18 September 2008. The event was attended by a wide section of professionals from the digital information and records industry. Invitees included representatives from NSW Government agencies, the records/document management software industry, universities and local government as well as from the National Archives of Australia and the Australasian Digital Records Initiative.

Digital records are created by everyone in the public sector and without them Government would not survive. Their treatment and

survival depends on records management and ICT management working together. It's important that the records manager and ICT manager in your public office begin to discuss this issue and work together to give digital information and records the attention they need. A good place to start is with the new *Standard on digital recordkeeping*.

When you have finished with this newsletter please circulate it to both your records and ICT departments, and encourage them to collaborate on implementing better systems and solutions to maximise the value of your digital information assets.

If you have any feedback about this newsletter, please do not hesitate to contact me on 8247 8653 or alan.ventress@records.nsw.gov.au.

Alan Ventress
Director, State Records



Launching the strategy – from left to right – David Roberts, former Director of State Records; Emmanuel Rodriguez, Government Chief Information Officer; Alan Ventress, Director, State Records

Trusted digital records – how to get there

There is uncertainty today in many parts of government over what forms of digital information can be relied on for ongoing business or to meet accountability requirements. Business processes that were once managed using paper forms and registers are now entirely electronic, but the systems used are not always capable of keeping the records that are needed.

To provide more clarity about these issues and to encourage the take up of recordkeeping in the digital environment, State Records has issued the *Standard on digital recordkeeping*.

'The standard can be used to build new systems or benchmark existing ones.'

The Standard consists of nine requirements which, if met, will give organisations confidence that they are keeping reliable and authentic digital records to meet business needs and long term accountability requirements. In addition, keeping records digitally brings a range of cost saving benefits including less time spent searching for information, greater automation of business processes and less spent on storing paper records.

The standard can be used to build new systems or benchmark existing ones. It applies to digital records

including email, Word documents, websites and scanned documents – any digital information that need to be retained and trusted as evidence.

To access the Standard, compliance timetable and supporting guidance, see the Future Proof website - <http://futureproof.records.nsw.gov.au>

Future Proof website and blog

The Future Proof website and blog was launched with the Future Proof strategy by Emmanuel Rodriguez in September 2008. The Future Proof website is designed to provide information, guidance and advice to people who are working with digital records.

The Future Proof blog was established to encourage the sharing of ideas and solutions to common digital recordkeeping problems in the NSW public sector. The blog aims to foster relationships between NSW Government records and information professionals.

‘...foster relationships between NSW Government records and information professionals.’

The blog is open to comments or individuals can create their own posts. The Future Proof website and blog is highly moderated and includes a Principles of Participation and Acceptable Use policy that people are encouraged to read before contributing.

State Records envisages the Future Proof website and blog will become a knowledge base for records and information specialists and encourages its use throughout NSW Government.

State Records and GCIO - a successful alliance

Since November 2006, State Records has been officially aligned with the Government Chief Information Office (GCIO). In this time, State Records and GCIO have developed a close working relationship to help NSW Government in the management of their information assets.

‘...the lines between ICT and records management responsibilities blur.’

Information is used across Government from planning to customer service and the better it is managed the more effective it is. GCIO with assistance from State Records is leading a program to help agencies improve the management of information assets. One of the first products produced is the Information Asset Management Assessment tool, created to assist agencies to select an appropriate information asset management system for their organisation.

State Records and GCIO are also coordinating their activities in an effort to identify the common goals that are shared by ICT and records management sectors of Government. Traditionally ICT and records management have been seen as separate entities, however as Government makes more use of digital information the lines between ICT and records management responsibilities blur.

The partnership of GCIO and State Records is productive for NSW Government and it is hoped that within Government, ICT and records management professionals can also develop close working relationships in their management of digital information assets.

Five frequently asked questions about the IAMS Tool

1. What is Information Asset Management?

The management of information assets which include documents, emails, web content, business data, images, video and other content in both physical and digital form.

2. What are Information Asset Management Systems (IAMS)?

Software applications that capture, manage and store physical and digital information.

3. What is the IAM Maturity Model and tool?

The IAM Maturity Model was developed to assist agencies to determine their current ability to manage their information assets and assess future requirements. The IAM tool enables agencies to position their requirements and capabilities against the Maturity Model. The results of the model and tool are used to recommend solutions to meet the needs of the agency and direct the agency to further information on asset management systems.

4. What are the benefits of using the IAM assessment tool?

The assessment tool will help agencies to determine the type of information asset system most appropriate to them. This could result in cost savings as agencies will not end up paying for applications that they do not need currently or in the foreseeable future.

5. Where to find more information?

For more information on the assessment tool please contact Kate Harrington - kate.harrington@commerce.nsw.gov.au or visit GCIO homepage www.gcio.nsw.gov.au and follow the links.

Contact details

Address: PO Box 516 Kingswood NSW 2747
Email: srecords@records.nsw.gov.au

Phone: 02 9673 1788 ISSN: 1836-1897
Web: www.records.nsw.gov.au