



Electronic Recordkeeping in MAF

Jackie Hill

Manager – Information Services



Agenda

- Some Statistics
- Introduction to MAF
- New Recordkeeping Environment
- Creating the File Classification Scheme
- Creating the Infrastructure
- Governance
- Transitioning to “Business as Usual”



We are 6 separate Businesses + Corporate

- MAF Policy
- New Zealand Food Safety Authority
- Biosecurity NZ
- MAF Quarantine Service
- Crown Forestry



This has created challenges as each business group works to different

- Acts
- Stakeholders
- Requirements
- Cultures
- And, are in different locations around NZ



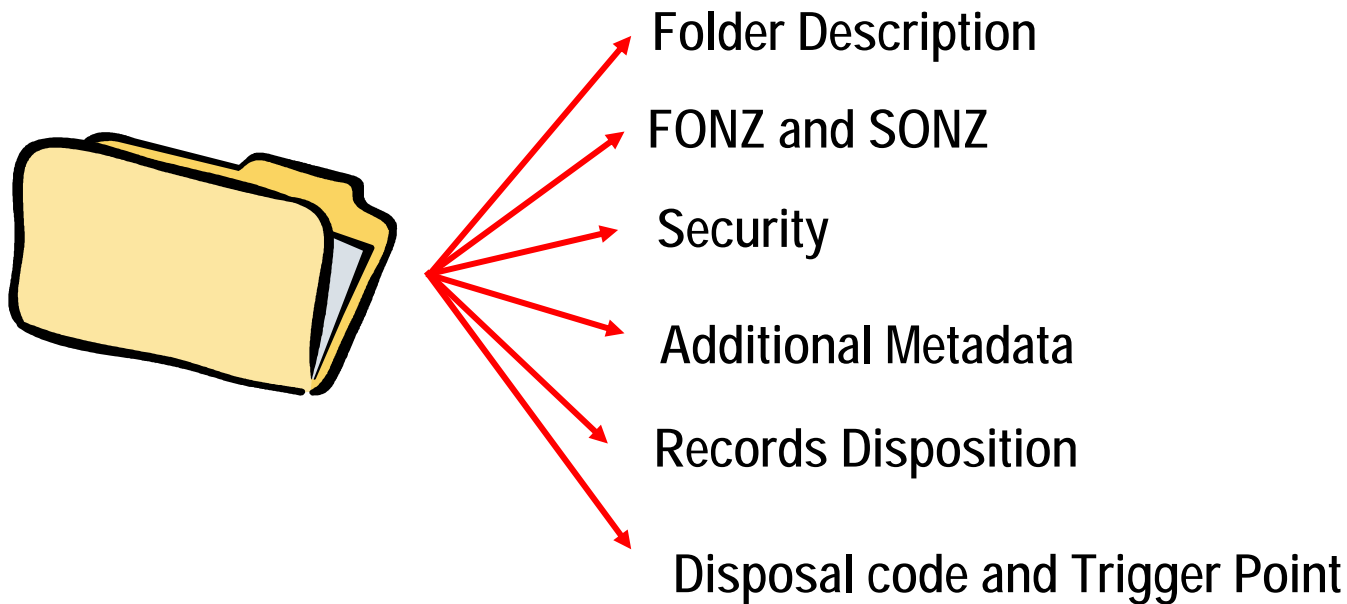
Recordkeeping Environment

- ECMS = Electronic Content Management System (Documentum) that manages all our content in a single system that meets recordkeeping requirements.
 - All records “born digital” including email
 - Paper records as required
- FCS = File Classification Scheme – the backbone of the ECMS. It is Function and then Activity based
- RDS = MAF Record retention and Disposal Schedule
- Controlled Shared Network Drive for unsupported document types



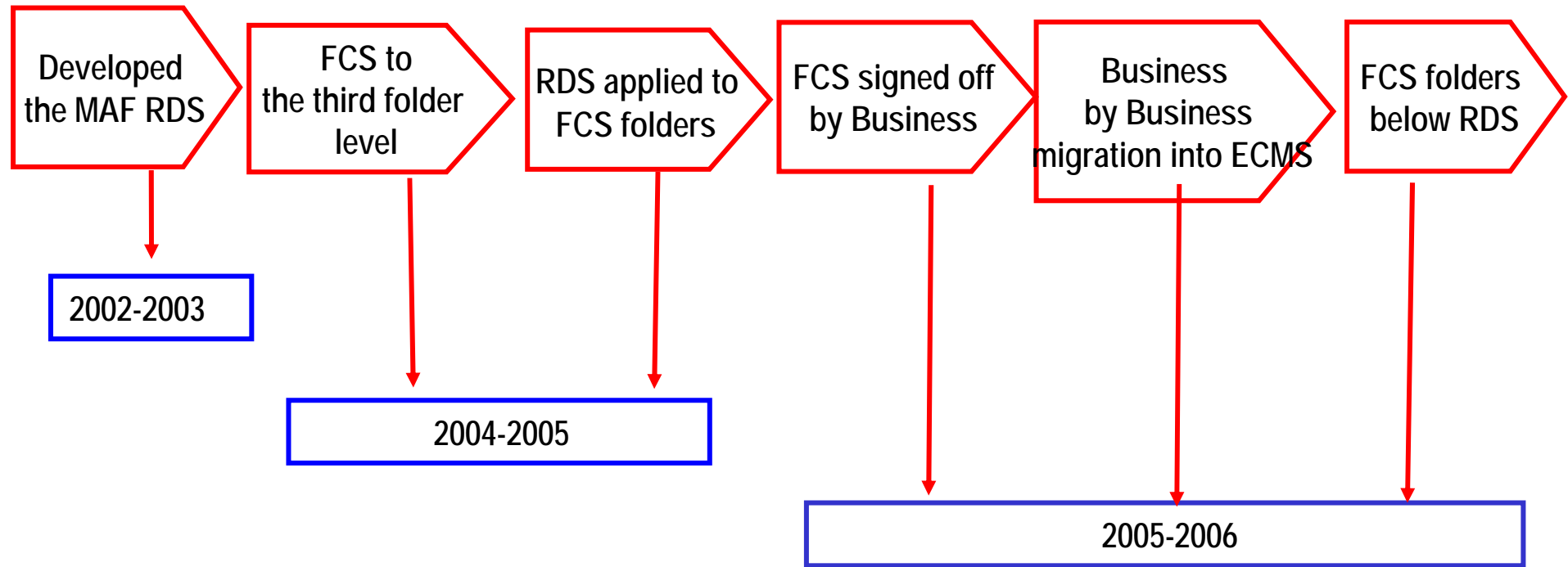
Recordkeeping is embedded in the FCS

Metadata is applied at the folder level and all sub-folders and documents inherit:



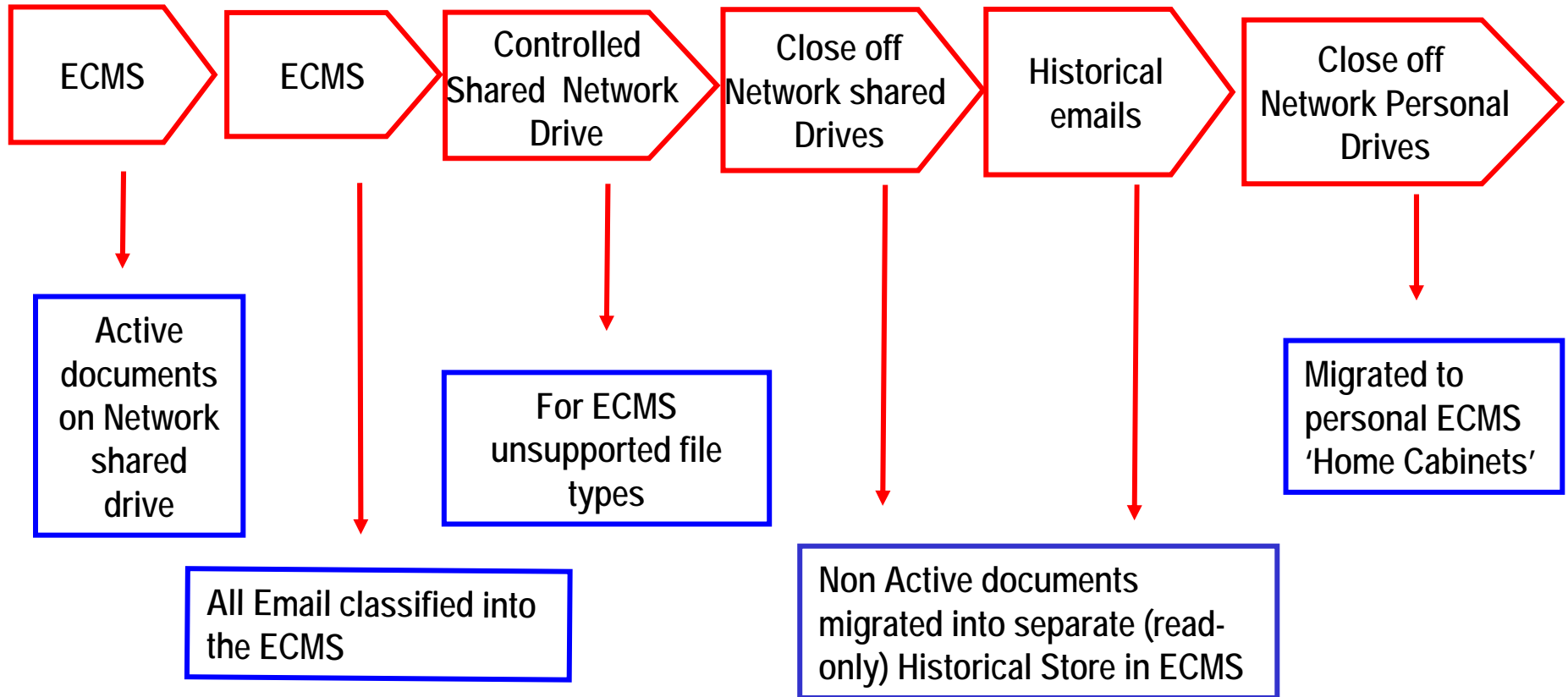


Creating the FCS





Creating the Infrastructure

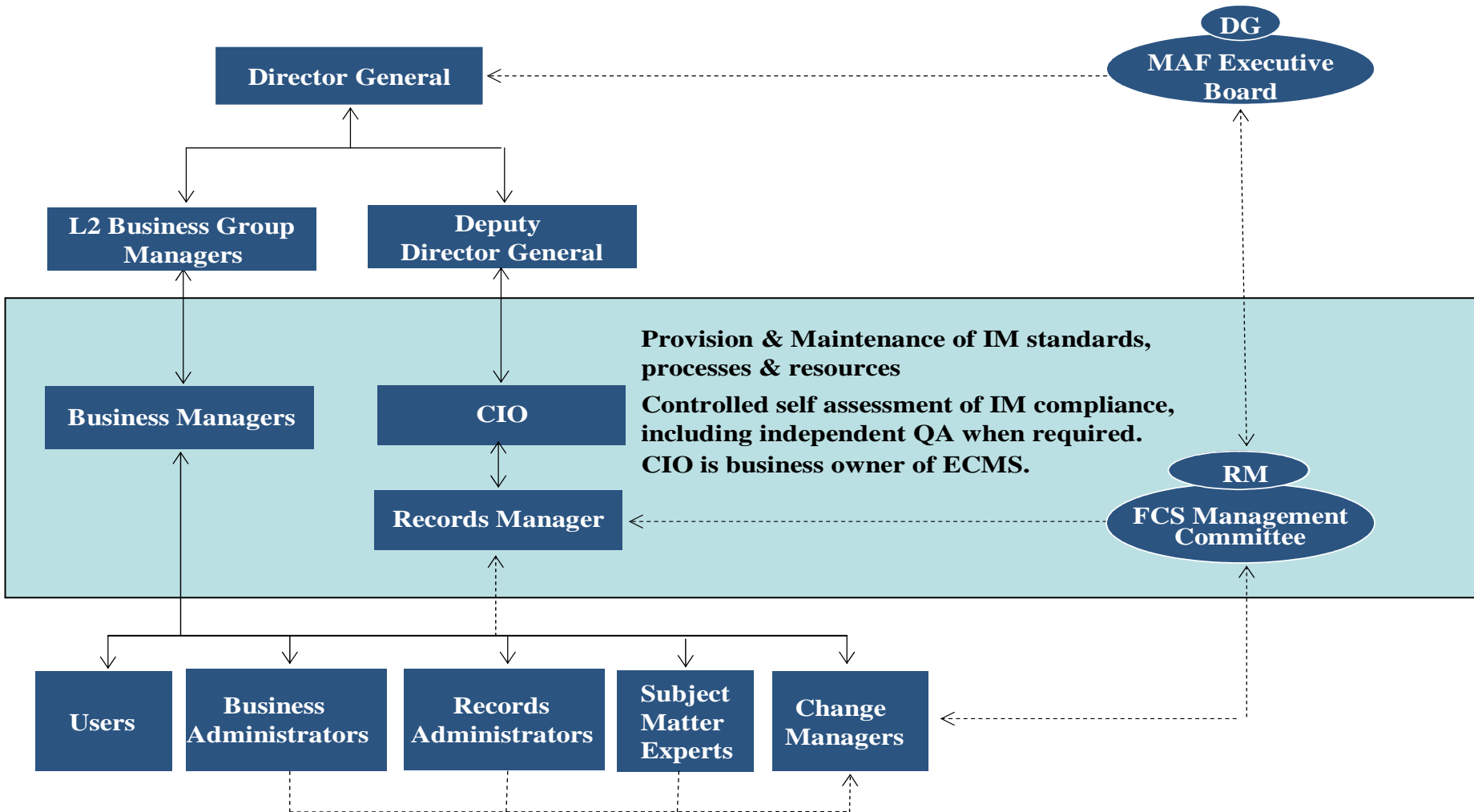




Governance of Records Mgt

Accountable

Advise and Support





Transitioning to Business As Usual

Work Plan to June 07 includes

- Reviewing the FCS
- Defining Requirements re Usage reports
- Training – Training – Training
- Developing a MAF Records Community of Practice
- Identifying Storage Issues
- Agreeing Information/Recordkeeping Competencies
- Getting Competencies Included in Annual Staff Performance Agreements



Next Stage of the KM Project

KM Project Stage 1	KM Project Stage 2
Records made manually Captured & classified in ECMS	Records progressively under automated process control
Active records - disposition managed by FCS	Non Active Records in the Historical Stored appraised using FCS /RDS principles established
FCS covers all functions and activities	FCS is applied to applications and work process analysis to include recordkeeping requirement.



The End

jackie.hill@maf.govt.nz