

Government Recordkeeping Update December 2006

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Overview

- I. New General Disposal Authority
- II. GDA Index Online
- III. Digitisation Standard Update
- IV. Update of Continuum publications and website
- V. Standards Development: Experts Wanted
- VI. Annual Report on the State of Government Recordkeeping

New General Disposal Authority

- Covers Administration and Corporate Services Records
- Can be used by all Departments, SOEs, and Crown Entities including Tertiary Institutions and DHBs
- No sign-on process, but alterations of existing schedules might be needed

New Index for GDAs

- Developed in response to client feedback
- An alphabetical list of records classes covered by the GDAs, with cross-references
- Should increase overall usability
- Available on Continuum website, under recordkeeping publications
- <http://www.archives.govt.nz/continuum/documents/publications/gdaindex/>

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> GDA INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Index term	Cross-reference	GDA reference
Labour & Statistics Departments returns	> under Routine Returns	> GDA/1 , 9.1
Land — leasing agreements & contracts	> see index entry Lease Agreements	
Land encroachments, right of way, easements, concessions, irrigation agreements, etc.	> see index entry Fixed-Term Property Access & Concession Rights	
Landscaping	> see index entry Minor Construction, Works & Engineering	
Lease Agreements		> GDA/2 , 10.6
	> see also Tenanted Agency Properties	> GDA/4 , 13.10

Digitisation Standard

- Public consultation period now completed
- Received 52 submissions - thank you to all who contributed
- Now included in the e-GIF ('under development' status)
- Now revising standard
- Final version should be signed off in January

Update of Continuum

- Extensive revision of Continuum Kit and Website
- New *Guide to the Public Records Act* with compliance checklist
- Eleven new fact sheets
- All new publications now available on website

VISUAL GUIDE TO CONTINUUM PUBLICATIONS

STANDARDS

ACCESS	S14	Access standard
APPRAISAL AND DISPOSAL	S11	Appraisal standard
STORAGE AND PRESERVATION	S12	Storage standard
ELECTRONIC RECORDKEEPING	S15	Electronic recordkeeping systems standard
RECORDKEEPING BEST PRACTICES	RN1	Recordkeeping framework

DISPOSAL AUTHORITIES















GENERAL DISPOSAL AUTHORITIES (GDA)	LOCAL GOVERNMENT
Human resources and personnel records 	Local government schedule 
Financial and accounting records 	Local government guide: Saving our records for the future 
General housekeeping records 	Local government schedule explanatory notes 
Administration and corporate services records 	
GDA Implementation guide 	



GUIDES

ACCESS	A16	Making access decisions under the Public Records Act		
APPRAISAL AND DISPOSAL	G12	Preparing records for transfer	G14	Preparing an appraisal report
RECORDKEEPING BEST PRACTICES	G15	Glossary of archives and recordkeeping terms	G18	Guide to the Public Records Act
ELECTRONIC RECORDKEEPING	G16	Guide to developing a recordkeeping policy	G18	Recordkeeping essentials for CEOs and senior managers
	G13	What to consider prior to implementing an IT 'solution' to a recordkeeping problem		
	G20	Recordkeeping strategies for websites		

FACT SHEETS

Disposal process 	Local authority disposal 	APPRAISAL AND DISPOSAL 
What is disposal? 	Transfer process 	
	Methods of destruction 	RECORDKEEPING BEST PRACTICES 
Make a record 	ISO 15489 	
	Recordkeeping responsibilities 	ELECTRONIC RECORDKEEPING 
Digitising records 	Electronic records 	
	E-mail 	



> FACT SHEET

DIGITISING RECORDS



DIGITISING RECORDS – YOUR LEGAL OBLIGATIONS REGARDING ORIGINAL RECORDS

Many public offices and local authorities are considering, or have started, programmes to digitise their paper records. This fact sheet gives some advice on what you can then do with the original paper documents.

CONVERTING A RECORD INTO ELECTRONIC FORM

Digitisation of paper records can help you to cut down on the time required to retrieve documents and can improve

DISPOSAL OF ORIGINALS

One aim of a digitisation programme can be to save storage costs by destroying source documents. There are two requirements that need to be met under the Electronic



RECORDKEEPING ESSENTIALS

FOR CHIEF EXECUTIVES
& SENIOR MANAGERS

G/18

Experts wanted

- New Zealand is now a joint member of IT-021, the Australian Standards Committee on Records Management
- Any standards produced by the committee will be joint Australian/New Zealand standards
- The work of the IT-021, the development of various standards, is largely undertaken at sub-committee level
- IT-021 looking for greater New Zealand expert participation in the sub-committee development work
- If you are interested please contact Kevin Molloy in the Government Recordkeeping Programme for more details – kevin.molloy@archives.govt.nz

Current sub-committees of IT/21

- Work Process Analysis
- Compliance
- Metadata
- AGLS
- Records Classification
- Physical Storage of non-current records
- Integration of Digitisation
- Systems Migration
- Functional Analysis
- Review of ISO15489



Annual Report on the State of Government RK

- Undertook a census of public offices using the mandatory reporting powers under section 31 of the PRA
- 218 entities surveyed, including all Departments, all Crown Entities except Schools, all SOEs, and all Offices of Parliament
- 94% response rate
- Key results summarised in our Annual Report on the State of Government Recordkeeping
- Copies available today

Key messages for public offices

1. Assess your compliance with the Public Records Act
2. Develop a recordkeeping policy
3. Use the Electronic Recordkeeping Systems Standard
4. Use the General Disposal Authorities
5. Deal with your records over 25 years old
6. Invest in staff training

Further information

- Continuum website
(www.archives.govt.nz/continuum)
- Email rkadvice@archives.govt.nz
- Telephone 04 4995595