Building Trust in the Public Record:
managing information and data for government and community
Products and advice listing

NATIONAL ARCHIVES OF AUSTRALIA

▮	Released 1 January 2021 (Launch)
▮	Released by 1 January 2022 (Year 1)
▮	Released 2022–24 (Years 2–4)

Manage information assets strategically with appropriate governance and reporting to meet current and future needs of government and community

Policy action	Existing products for ongoing use	Products and advice to be reviewed and updated	Proposed new products and advice*
Assess your information management capability annually using the National Archives' survey tool, *Check-up*		• **Check-up survey**: update to map to the new policy, *Building Trust in the Public Record* – product	
Review and update your information governance framework to incorporate enterprise-wide information management. This should include governance for records, information and data. Develop an information governance framework if one does not exist		• **Establishing an information governance framework**: update to provide more detail for data requirements – advice	• Information and data governance framework template: available for download and editing for agency use – product
Review and update roles and responsibilities for your Information Governance Committee and Chief Information Governance Officer to include enterprise-wide information management Establish a committee and a Governance Officer role if they do not exist		• **Establishing an information governance committee**: update to provide more detail for data roles – advice • **Chief information governance officer (CIGO)**: update to provide more detail for data leadership – advice	
Create an enterprise-wide information management strategy		• **Developing an information management strategy**: update to provide more detail for data requirements – advice	• Information management strategy template: available for download and editing for agency use – product
Register information assets where there is business or community value in doing so		• **Conducting an information review**: update to include datasets – advice	• Information Asset Register template: available for download and editing for agency use – product
Undertake a capability assessment of skills required for information management and plan to redress any gaps through upskilling or employment	• **Information management and data capabilities** – product	• **E-learning modules**: update to include new modules – advice • **Capabilities, skills and professional knowledge**: update to align with *Building Trust in the Public Record* – advice • **Continuing professional development**: update to reflect developments in the data and information management sector – advice	• Capabilities assessment tool – product
Actively support information management at a senior management level and have structures in place to engage with information asset managers	• **Chief information governance officer (CIGO)** – advice • **Establishing an information governance committee** – advice • **Establishing an information governance framework** – advice		• Targeted advice for agency heads and senior executives • Case studies and panel discussions on developing positive information management culture
Monitor and report regularly to senior management on progress made towards achieving policy actions. Document risks of not meeting recommended practice			• Identifying and documenting risks to the public record: key risks for *Building Trust in the Public Record* and practical advice on identifying and documenting them – advice • Policy risk register template: available for download and editing for agency use – product • Monitoring and progress reporting for implementation of the policy advice

Implement fit-for-purpose information management processes, practices and systems that meet identified needs for information asset creation, use and re-use

Policy action	Existing products for ongoing use	Products and advice to be reviewed and updated	Proposed new products and advice*
Manage all information assets created in digital format from 1 January 2016 digitally	• **Digital authorisations and workflows** – advice • **Digital Authorisations Framework** – product • Retaining, managing and disposing of data and datasets – advice (upcoming)	• **Developing an information management policy**: update to align with *Building Trust in the Public Record* – advice	• Case studies of identified problem areas
Ensure all business systems, including whole-of-government systems, meet functional and minimum metadata requirements for information management	• **Business System Assessment Framework (BSAF)** – product • **Australian Government Recordkeeping Metadata Standard (AGRkMS)** • **AGLS metadata standard** • **Metadata for interoperability** – advice	• **Minimum Metadata Set (MMS)**: review to consider addressing additional business needs – product	• Metadata Management: learning resource and implementation advice available for download – product • Online training module on the fundamentals of metadata for digital archiving
Assess interoperability maturity, based on business and stakeholder needs. Identify interoperability maturity gaps and plan to address them	• **Building interoperability** – advice • **Interoperability development phases resource** – product • **Interoperability scenarios** – product • **Data interoperability maturity model** – advice • **Data Interoperability Maturity Model (DIMM) assessment tool** – product • **Archival Control Model**	• **Australian Governments' Interactive Functions Thesaurus (AGIFT)**: – advice • **Minimum Metadata Set (MMS)**: review to consider addressing additional business needs – product	• Interoperability advice developed with relevant products
Implement strategies, including storage and preservation strategies, for the management of all information assets Focus 2021 – Digital Preservation strategies; Digital storage strategies	• **Digital preservation planning** – advice • Born digital file format standards (upcoming) • **Preservation digitisation standards** • **Digitisation specifications for paper records in agencies** – advice • **Storing information** – advice • **Cloud computing and information management** – advice • **Outsourcing digital storage** – advice • **Records management risk assessment template** – product	• **Preserving information** – advice	• Online training modules • Consolidated preservation and storage advice – product • Digital storage and preservation focus group: cross-agency discussions chaired and managed by the National Archives
Create digital information assets in sustainable digital formats	• Born digital file format standards (upcoming) • **Preservation digitisation standards**	• **Preserving information** – advice	• Online training module

Reduce areas of information management inefficiency and risk to ensure public resources are managed effectively

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Transfer 'retain as national archives' information assets as soon as practicable, or within 15 years after creation, to the care of the National Archives	• **Records authorities** – advice • **Preparing records for transfer** – advice	• **Transferring information to the National Archives** – advice	• Digital transfer and ingest – advice • Digital information and data as RNA (retain as national archives) 'Frequently Asked Questions' – advice
Identify remaining analogue processes and plan for transformation to digital, based on business need	• **Business System Assessment Framework (BSAF)** – product • **Digital authorisations and workflows** – advice • **Digital Authorisations Framework** – product • **Capturing information** – advice		• Case studies of identified problem areas • Digital strategy template: available for download and editing for agency use - product
Identify poorly performing legacy systems; address information management requirements when upgrading, migrating and/or decommissioning to meet business needs	• **Data migration** – advice		• Constructing a data migration plan to support **planning and design for interoperability** – advice • Decommissioning checklist – product
Sentence digital information assets and destroy digital information assets of temporary value when no longer needed	• **Compliant destruction of Australian Government information** – advice • **Examples of network folder structures** – advice • Retaining, managing and disposing of data and datasets – advice (upcoming)	• **Sentencing and appraisal**: update to include digital information and data requirements – advice	• Sentencing of digital information for different systems: practical advice for business and records management systems – advice • Sentencing control record: spreadsheet and instructions – product

* This list is not exhaustive but provides an indication of products and advice currently being considered for development.