

BUILDING TRUST IN THE PUBLIC RECORD

managing information and data for government and community

Public Release Schedule 1 released by 30 June 2021



Public release schedule 1: released by 30 June 2021

The Building trust in the public record: managing information and data for government and community policy is in place from 1 January 2021 to the end of 2025. Throughout the policy period, the National Archives will provide products and advice to help agencies implement the policy actions and meet its strategic objectives.

To support agency planning we will provide yearly public release schedules that include the expected delivery dates for policy advice.

The public release schedule highlights new, updated and existing National Archives products and advice (resources) that will help your agency meet each of the 17 policy actions.

Any additions to the current public release schedule will be communicated through the Government Agencies Information Network (GAIN). If you work for an Australian Government agency and are not a member of GAIN, please <u>register for the GAIN mailing list</u>.

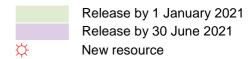
The first public release schedule runs to 30 June 2021 and includes existing National Archives resources that support the policy actions. It also features updated advice for strategic planning, governance and key information management roles to help you start implementing the policy.

Future public release schedules

The public release schedule for the 2021/22 financial year will be released by 31 March 2021. It will be developed based on our policy consultation and agency feedback.

We invite agencies and professional associations to share any additional tools or guidance they think can be used to help implement the policy. Please email your suggestions and general topics for discussion to information.management@naa.gov.au.

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Manage information assets strategically with appropriate governance and reporting

No.	Actions for Australian Government agencies	Obligation	Resources
1	Assess your information management capability annually using the National Archives' survey tool – Check-up.	Mandatory	Check-up survey Final survey delivered under Digital Continuity 2020 policy
2	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 – updated advice Information governance template
3	Review and update roles and responsibilities for your Information Governance Committee and Chief Information Governance Officer to include enterprise-wide information management. Establish an Information Governance Committee and Chief Information Governance Officer role if they do not exist.	Recommended	Establishing an information governance committee — updated advice Chief information governance officer — updated advice
4	Create an enterprise-wide information management strategy.	Recommended	Developing an information management strategy – updated advice Information management strategy template

No.	Actions for Australian Government agencies	Obligation	Resources
5	Register your information assets where there is business value in doing so.	Recommended	Conducting an information review – updated advice
			Designing and maintaining an information asset register
			Information asset register template
6	Identify staff capability gaps in information management, in particular for staff with specialist information management roles, and plan to address them.	Recommended	Digital Archiving, e- learning module
			Information management and data capabilities
			Continuing professional development – updated advice
			Capabilities, skills and professional knowledge – updated advice
			<u>eLearning</u> – updated advice
7	Actively support information management at a senior management level and have structures in place for senior managers to engage with skilled information management professionals.	Recommended	To be released in the 2021–22 financial year
8	Monitor progress made towards achieving policy actions, and regularly report on progress to senior management. Document risks of not following recommended practice.	Recommended	To be released in the 2021–22 financial year

Implement fit-for-purpose information management processes, practices and systems

No.	Actions for Australian Government agencies	Obligation	Product
9	Manage all digital information assets, created from 1 January 2016, digitally. Information assets created digitally from this date, that are eligible for transfer to the National Archives, will be accepted in digital format only.	Mandatory	Developing an information management policy – updated advice
			Digital authorisations and workflows
			Digital Authorisations Framework
			Retaining, managing and disposing of data and datasets
systems, mee	Ensure business systems, including whole-of-government systems, meet functional and minimum metadata requirements for information management.	Recommended	Business Systems Assessment Framework
			Australian Government Recordkeeping Metadata Standard (AGRkMS)
			AGLS metadata standard ¹
			Australian Government Metadata Validator²
			AGLS user guide ²
			Australian Government Metadata Generator ²

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¹ The Australian Government Locator Service (AGLS) Metadata Standard is a set of descriptive properties designed to improve the visibility and accessibility of online resources.

² The AGLS metadata validator and generator enable agencies to validate whether their online content meets AGLS standards and generate AGLS and Dublin Core Metadata Initiative compliant metadata for online content.

No.	Actions for Australian Government agencies	Obligation	Product
			Metadata for interoperability
			Minimum metadata set (MMS)
			Metadata ManagementLearning resource andimplementation – advice
			Metadata, e-learning module
11	Assess interoperability maturity based on business and stakeholder needs. Identify interoperability maturity gaps	Recommended	d Building interoperability
	and plan to address them.		Interoperability development phases resource
			Interoperability scenarios
			Data interoperability maturity model
			Data Interoperability Maturity Model assessment tool
			Archival Control Model (ACM)
			Australian Governments' Interactive Functions Thesaurus (AGIFT)

No.	Actions for Australian Government agencies	Obligation	Product
12	Implement strategies, including storage and preservation strategies, for the management of all information assets.	Recommended	Storing information
			Cloud computing and information management
			Outsourcing digital storage
			Records management risk assessment template
			Data management plan template. As part of information management planning and processes
			Digital Preservation, e-learning module
			Preserving information – advice
13	Create digital information assets in sustainable digital formats.	Recommended	Born digital file format standards
		Preservation digitisation standards	
			Digitisation specifications for paper records in agencies
			Digital preservation planning
			Digital Formats, e- learning module

Reduce areas of information management inefficiency and risk

No.	Actions for Australian Government agencies	Obligation	Product
14	Transfer 'retain as national archives' information assets as soon as practicable, or within 15 years of creation, to the care of the National Archives.	Mandatory	Records authorities
			Preparing records for transfer
			<u>Transferring information to the</u> <u>National Archives</u> – advice
15	Identify remaining analogue processes and plan for transformation to digital, based on business need.	Recommended	Business System Assessment Framework (BSAF)
			Capturing information
			<u>Digital Authorisations</u> <u>Framework</u>
			<u>Digital authorisations and</u> <u>workflows</u>
16	Identify poorly performing legacy systems; address information management requirements when upgrading, migrating and/or decommissioning systems to meet business needs.	Recommended	<u>Data migration</u>

No.	Actions for Australian Government agencies	Obligation	Product
17	Sentence information assets regularly and promptly destroy information assets of temporary value when no longer needed.		Compliant destruction of Australian Government information Examples of network folder structures Retaining, managing and
			disposing of data and datasets
			Sentencing and appraisal – updated advice
			Sentencing control record: tool and instructions
			Sentencing of digital information for different systems – advice