



NATIONAL ARCHIVES OF AUSTRALIA

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 [register for the GAIN mailing list](#).


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.



Public release schedule 1: released by 30 June 2021




 Release by 1 January 2021

 Release by 30 June 2021


 New resource

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	<p><u>Check-up survey</u></p> <p>Final survey delivered under Digital Continuity 2020 policy</p>
2	<p>Review and update your information governance framework to incorporate enterprise-wide information management. This should include governance for records, information and data.</p> <p>Develop an information governance framework if one does not exist.</p>	Recommended	<p><u>Establishing an information governance framework</u> – updated advice</p> <p> Information governance template</p>
3	<p>Review and update roles and responsibilities for your Information Governance Committee and Chief Information Governance Officer to include enterprise-wide information management.</p> <p>Establish an Information Governance Committee and Chief Information Governance Officer role if they do not exist.</p>	Recommended	<p><u>Establishing an information governance committee</u> – updated advice</p> <p><u>Chief information governance officer</u> – updated advice</p>
4	Create an enterprise-wide information management strategy.	Recommended	<p><u>Developing an information management strategy</u> – updated advice</p> <p> Information management strategy template</p>



No.	Actions for Australian Government agencies	Obligation	Resources
5	Register your information assets where there is business value in doing so.	Recommended	<p data-bbox="1123 300 1417 416"><u>Conducting an information review</u> – updated advice</p> <p data-bbox="1123 416 1417 651"> Designing and maintaining an information asset register</p> <p data-bbox="1123 651 1417 808"> Information asset register template</p>
6	Identify staff capability gaps in information management, in particular for staff with specialist information management roles, and plan to address them.	Recommended	<p data-bbox="1123 837 1417 954"> Digital Archiving, e-learning module</p> <p data-bbox="1123 954 1417 1106"><u>Information management and data capabilities</u></p> <p data-bbox="1123 1106 1417 1294"><u>Continuing professional development</u> – updated advice</p> <p data-bbox="1123 1294 1417 1482"><u>Capabilities, skills and professional knowledge</u> – updated advice</p> <p data-bbox="1123 1482 1417 1626"><u>eLearning</u> – updated advice</p>
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	<i>To be released in the 2021–22 financial year</i>
8	Monitor progress made towards achieving policy actions, and regularly report on progress to senior management. Document risks of not following recommended practice.	Recommended	<i>To be released in the 2021–22 financial year</i>



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

No.	Actions for Australian Government agencies	Obligation	Product
9	<p>Manage all digital information assets, created from 1 January 2016, digitally.</p> <p>Information assets created digitally from this date, that are eligible for transfer to the National Archives, will be accepted in digital format only.</p>	Mandatory	<p><u>Developing an information management policy – updated advice</u></p> <p><u>Digital authorisations and workflows</u></p> <p><u>Digital Authorisations Framework</u></p> <p> <u>Retaining, managing and disposing of data and datasets</u></p>
10	<p>Ensure business systems, including whole-of-government systems, meet functional and minimum metadata requirements for information management.</p>	Recommended	<p><u>Business Systems Assessment Framework</u></p> <p><u>Australian Government Recordkeeping Metadata Standard (AGRkMS)</u></p> <p><u>AGLS metadata standard¹</u></p> <p><u>Australian Government Metadata Validator²</u></p> <p><u>AGLS user guide²</u></p> <p><u>Australian Government Metadata Generator²</u></p>

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
			<p>Metadata for interoperability</p> <p>Minimum metadata set (MMS)</p> <p> Metadata Management Learning resource and implementation – advice</p> <p> Metadata, e-learning module</p>
11	Assess interoperability maturity based on business and stakeholder needs. Identify interoperability maturity gaps and plan to address them.	Recommended	<p>Building interoperability</p> <p>Interoperability development phases resource</p> <p>Interoperability scenarios</p> <p>Data interoperability maturity model</p> <p>Data Interoperability Maturity Model assessment tool</p> <p>Archival Control Model (ACM)</p> <p>Australian Governments' Interactive Functions Thesaurus (AGIFT)</p>

No.	Actions for Australian Government agencies	Obligation	Product
12	Implement strategies, including storage and preservation strategies, for the management of all information assets.	Recommended	<p data-bbox="1102 315 1310 342"><u>Storing information</u></p> <p data-bbox="1102 421 1374 488"><u>Cloud computing and information management</u></p> <p data-bbox="1102 566 1394 593"><u>Outsourcing digital storage</u></p> <p data-bbox="1102 672 1394 739"><u>Records management risk assessment template</u></p> <p data-bbox="1102 817 1417 974"> Data management plan template. As part of information management planning and processes</p> <p data-bbox="1102 1052 1390 1120"> Digital Preservation, e-learning module</p> <p data-bbox="1102 1198 1369 1265"><u>Preserving information – advice</u></p>
13	Create digital information assets in sustainable digital formats.	Recommended	<p data-bbox="1102 1352 1342 1420"><u>Born digital file format standards</u></p> <p data-bbox="1102 1498 1369 1565"><u>Preservation digitisation standards</u></p> <p data-bbox="1102 1644 1417 1711"><u>Digitisation specifications for paper records in agencies</u></p> <p data-bbox="1102 1789 1410 1816"><u>Digital preservation planning</u></p> <p data-bbox="1102 1895 1342 1962"> Digital Formats, e-learning module</p>

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	<p data-bbox="1066 439 1417 510"><u>Records authorities</u></p> <p data-bbox="1066 510 1417 613"><u>Preparing records for transfer</u></p> <p data-bbox="1066 613 1417 763"><u>Transferring information to the National Archives – advice</u></p>
15	Identify remaining analogue processes and plan for transformation to digital, based on business need.	Recommended	<p data-bbox="1066 797 1417 900"><u>Business System Assessment Framework (BSAF)</u></p> <p data-bbox="1066 900 1417 1010"><u>Capturing information</u></p> <p data-bbox="1066 1010 1417 1160"><u>Digital Authorisations Framework</u></p> <p data-bbox="1066 1160 1417 1301"><u>Digital authorisations and workflows</u></p>
16	Identify poorly performing legacy systems; address information management requirements when upgrading, migrating and/or decommissioning systems to meet business needs.	Recommended	<p data-bbox="1066 1335 1417 1368"><u>Data migration</u></p>

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.	Recommended	<p data-bbox="1066 315 1418 468"><u>Compliant destruction of Australian Government information</u></p> <p data-bbox="1066 501 1418 573"><u>Examples of network folder structures</u></p> <p data-bbox="1066 651 1418 768"> <u>Retaining, managing and disposing of data and datasets</u></p> <p data-bbox="1066 846 1418 913"><u>Sentencing and appraisal – updated advice</u></p> <p data-bbox="1066 992 1418 1064"> Sentencing control record: tool and instructions</p> <p data-bbox="1066 1142 1418 1258"> Sentencing of digital information for different systems – advice</p>