



NATIONAL ARCHIVES OF AUSTRALIA

# **BUILDING TRUST IN THE PUBLIC RECORD**

managing information and data  
for government and community

**Public Release Schedule 2**  
released by 30 June 2022



## Public release schedule 2: released by 30 June 2022

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

To support agency planning we are providing 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 changes 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](#).

This second Public Release Schedule runs from 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022 and includes existing National Archives resources and those already delivered under the first public release schedule. It also features new advice on system assessments, transferring digital content to National Archives and, monitoring and reporting to help agencies continue their policy implementation.

### Future public release schedules


The public release schedule for the 2022/23 financial year will be released by 30 June 2022. It will be developed following the same process of consultation and feedback for the first and second schedules.





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](mailto:information.management@naa.gov.au).




# Public Release Schedule 2: from 1 July 2021 to 30 June 2022

|  |   |  |
|--|---|--|
|  Release by 30 Sep 2021 |  Release by 30 June 2022 |  New resource |
|  Release by 1 Jan 2022  |  Already released        |  |


## Manage information assets strategically with appropriate governance and reporting

| No. | Actions for Australian Government agencies  | Obligation  | Product  |
|-----|---|-------------|--|
| 1   | Assess your information management capability annually, using the National Archives' survey tool – Check-up.  | Mandatory   | <u>Check-up survey</u><br>Not delivered in this cycle  |
| 2   | Review and update your information governance framework to incorporate enterprise-wide information management. This should include governance for records, information and data.<br><br>Develop an information governance framework if one does not exist.  | Recommended | <u>Establishing an information governance framework – advice</u><br><br> <u>Information governance framework template</u> |
| 3   | Review and update roles and responsibilities for your Information Governance Committee and Chief Information Governance Officer to include enterprise-wide information management.<br><br>Establish an Information Governance Committee and Chief Information Governance Officer role if they do not exist. | Recommended | <u>Establishing an information governance committee - advice</u><br><br><u>Chief information governance officer - advice</u>   |

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| 4 | Create an enterprise-wide information management strategy.                  | Recommended | <p><a href="#">Developing an information management strategy – advice</a></p> <p> <a href="#">Information management strategy template</a></p> <p> Information management for accountable decision-making with Artificial Intelligence - advice</p> |
| 5 | Register your information assets where there is business value in doing so. | Recommended | <p><a href="#">Conducting an information review - advice</a></p> <p> <a href="#">Designing and maintaining an information asset register - advice</a></p> <p> <a href="#">Information asset register template</a></p>                           |





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| 6 | Identify staff capability gaps in information management, in particular for staff with specialist information management roles, and plan to address them.                         | Recommended | <p> <a href="#">Digital Archiving eLearning module</a></p> <p> <a href="#">Information management and data capabilities</a> - advice</p> <p><i>Continuing professional development – advice merged</i></p> <p><a href="#">Capability, skills and professional development</a> - advice</p> <p><a href="#">eLearning</a> - 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 2022-23 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 |  Internal monitoring and progress reporting on policy implementation - template   |


## 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><a href="#">Developing an information management policy</a> - advice</p> <p> <a href="#">Information management policy template</a></p> <p><a href="#">Digital authorisations and workflows</a> - advice</p> <p><a href="#">Digital Authorisations Framework</a></p> <p><a href="#">Retaining, managing and disposing of data and datasets</a> – advice</p> |
| 10  | <p>Ensure business systems, including whole-of-government systems, meet functional and minimum metadata requirements for information management.</p>  | Recommended | <p><a href="#">Business Systems Assessment Framework (BSAF)</a></p> <p><a href="#">Australian Government Recordkeeping Metadata Standard (AGRkMS)</a></p> <p><a href="#">AGLS metadata standard<sup>1</sup></a></p> <p><a href="#">Australian Government Metadata Validator<sup>2</sup></a></p>   |



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

<sup>2</sup> 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.

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|    |   |             | <a href="#"><u>AGLS user guide</u></a><br><a href="#"><u>Australian Government Metadata Generator</u></a>   |
|    |   |             | <a href="#"><u>Metadata for interoperability</u></a>  |
|    |   |             |  <a href="#"><u>Metadata management learning resource and implementation - advice</u></a>                |
|    |   |             |  <a href="#"><u>Metadata management further implementation - advice</u></a>                              |
|    |   |             |  <a href="#"><u>Metadata eLearning module</u></a>  |
|    |   |             |  <a href="#"><u>Minimum metadata set (MMS). Extending to meet additional business requirements</u></a> |
| 11 | Assess interoperability maturity based on business and stakeholder needs. Identify interoperability maturity gaps and plan to address them. | Recommended | <a href="#"><u>Building interoperability - advice</u></a><br><a href="#"><u>Interoperability development phases resource</u></a><br><a href="#"><u>Interoperability scenarios</u></a>       |


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|  |  |  | <p><u>Data interoperability maturity model</u> - advice</p>  |
|  |  |  | <p><u>Data Interoperability Maturity Model assessment tool</u></p>   |
|  |  |  | <p><u>Archival Control Model (ACM)</u></p>   |
|  |  |  | <p><u>Australian Governments' Interactive Functions Thesaurus (AGIFT)</u></p>  |
|  |  |  | <p> <u>Minimum metadata set (MMS)</u>. Extending to meet additional business requirements</p> |



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| 12 | Implement strategies, including storage and preservation strategies, for the management of all information assets. | Recommended | <p><a href="#">Storing information - advice</a></p> <p><a href="#">Cloud computing and information management – advice</a></p> <p><a href="#">Outsourcing digital storage - advice</a></p> <p><a href="#">Records management risk assessment template</a></p> <p> <a href="#">Digital Preservation eLearning module</a></p> <p> <a href="#">Data management plan template. As part of information management planning and processes</a></p> <p><a href="#">Preserving information – advice</a></p> |
| 13 | Create digital information assets in sustainable digital formats.  | Recommended | <p><a href="#">Born digital file format standards</a></p> <p><a href="#">Preservation digitisation standards</a></p> <p><a href="#">Digitisation specifications for paper records in agencies - advice</a></p> <p><a href="#">Digital preservation planning - advice</a></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="1121 365 1417 477"><u>Records authorities</u> - advice</p> <p data-bbox="1121 477 1417 622"><u>Preparing records for transfer</u> - advice</p> <p data-bbox="1121 622 1417 808"><u>Transferring information to the National Archives</u> - advice</p> <p data-bbox="1121 808 1417 965"> Digital transfer and ingest - advice</p> |
| 15  | Identify remaining analogue processes and plan for transformation to digital, based on business need.   | Recommended | <p data-bbox="1121 999 1417 1111"><u>Business System Assessment Framework</u></p> <p data-bbox="1121 1111 1417 1256"><u>Capturing information</u> - advice</p> <p data-bbox="1121 1256 1417 1402"><u>Digital Authorisations Framework</u></p> <p data-bbox="1121 1402 1417 1547"><u>Digital authorisations and workflows</u> - advice</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="1121 1581 1417 1736"><u>Data migration</u> - advice</p>   |

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| 17 | Sentence information assets regularly and promptly destroy information assets of temporary value when no longer needed. | <b>Recommended</b> | <p><a href="#"><u>Compliant destruction of Australian Government information</u></a> - advice</p> <p><a href="#"><u>Examples of network folder structures</u></a> - advice</p> <p><a href="#"><u>Retaining, managing and disposing of data and datasets</u></a> - advice</p> <p><a href="#"><u>Appraisal and sentencing</u></a> - advice</p> <p> <a href="#"><u>Sentencing control record: spreadsheet and instructions</u></a></p> |
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