GAIN Australia e-bulletin, Issue 11 2021

Merry Christmas from the GAIN team

On behalf of the National Archives, the GAIN team would like to wish all of our Australian Government Information Management colleagues a merry Christmas and a happy and safe New Year. 2021 has been a challenging year for all of us, and we look forward to seeing you again in 2022.

Image: Cuscus (the Tree-climbing cuscus of Papua New Guinea) a member of the Phalanger family like the Australian Opossum. Photographer unknown, 1945. NAA: Department of Inforamtion, A1200, L2142

Checking up on the Check-Up surveys

The Government Records Assurance Section held two user focus groups in December seeking feedback on the current Check-up Plus survey and suggestions for the revised survey. Topics that were discussed included how agencies use the data to improve their information management maturity; likes and dislikes about the current Check-up Plus survey; current pain points and challenges for agencies; and whether information about products should be included in the survey.

We received a number of useful comments and suggestions to consider. Generally, keeping the structure based around the Information Management Standard for the Australian Government was supported with suggestions for improving the clarity of questions and responses received.

We would like to thank all participants who attended the sessions for their time and valuable feedback. The Government Records Assurance section will continue to work on the revised survey in January incorporating feedback received from internal staff and agencies.

We welcome any feedback that you may wish to share with us, please contact information.management@naa.gov.au

## Building trust in the public record policy: public release schedule in new format

The publicly available release schedule, listing products and advice that can help you achieve the actions of the Building trust in the public record policy, has a new look. It is now a web page instead of a PDF document for download, making it easier to access and keep up-to-date.

This update is a great opportunity to highlight the schedule as a key tool to support planning policy implementation within your agency. It currently shows products to be released up until June 2022 and any new advice will also be advised here.

We are continuing to look for ways to develop and promote relevant guidance in support of the policy. In November, we met with members of our Agency Advisory Group to inform development of upcoming products.

We welcome your continued feedback on the development of supporting policy products and advice. Please contact us at information.management@naa.gov.au for further discussion.

The 12 days of Christmas reimagined - what's on your wish list this year?
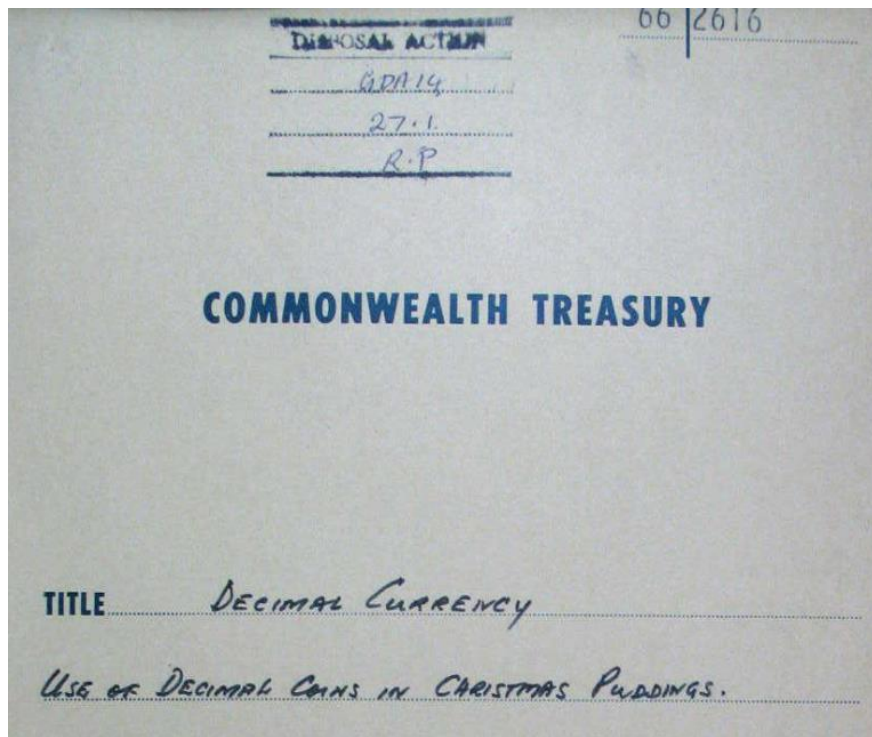
To read the file use advanced search for Item ID 12150861 in our catalogue RecordSearch

On the 12th day of Christmas my CIGO promised me
12 authorised policies

11 power users
10 sustainable formats
 9 minimum metadata
 8 executives supporting
 7 seven sentencers' sentencing
 6 interoperable systems (with IM functionality)
 5 golden years
 4 preservation strategies
 3 data standards
 2 records authorities, and
not 1 record will be made from a tree

December 2021 GAIN Forum

The National Archives held the final GAIN forum for this year as an online streaming event over GovTeams that featured more than 140 participants, one of the largest audiences so far for this event series. Opening the forum, the outgoing National Archives' Director-General, David Fricker, and Assistant Director-General, Data & Digital, Yaso Arumugam, presented an overview of future strategic directions for both the National Archives and agencies, followed by a Q&A session.

As well as a guest presentation from Jonathan Wraith from the NDIS Quality and Safeguards Commission about the agency's implementation of the *Building trust in the public record* policy, the forum included updates from the National Archives on the new policy and the Check-Up survey.

We look forward to seeing you again soon at an upcoming GAIN forum. Information about the 2022 GAIN forum series will be available on our website early in the New Year.

Responses to selected questions from the virtual floor

How could we capture and manage information generated in emerging collaboration tools like channel information and chats in Microsoft Teams in M365 information management? In its current set-up we cannot apply retention classes based on context of these records unless we apply a blanket retention period to the whole collection (in M365 without any EDRMS). What is NAA's advice on this type of information?

Answer: The National Archives has contributed to advice produced recently by the Council of Australian Archives and Records Authorities (CAARA): *Functional Requirements for Managing Records in Microsoft 365*. We will consider a formal endorsement of this product in early 2022, but we are happy to provide a copy upon request. If you would like a copy of the advice or have further questions, please contact information.management@naa.gov.au

How does the concept of taking technology risks align with the need for data and technology security? Some of these security checks presumably slow down the uptake of new technology.

Answer: There is always a level of security risk that needs to be taken into account when adopting any new information-related technology. In this case, any technology that is approved for usage within the Australian Government (e.g. cloud storage) needs to be sufficiently assessed for data security implications before it can be approved and implemented. Risk appetites across agencies will vary, so agencies need to discuss their proposals with their agency ICT, Security and IM areas.

There's a range of different records management systems and processes between Australian Government agencies; how can we make data more easily interoperable between them?

Answer: The Building interoperability page on the National Archives website can assist with this;

Building interoperability | naa.gov.au
The Data Interoperability Maturity Model (DIMM) enables you to assess your agency's progress towards data interoperability. Each advance in the DIMM steps represents a more consistent, systematic and reliable approach to data interoperability. As your agency matures, your systems and processes will also become more interoperable.
Data Interoperability Maturity Model | naa.gov.au

Employment opportunity

The role of the National Archives' Government Records Assurance section is to provide guidance and support to assist Australian government agencies with meeting their information and records management obligations under the Archives Act 1983. We are now recruiting to ongoing and non-ongoing positions at the APS6 level. For more information, go to http://careers.naa.gov.au/cw/en/listing

Coming events

GAIN Australia forums provide an opportunity for information management professionals to network with colleagues from other Australian Government agencies.

Register now for our FREE sessions:

Canberra

More information about upcoming 2022 events will be available soon

For further information, please email us.

Please note: these forums are open to Australian Government employees only.

Contact us

Australian Commonwealth Government agency queries are managed online through the Agency Service Centre. Please use the online form to ask us a question or provide comments.