Six actions for SES leaders

1. Know your responsibilities
   Lead with integrity. Comply with legislation and be accountable for your decisions. Be prepared for scrutiny.

2. Influence the culture
   Set clear expectations, model best practice and call out questionable practices.

3. Resource for success
   Employ expert information managers and support their ongoing professional development.

4. Control the whole life cycle
   You are responsible for effective stewardship of information in your agency.

5. Use standards and best practice
   Comply with government policy and follow information management and metadata standards.

6. Manage the risks
   Protect information assets from breaches, loss and fraud.

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Six actions for SES leaders

1. Know your responsibilities
   - Lead with integrity. Comply with the Archives Act 1983.
   - Create and manage information assets strategically with appropriate governance, accountability and reporting.
   - Champion an information governance framework.
   - Have an enterprise-wide information management strategy.
   - Take responsibility when obligations are not met.

2. Influence the culture
   - Model best practice by creating good records documenting your activities.
   - Champion good information governance.
   - Call out and address questionable or improper practices.
   - Support National Archives’ annual Check-up survey.

3. Resource for success
   - Employ qualified information managers. Support their development.
   - Strategically assess your agency’s information needs, including data.
   - Address information management capability gaps.
   - Use professionals to set standards for trusted information assets.
   - Embed good practices and proficient staff across business areas.
   - Your agency’s information governance committee can identify and monitor key activities.

4. Control the whole life cycle
   - You are responsible for effective stewardship of information in your agency.
   - Know when your agency is required to keep or transfer records to National Archives.
   - Recognise that information can have value for reuse beyond its original purpose.
   - Use Records Authorities for lawful destruction of records.
   - Understand how public access under the Archives Act is different to other legislation.

5. Use standards and best practice
   - Comply with government policy and follow information management and metadata standards.
   - Champion data interoperability.
   - Create information that can be preserved, accessed and reused.
   - Enact machinery of government changes effectively, including dealing with legacy information assets.

6. Manage the risks
   - Include information management in your corporate risk register and business continuity plans.
   - Protect information assets from breaches, loss or fraud.
   - Destroy information assets in accordance with the Archives Act.
   - Be ready for audits, parliamentary scrutiny and royal commissions.