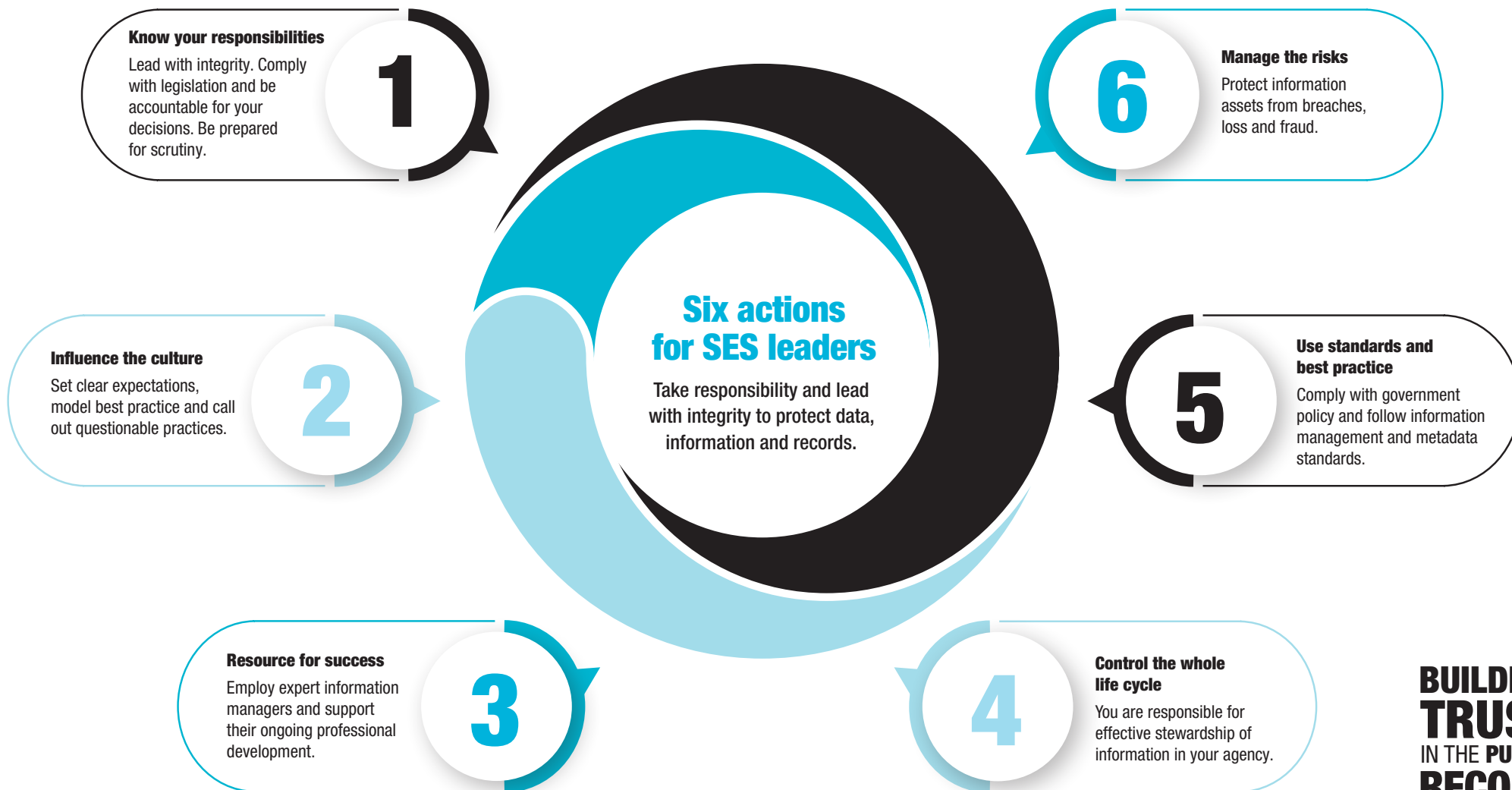


Stay ahead in **information management**

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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.