

Standard on digital recordkeeping

Compliance timetable

Requirement					
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
1	Minimum requirements for digital recordkeeping system functionality				
1.1	<p>The public office must define the digital State records that it will make and keep.</p> <p><u>Note:</u></p> <p>The level of detail used by the public office to define the digital records to be made and kept should be adequate for implementation purposes and based on an assessment of the risk associated with the records and the business they document.</p>	<p>New systems:</p> <p>Digital records are defined for business processes supported by any new systems that are acquired / built after this date.</p>		<p>Existing systems:</p> <p>Digital records are defined for the public office's high risk business processes.</p>	

	Requirement				
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
1.2	<p>The digital State records that the public office has defined must be captured into an official digital recordkeeping system._</p> <p><u>Note:</u></p> <p>A digital recordkeeping system can be:</p> <ul style="list-style-type: none"> ○ a business system with recordkeeping functionality, or ○ a business system linked with a dedicated records management / information asset management system, or ○ a dedicated records management / information asset management system. 	<p>New systems:</p> <p>New systems that are acquired / built after this date in which digital records must be captured are designed and implemented as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Systems supporting high risk business processes in which digital records must be captured can be demonstrated to be digital recordkeeping systems.</p>

	Requirement				
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
1.3	<p>Any digital recordkeeping system used for keeping official records must possess the following functionalities:</p> <ul style="list-style-type: none"> ○ capture read only versions of digital records ○ retrieve and present digital records in human readable form ○ restrict or permit access to records by specified individuals or groups ○ capture and manage the minimum required recordkeeping metadata as defined in this standard. 	<p>New systems:</p> <p>Requirements are incorporated into the design of any new systems that are acquired / built after this date that are designated as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Systems supporting high risk business processes that are designated as digital recordkeeping systems can be demonstrated to meet the requirements.</p>
2	Minimum requirements for recordkeeping metadata				

	Requirement				
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
2.1	<p>Digital records must be captured into a digital recordkeeping system with:</p> <ul style="list-style-type: none"> ○ unique identifier ○ title ○ date of creation ○ who/what created the record ○ the business function/process it relates to ○ the creating application ○ record type (e.g. letter / memo / report / contract / fax / schematic / blog, or locally defined types) 	<p>New systems:</p> <p>Requirements are incorporated into the design of any new systems that are acquired / built after this date that are designated as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Systems supporting high risk business processes that are designated as digital recordkeeping systems can be demonstrated to meet the requirements.</p>

	Requirement				
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
2.2	<p>Any of the recordkeeping processes (listed below) that are performed on a record must be documented with:</p> <ul style="list-style-type: none"> ○ the date of the action ○ identification of who/what undertook the action ○ what action was undertaken <p>The recordkeeping processes are:</p> <ul style="list-style-type: none"> ○ registration into a recordkeeping system ○ apply or change access rules ○ transfer of control ○ destruction ○ migration 	<p>New systems:</p> <p>Requirements are incorporated into the design of any new systems that are acquired / built after this date that are designated as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Systems supporting high risk business processes that are designated as digital recordkeeping systems can be demonstrated to meet the requirements.</p>

	Requirement				
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2.3	<p>The transfer of control or destruction of records must be documented with:</p> <ul style="list-style-type: none"> ○ process metadata as above ○ an authorisation reference for the transfer or destruction (eg. FA234 2.4.5; GA27 1.2.3; By court order etc.), and ○ in the case of transfer of the records, the name of the receiving organisation (eg Dept of X; State Records). 	<p>New systems:</p> <p>Requirements are incorporated into the design of any new systems that are acquired / built after this date that are designated as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Systems supporting high risk business processes that are designated as digital recordkeeping systems can be demonstrated to meet the requirements.</p>

	Requirement				
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
2.4	At least the minimum required recordkeeping metadata as specified in this standard must be persistently linked with digital records and aggregations of digital records, including when they are transferred out of their original creating environment and through subsequent migrations.	<p>New systems:</p> <p>Requirements are incorporated into the design of any new systems that are acquired / built after this date that are designated as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Systems supporting high risk business processes that are designated as digital recordkeeping systems can be demonstrated to meet the requirements.</p>
3	Minimum requirements for recordkeeping metadata management				
3.1	Recordkeeping metadata must be disposed of in accordance with the requirements of the State Records Act 1998.	<p>All systems:</p> <p>Recordkeeping metadata is disposed of in accordance with the requirements of the State Records Act 1998 from the issue of the standard.</p>			

	Requirement				
		30 June 2009	30 June 2010	30 June 2011	30 June 2012
3.2	Metadata mappings from the minimum requirements of this standard to organisational digital recordkeeping systems must be documented and maintained, including any changes to these.	<p>New systems:</p> <p>Mappings are prepared for any new systems that are acquired / built after this date that are designated as digital recordkeeping systems.</p>			<p>Existing systems:</p> <p>Mappings are complete for systems supporting high risk business processes that are designated as digital recordkeeping systems.</p>