

2004 Records Management Survey

Cross Tabulation Analysis Report

ii Type of organisation vs v Multiple locations

Organisation type vs Multiple locations

	Yes	No
Local Government	82	82
University	9	2
State Owned Corporation	18	9
Government agency	63	83

iii Size of organisation vs ii Organisational type

iii size of organisation vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Very small (less than 20 FTE)	22	0	5	40
Small (20-80 FTE)	43	1	2	43
Medium (80-250 FTE)	53	0	7	27
Large (250-1000 FTE)	40	1	7	18
Very large (1000+ FTE)	6	9	6	18

iii Size of organisation vs iv Organisation location

Size of organisation vs Location of organisation

	Sydney	Regional centre	Rural area
Very small (less than 20 FTE)	30	10	27
Small (20-80 FTE)	40	9	40
Medium (80-250 FTE)	43	12	32
Large (250-1000 FTE)	37	22	7
Very large (1000+ FTE)	30	8	1

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iv location of organisation vs ii Organisation type

iv location of organisation vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Sydney	35	6	17	122
Regional centre	34	4	9	14
Rural area	95	1	1	10

Q1 Identify Vital records vs ii Organisation Type

Q1 Identify vital records vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	88	9	15	86
No	14	0	1	14
In preparation	62	2	11	46

Q2 Protected vital records vs ii Organisation type

Protected vital records vs Organisational type

	Local Government	University	State Owned Corporation	Government agency
Yes	65	7	13	69
No	21	0	1	17
In preparation	78	4	13	60

Q3 Disaster Plan vs Organisation type

Disaster plan vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	49	7	8	46
No	31	0	6	21
In preparation	84	4	13	79

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Q4 Storage vs ii Organisation type
Storage of records vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	111	4	20	110
No	5	0	0	6
Some records	48	7	7	30

Q5 Storage of long term records vs ii Organisation Type
Storage of long term records vs Org Type

	Local Government	University	State Owned Corporation	Government agency
Yes	54	8	17	66
No	49	1	2	32
Some records	61	2	8	48

Q6A Documenting RK requirements vs ii Organisation Type
Organisational requirements documented vs Organisational type

	Local Government	University	State Owned Corporation	Government agency
Yes	101	7	18	99
Some	53	4	9	44
No	10	0	0	3

Q6B Communicating RK requirements vs ii Organisation Type
Organisational requirements communicated vs Organisational Type

	Local Government	University	State Owned Corporation	Government agency
Yes	103	7	20	93
Some	57	4	7	51
No	4	0	0	2

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Q7 RK requirements in agreements vs ii Organisation type
RK Requirements in agreements vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, recordkeeping requirements included in all agreements	10	0	7	28
No, recordkeeping requirements not included in any agreements	27	0	3	10
Recordkeeping requirements included in some agreements	38	10	5	43
Not applicable	89	1	12	65

Q8A Unauthorised Access vs ii Organisation type
Unauthorised Access vs Organisation Type

	Local Government	University	State Owned Corporation	Government agency
Yes	115	8	18	108
Some	45	3	8	35
No	4	0	1	3

Q8B Unauthorised alteration vs ii Organisation type
unauthorised alteration vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	97	7	15	94
Some	56	4	9	45
No	11	0	3	7

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Q8C Unauthorised deletion vs ii Organisation type

Unauthorised deletion vs Organisation location

	Local Government	University	State Owned Corporation	Government agency
Yes	104	7	16	91
Some	52	4	9	48
No	8	0	2	7

Q9 Email vs ii Organisation Type

Email vs Organisation Type

	Local Government	University	State Owned Corporation	Government agency
Yes	141	9	16	103
No	23	2	11	43

Q10 Location of records vs ii Organisation Type

Location of records vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
All records	101	5	12	98
Some records	58	6	15	46
No	5	0	0	2

Q11 Identify access vs ii Organisation Type

Identify access to record vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all recordkeeping systems	48	1	7	59
Some recordkeeping systems	78	10	17	66
No	38	0	3	21

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Q12 Identify alteration vs ii Organisation Type
Identify alteration to record vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all recordkeeping systems	49	1	7	52
Some recordkeeping systems	80	10	17	72
No	35	0	3	22

Q13 Identify responsibility for creation vs ii Organisation Type
Identify responsibility for creation vs Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all recordkeeping systems	91	3	13	87
Some recordkeeping systems	56	8	13	52
No	17	0	1	7

Q14 RM policy vs ii Organisation Type
RM Policy vs Organisation Type

	Local Government	University	State Owned Corporation	Government agency
Yes, developed and promulgated	83	10	18	105
Developed but not promulgated	40	0	6	22
No	41	1	3	19

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Q15A Short term goals vs ii Organisation Type
a Short term goals vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	86	7	18	99
No	28	0	4	16
In preparation	50	4	5	31

Q15B Long Term Goals vs ii Organisation Type
b Long term goals vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	61	4	14	73
No	34	1	5	26
In preparation	69	6	8	47

Q16 Assign RK responsibilities vs ii Organisation Type
Q16 Assigning responsibilities vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	104	9	20	112
No	19	0	2	8
In preparation	41	2	5	26

Q17 Skilled staff vs ii Organisation type
Q17 Skilled staff vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, skilled records management staff	130	8	19	97
No skilled records management staff, but access to records management skills externally	20	3	6	33

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	Local Government	University	State Owned Corporation	Government agency
No skilled records management staff and no access to records management skills externally	14	0	2	16

Q18A Training vs ii Organisation Type

a training vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
All employees	58	1	10	47
Some employees	94	10	16	82
None	12	0	1	17

Q18B Guidance vs ii Organisation Type

b guidance vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
All employees	73	5	11	67
Some employees	83	6	16	71
None	8	0	0	8

Q19 Review program vs ii Organisation type

Q19 Reviewing program vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	77	3	13	61
No	45	1	5	36
In preparation	42	7	9	49

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Q20 Tech dependent records vs ii Organisation Type

Q20 Accessibility of equip tech dependent records vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all records	132	5	18	114
No, some records are not accessible	32	6	9	32

Q21 Lawful disposal vs ii Organisation Type

Q21 authorised disposal vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	145	8	20	106
No	4	2	1	8
No records have been disposed of	15	1	6	32

Q22 Documented disposal vs ii Organisation Type

Q22 documented disposal vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes	127	5	14	89
Some	17	5	6	17
No	5	0	1	6
No records have been disposed of	15	1	6	34

Q23 Documented ER disposal vs ii Organisation Type

Q23 documenting disposal of electronic records vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes all records	57	1	7	44
Some records	33	9	11	31
No	12	0	1	4
No disposal program for electronic records	62	1	8	67

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Q24 Transfer of records vs ii Organisation Type
Q24 tranfer of control vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all records	10	1	6	30
Some records	28	3	7	38
No records	126	7	14	78

Q25 Monitor long term records vs ii Organisation type
Q25 Preservation of older records in custody vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all records	76	8	13	50
Some records	61	2	10	55
No	27	1	4	41

Q26 Public Access vs ii Organisation Type
Q26 Access Directions vs ii Organisation type

	Local Government	University	State Owned Corporation	Government agency
Yes, all records	15	2	4	16
Some records	21	2	4	14
No	80	0	9	28
In preparation	34	5	5	28
Not applicable	14	2	5	60