

2004 Records Management Survey Statistical Analysis

? Statistics for ii Organisation type

What type of public office is your organisation?

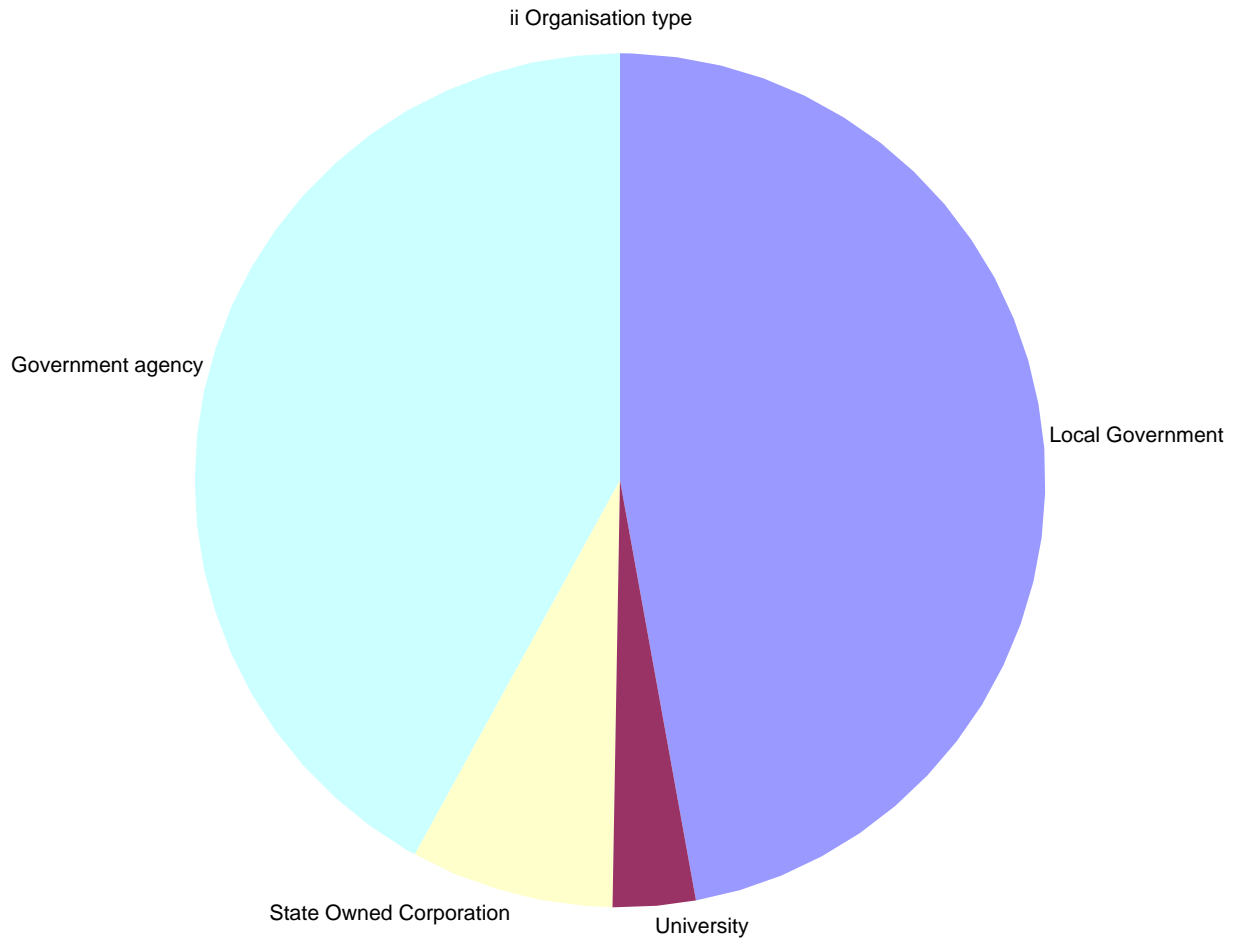
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
4	Local Government	164	47.13%	348
3	University	11	3.16%	
2	State Owned Corporation	27	7.76%	
1	Government agency	146	41.95%	

? Chart for ii Organisation type

What type of public office is your organisation?



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Statistical Analysis

? Statistics for iii size of organisation

What size is your organisation? (FTE = full time employee)

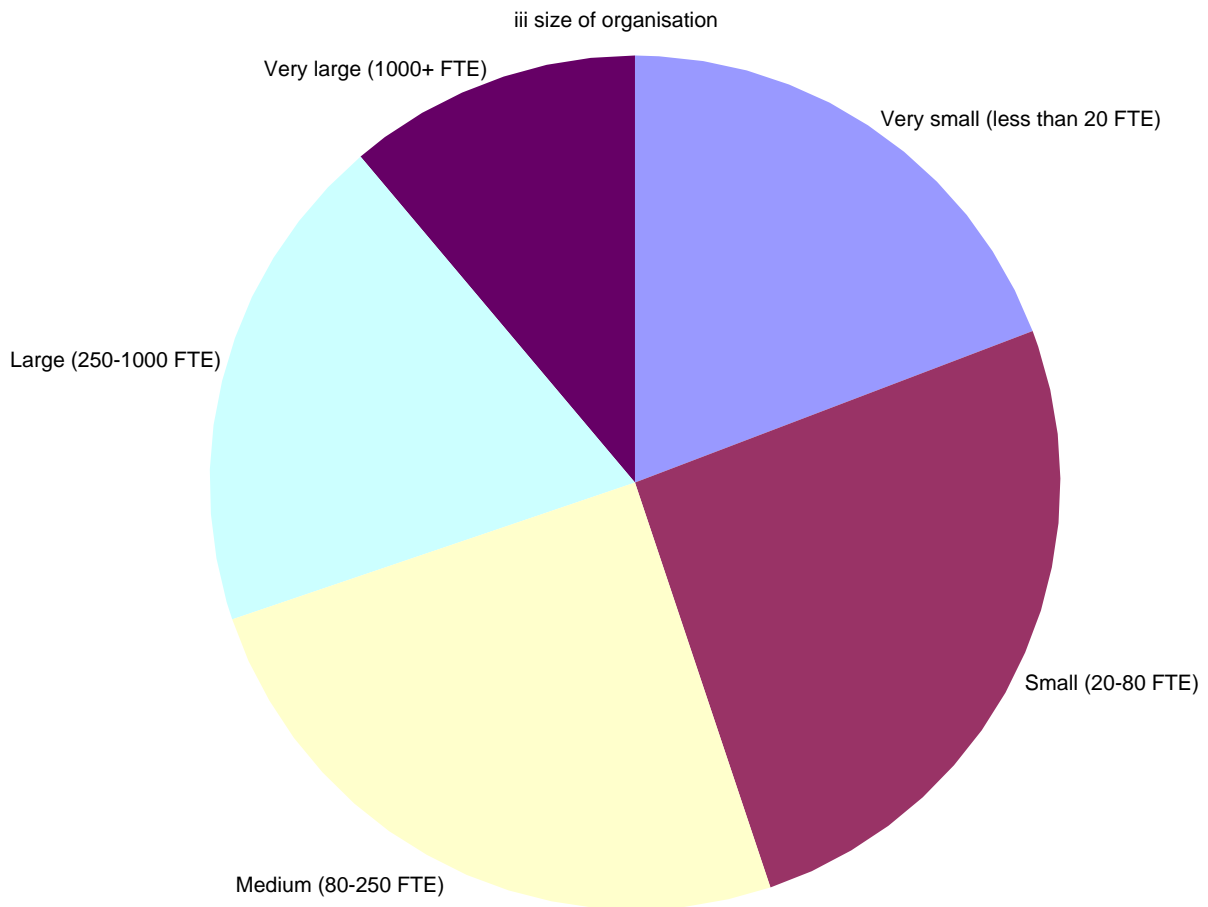
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
5	Very small (less than 20 FTE)	67	19.25%	348
4	Small (20-80 FTE)	89	25.57%	
3	Medium (80-250 FTE)	87	25.00%	
2	Large (250-1000 FTE)	66	18.97%	
1	Very large (1000+ FTE)	39	11.21%	

? Chart for iii size of organisation

What size is your organisation? (FTE = full time employee)



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? Statistics for iv location of organisation

Where is your organisation primarily located (ie Head Office)?

Occurrence Counts

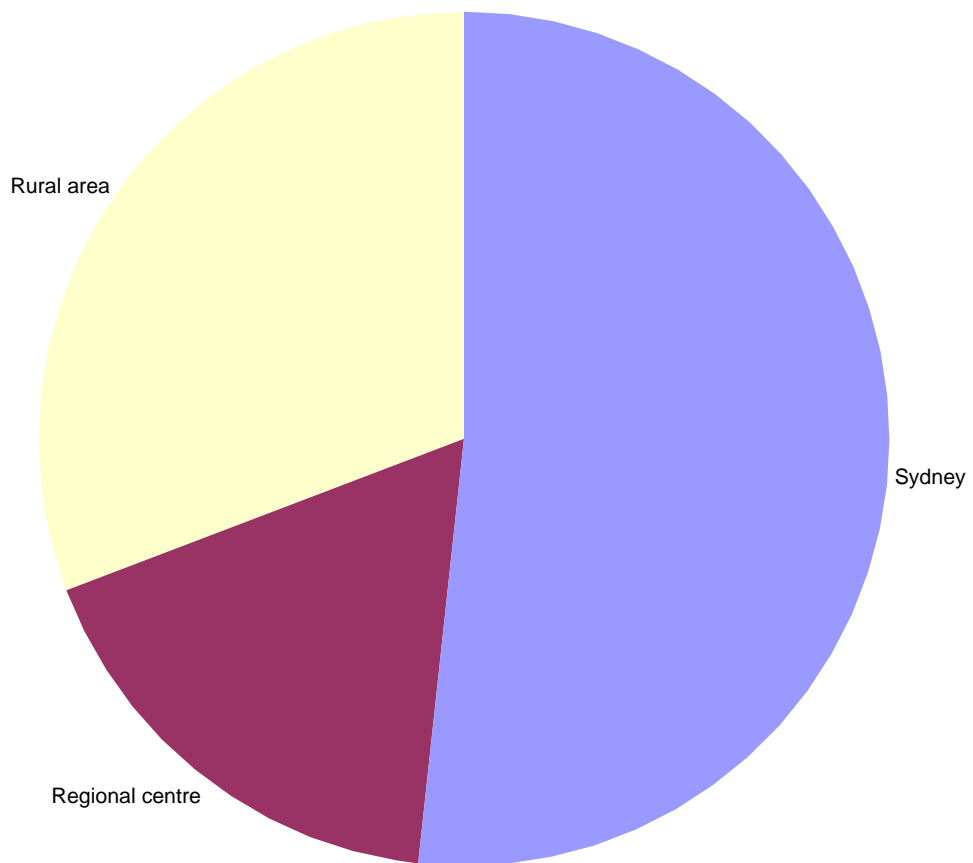
Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Sydney	180	51.72%	348
2	Regional centre	61	17.53%	
1	Rural area	107	30.75%	

? Chart for iv location of organisation

Where is your organisation primarily located (ie Head Office)?

iv location of organisation



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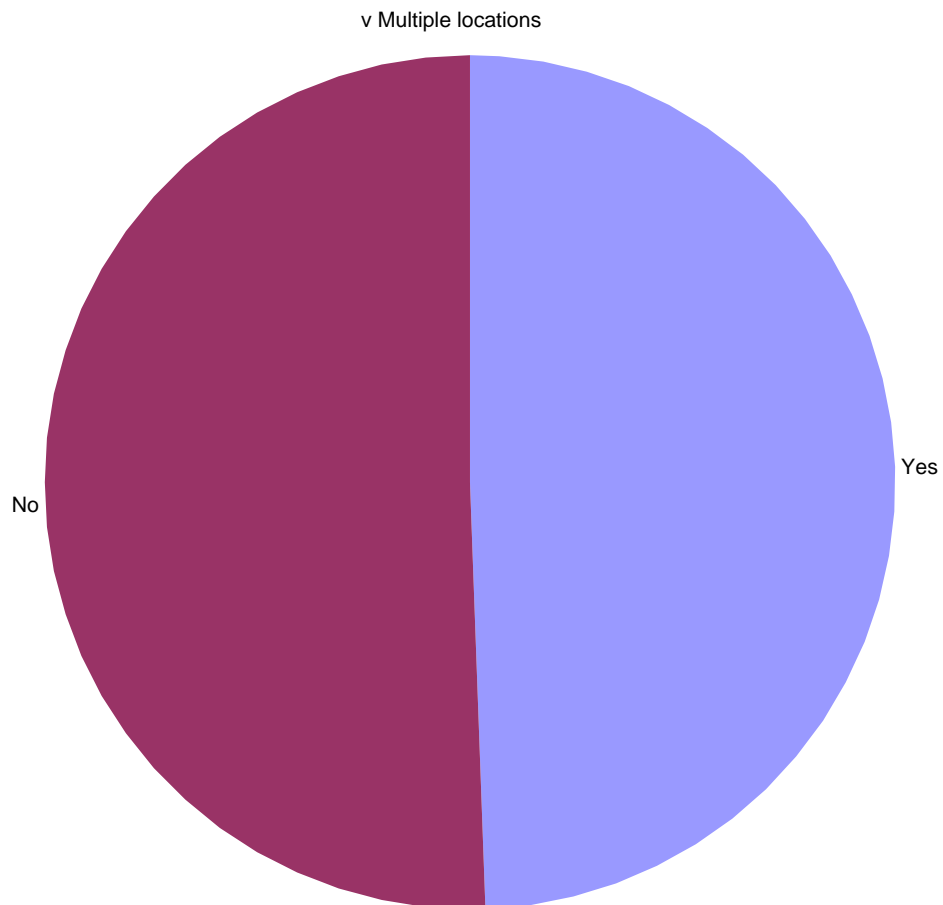
? Statistics for v Multiple locations

Does your organisation have multiple locations, regional offices, or act as an umbrella organisation for a number of smaller organisations?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
2	Yes	172	49.43%	348	
1	No	176	50.57%		

? Chart for v Multiple locations

Does your organisation have multiple locations, regional offices, or act as an umbrella organisation for a number of smaller organisations?



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Statistical Analysis

? Statistics for vii Contact phone number

Please enter a contact phone number of the person completing the survey

Total Responses

348

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Statistical Analysis

? Statistics for Q1 Identify vital records

Has your organisation identified its vital records?

Occurrence Counts

Value	Description	Number	%
3	Yes	198	56.90%
2	No	29	8.33%
1	In preparation	121	34.77%

Descriptive Statistics

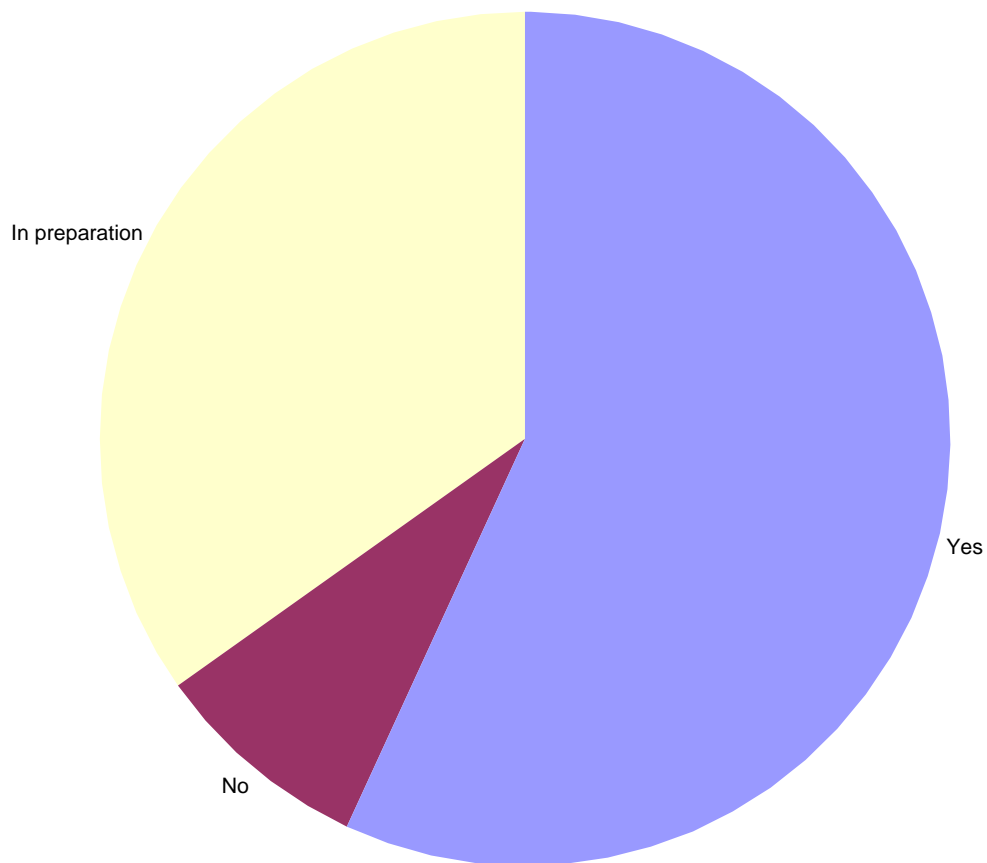
Total Responses

348

? Chart for Q1 Identify vital records

Has your organisation identified its vital records?

Q1 Identify vital records



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? Statistics for Q2 Has your organisation protected its vital records?

Has your organisation protected its vital records?

Occurrence Counts

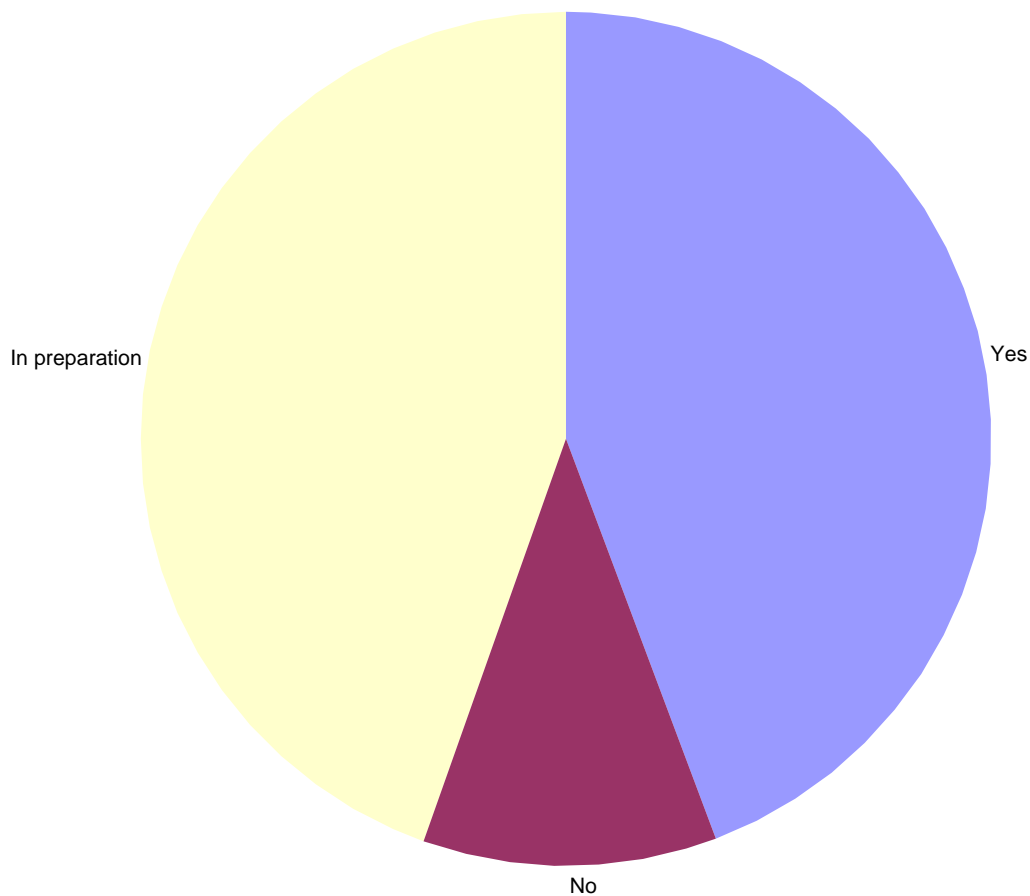
Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	154	44.25%	348
2	No	39	11.21%	
1	In preparation	155	44.54%	

? Chart for Q2 Has your organisation protected its vital records?

Has your organisation protected its vital records?

Q2 Has your organisation protected its vital records?



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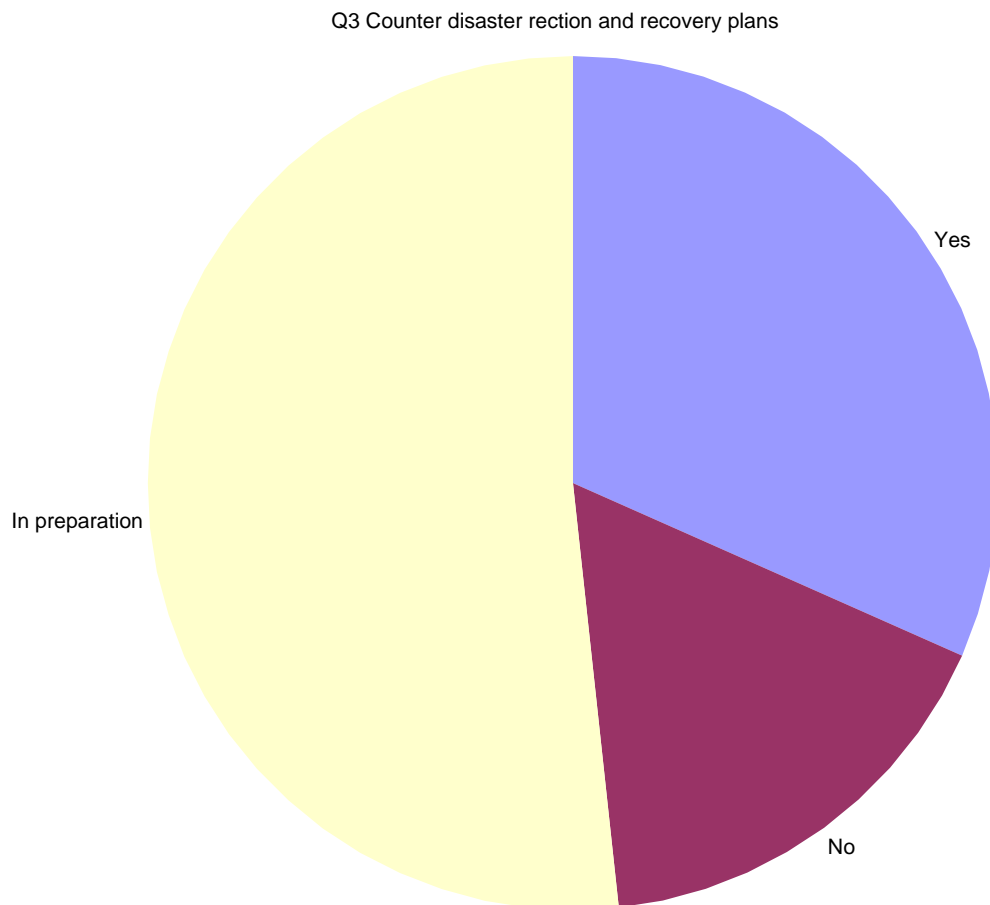
? Statistics for Q3 Counter disaster rection and recovery plans

Does your organisation have current counter disaster reaction and recovery plans for records and recordkeeping systems in place?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	348
3	Yes	110	31.61%		
2	No	58	16.67%		
1	In preparation	180	51.72%		

? Chart for Q3 Counter disaster rection and recovery plans

Does your organisation have current counter disaster reaction and recovery plans for records and recordkeeping systems in place?



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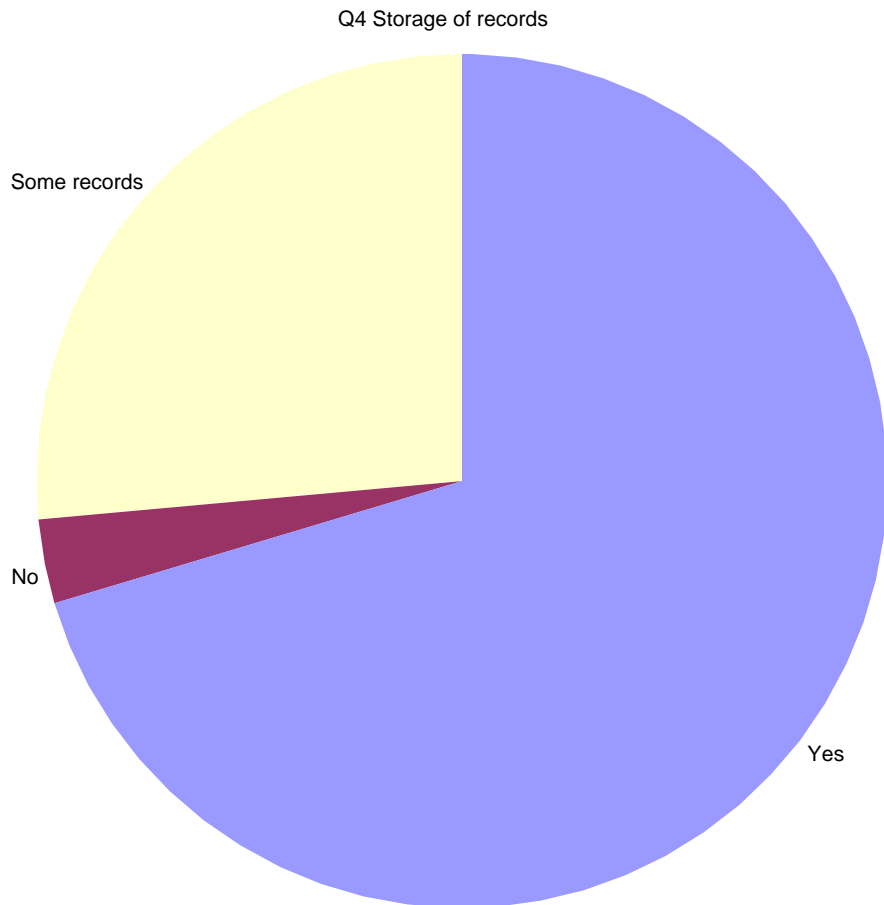
? Statistics for Q4 Storage of records

Does your organisation store its physical records in storage areas/facilities dedicated specifically to the storage of records and/or library items?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	348
3	Yes	245	70.40%		
2	No	11	3.16%		
1	Some records	92	26.44%		

? Chart for Q4 Storage of records

Does your organisation store its physical records in storage areas/facilities dedicated specifically to the storage of records and/or library items?



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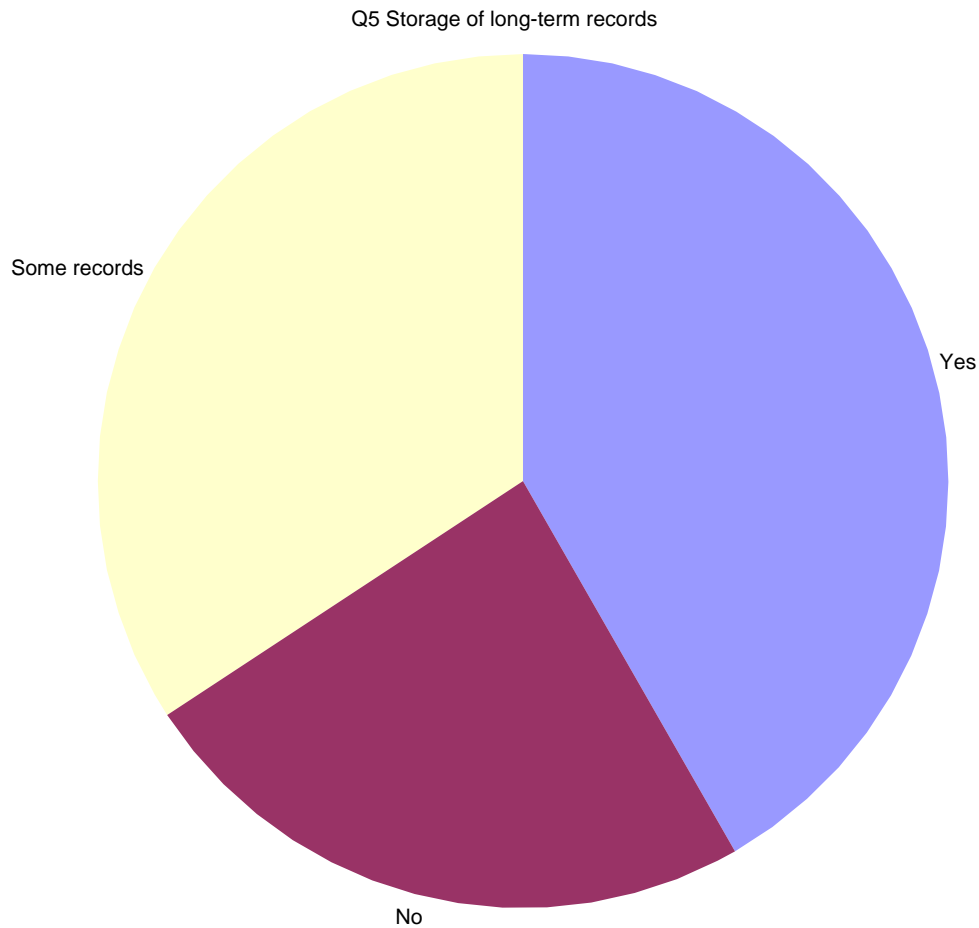
? Statistics for Q5 Storage of long-term records

Are records of long term value, for example those required as State archives or for longer than 25 years, stored in environmentally controlled storage facilities?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	Yes	145	41.66%	348	
2	No	84	24.14%		
1	Some records	119	34.20%		

? Chart for Q5 Storage of long-term records

Are records of long term value, for example those required as State archives or for longer than 25 years, stored in environmentally controlled storage facilities?



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Statistical Analysis

? Statistics for (a) documented

Organisational requirements documented:

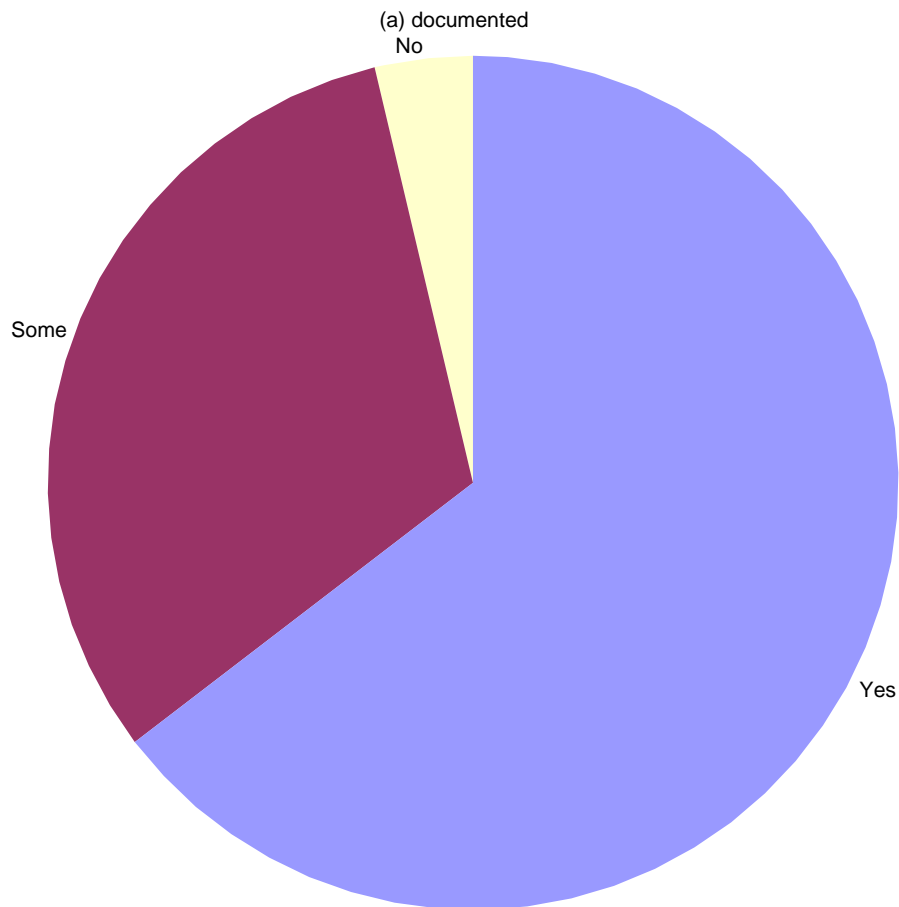
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	225	64.65%	348
2	Some	110	31.61%	
1	No	13	3.74%	

? Chart for (a) documented

Organisational requirements documented:



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? Statistics for (b) communicated

Organisational requirements communicated

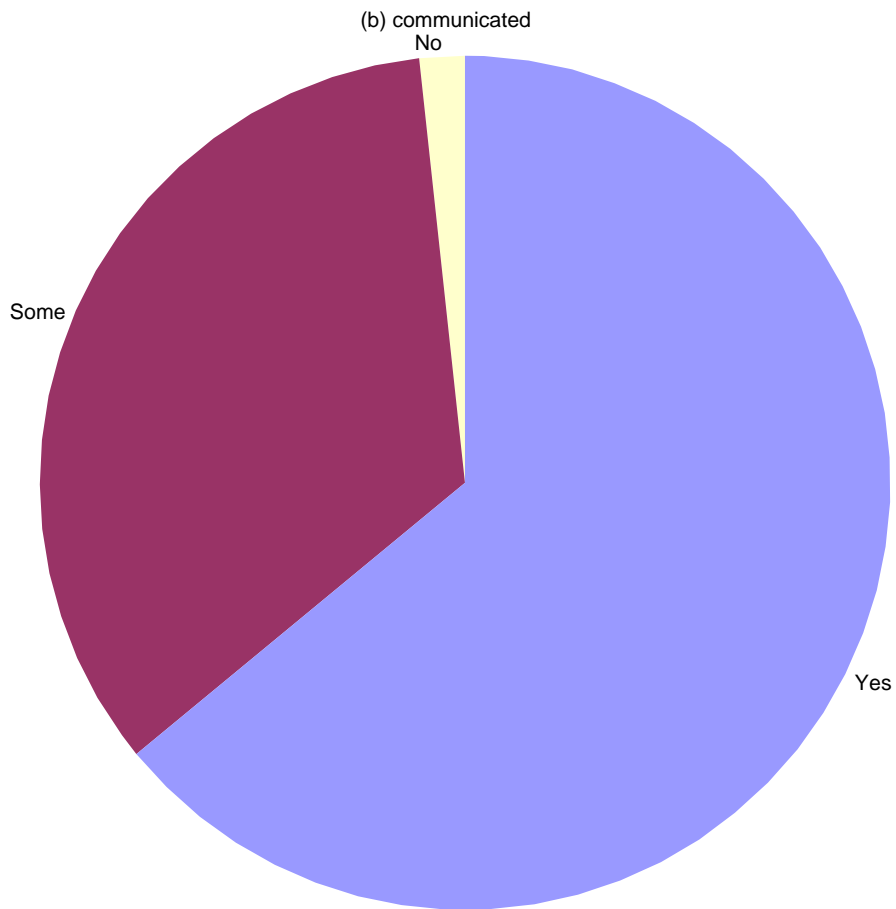
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	223	64.08%	348
2	Some	119	34.20%	
1	No	6	1.72%	

? Chart for (b) communicated

Organisational requirements communicated



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? Statistics for Q7 requirements in agreements

Are organisational recordkeeping requirements written into agreements with parties conducting business that has been outsourced or which is the subject of a shared service arrangement?

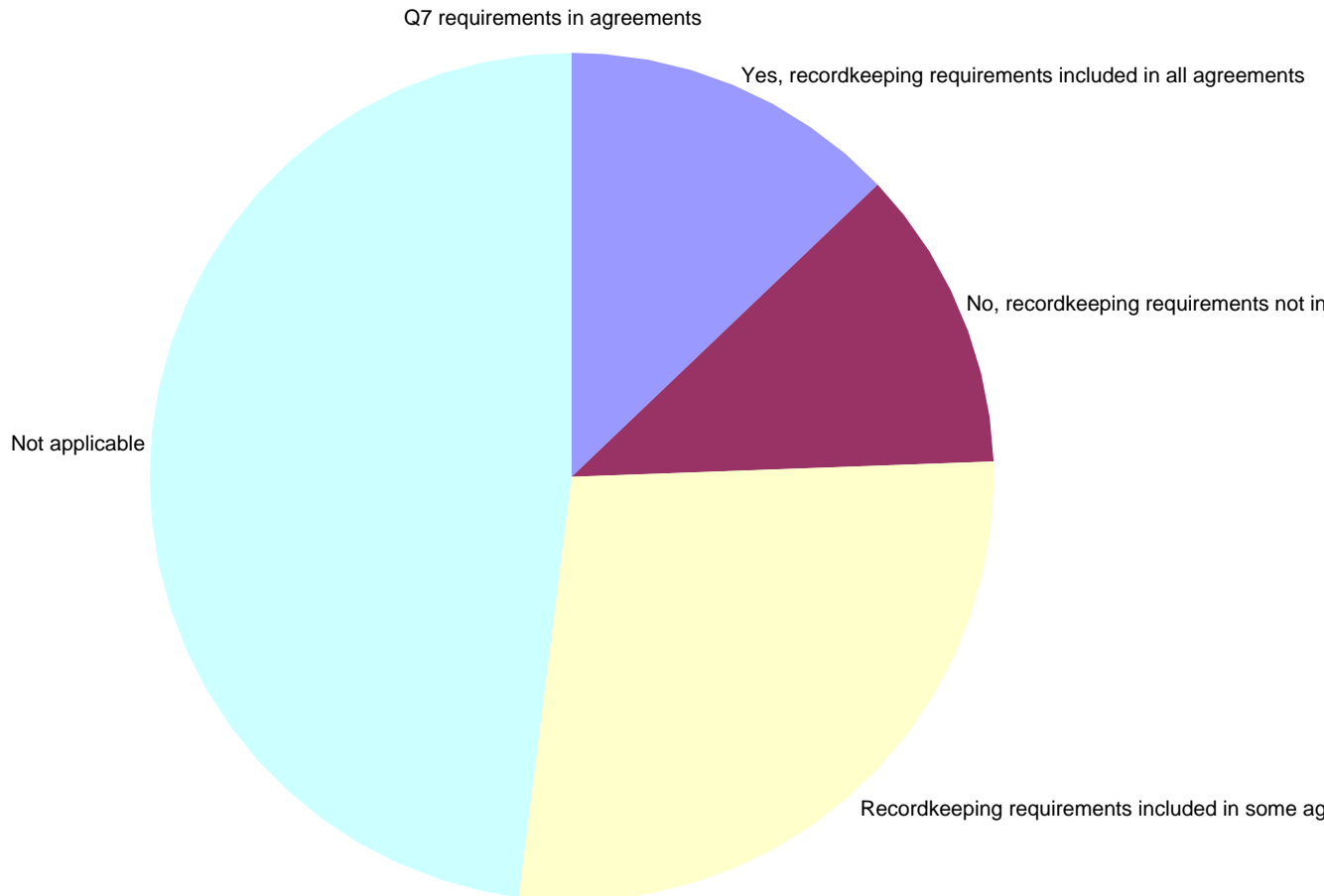
Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
4	Yes, recordkeeping requirements included in all agreements	45	12.93%	348	
3	No, recordkeeping requirements not included in any agreements	40	11.49%		
2	Recordkeeping requirements included in some agreements	96	27.59%		
1	Not applicable	167	47.99%		

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Statistical Analysis

? Chart for Q7 requirements in agreements

Are organisational recordkeeping requirements written into agreements with parties conducting business that has been outsourced or which is the subject of a shared service arrangement?



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Statistical Analysis

? Statistics for (a) Unauthorised access

Unauthorised access?

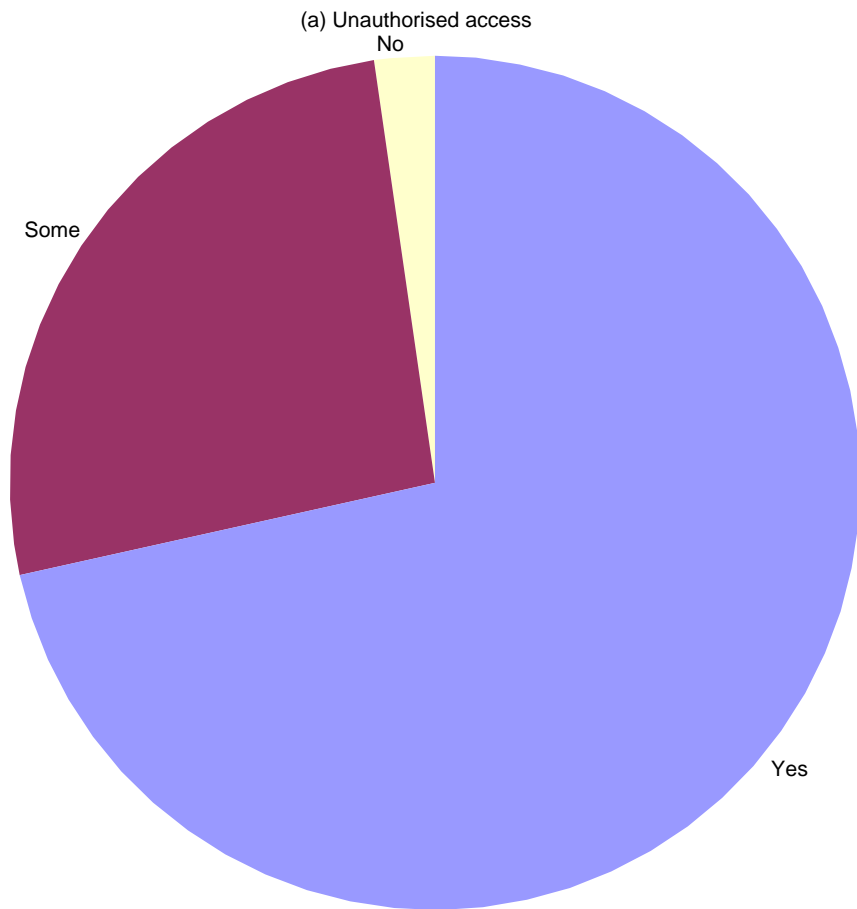
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	249	71.55%	348
2	Some	91	26.15%	
1	No	8	2.30%	

? Chart for (a) Unauthorised access

Unauthorised access?



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Statistical Analysis

? Statistics for (b) Unauthorised alteration

Unauthorised alteration?

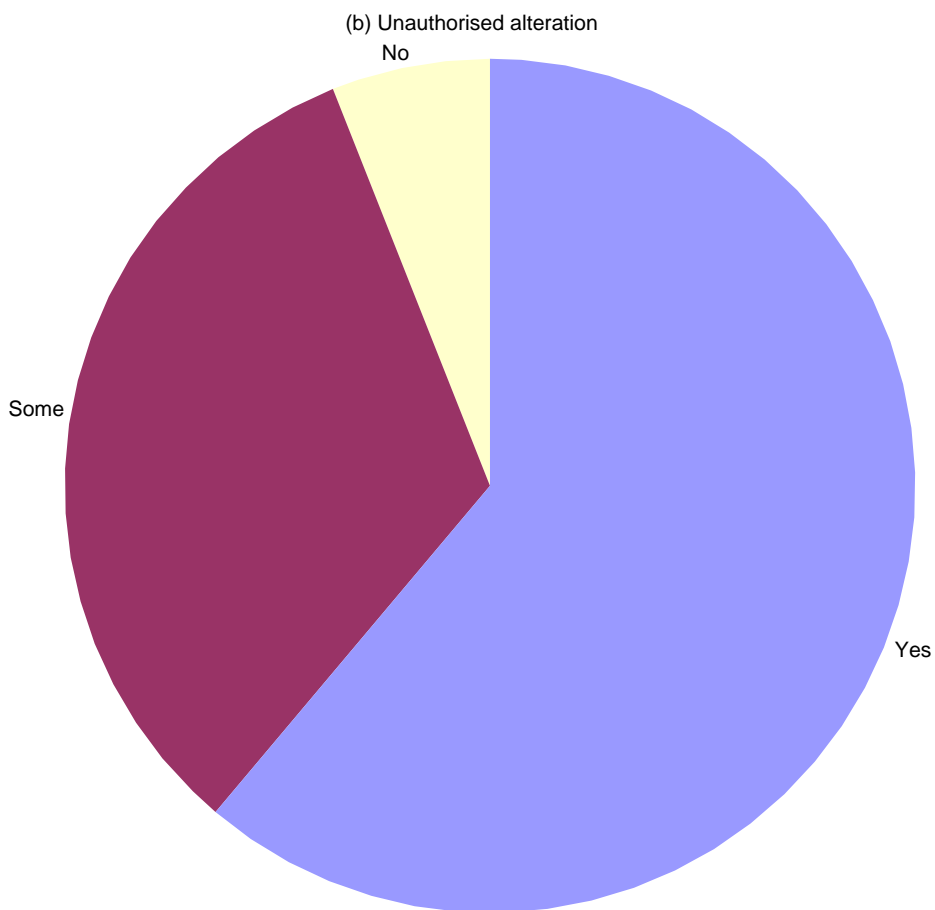
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	213	61.21%	348
2	Some	114	32.76%	
1	No	21	6.03%	

? Chart for (b) Unauthorised alteration

Unauthorised alteration?



2004 Records Management Survey

Statistical Analysis

? Statistics for (c) Unauthorised deletion or destruction

Unauthorised deletion or destruction?

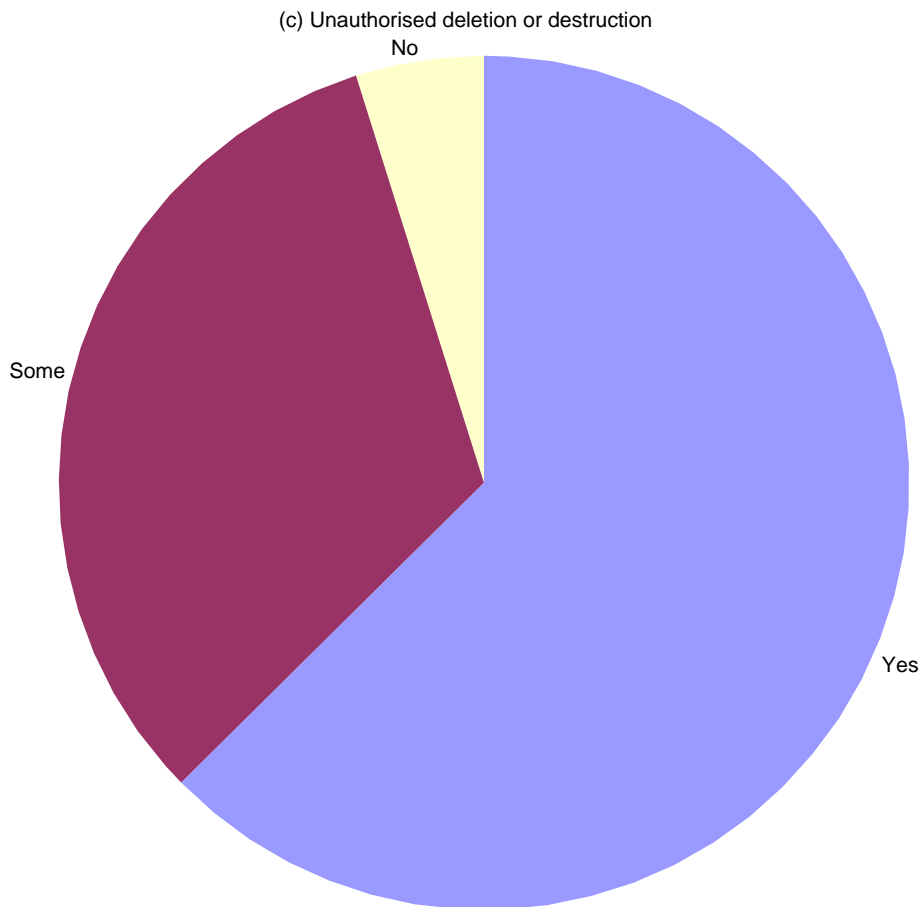
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	218	62.64%	348
2	Some	113	32.47%	
1	No	17	4.89%	

? Chart for (c) Unauthorised deletion or destruction

Unauthorised deletion or destruction?



2004 Records Management Survey

Statistical Analysis

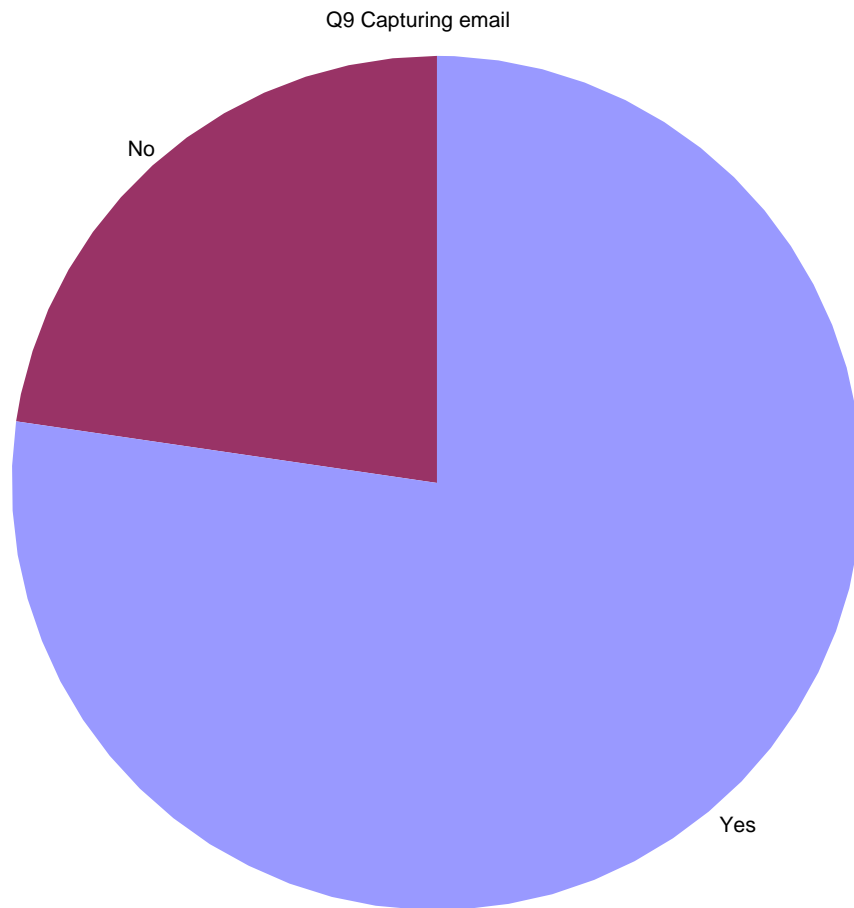
? Statistics for Q9 Capturing email

Are systems and procedures in place and operating for capturing and managing email as records?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
2	Yes	269	77.30%	348	
1	No	79	22.70%		

? Chart for Q9 Capturing email

Are systems and procedures in place and operating for capturing and managing email as records?



2004 Records Management Survey Statistical Analysis

? Statistics for Q10 Identify location of records

Do your recordkeeping systems enable you to identify the current location of records for which your public office is responsible?

Occurrence Counts

Value	Description	Number	%
3	All records	216	62.07%
2	Some records	125	35.92%
1	No	7	2.01%

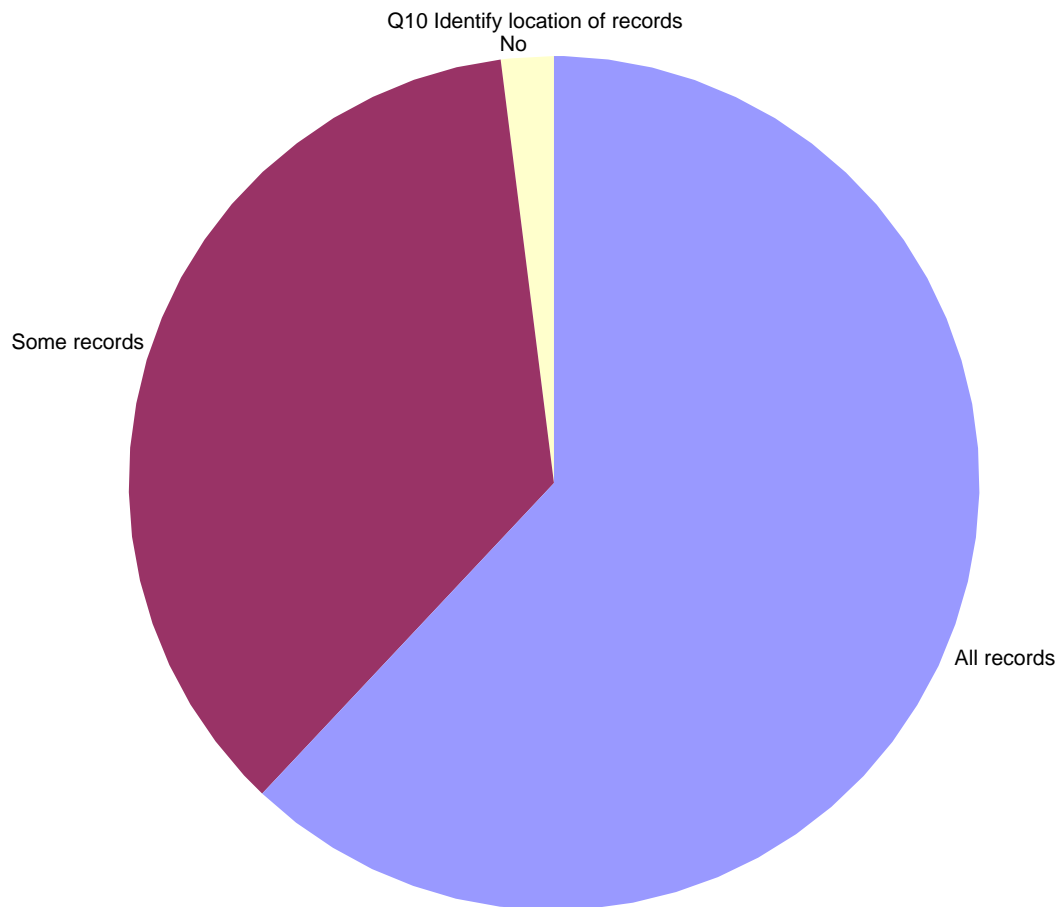
Descriptive Statistics

Total Responses

348

? Chart for Q10 Identify location of records

Do your recordkeeping systems enable you to identify the current location of records for which your public office is responsible?



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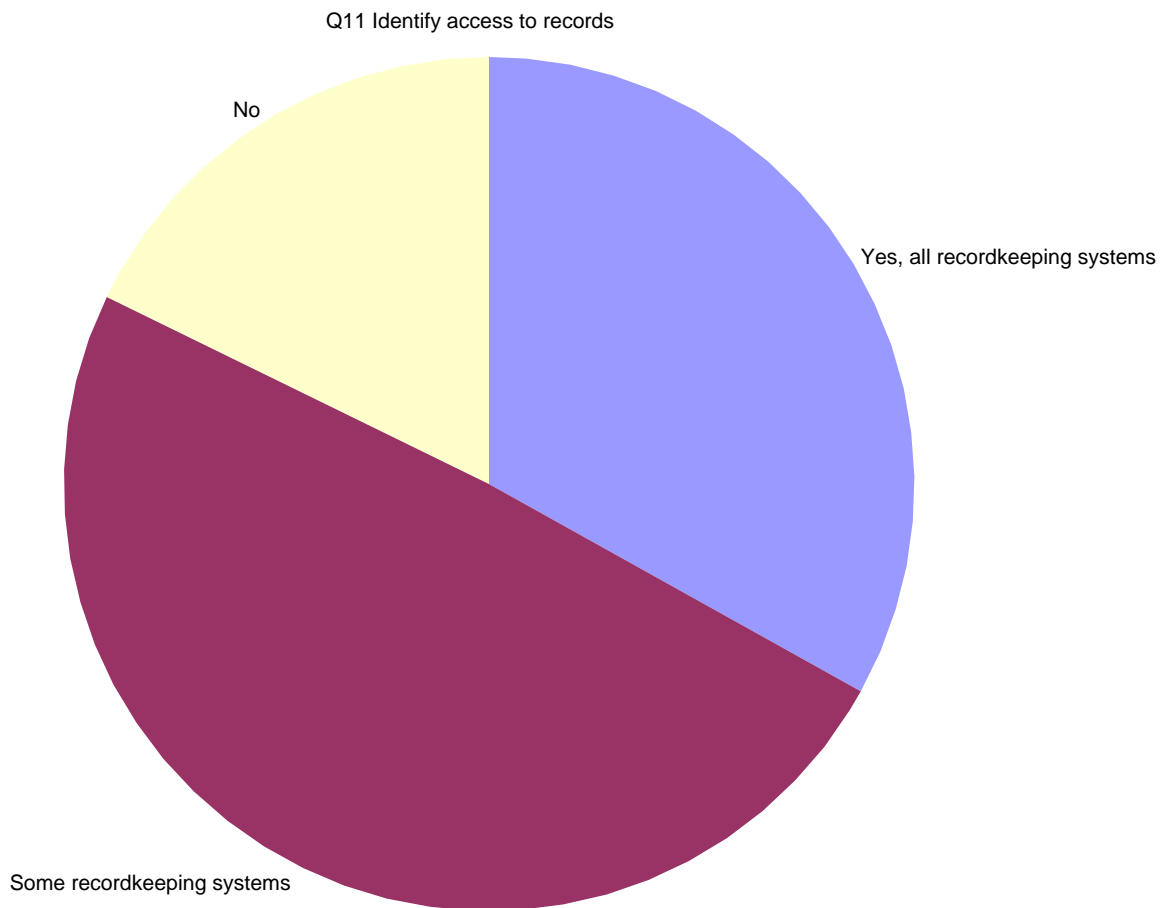
? Statistics for Q11 Identify access to records

Do your recordkeeping systems enable you to identify who has accessed a record?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	Yes, all recordkeeping systems	115	33.05%	348	
2	Some recordkeeping systems	171	49.13%		
1	No	62	17.82%		

? Chart for Q11 Identify access to records

Do your recordkeeping systems enable you to identify who has accessed a record?



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? Statistics for Q12 Identify alteration of records

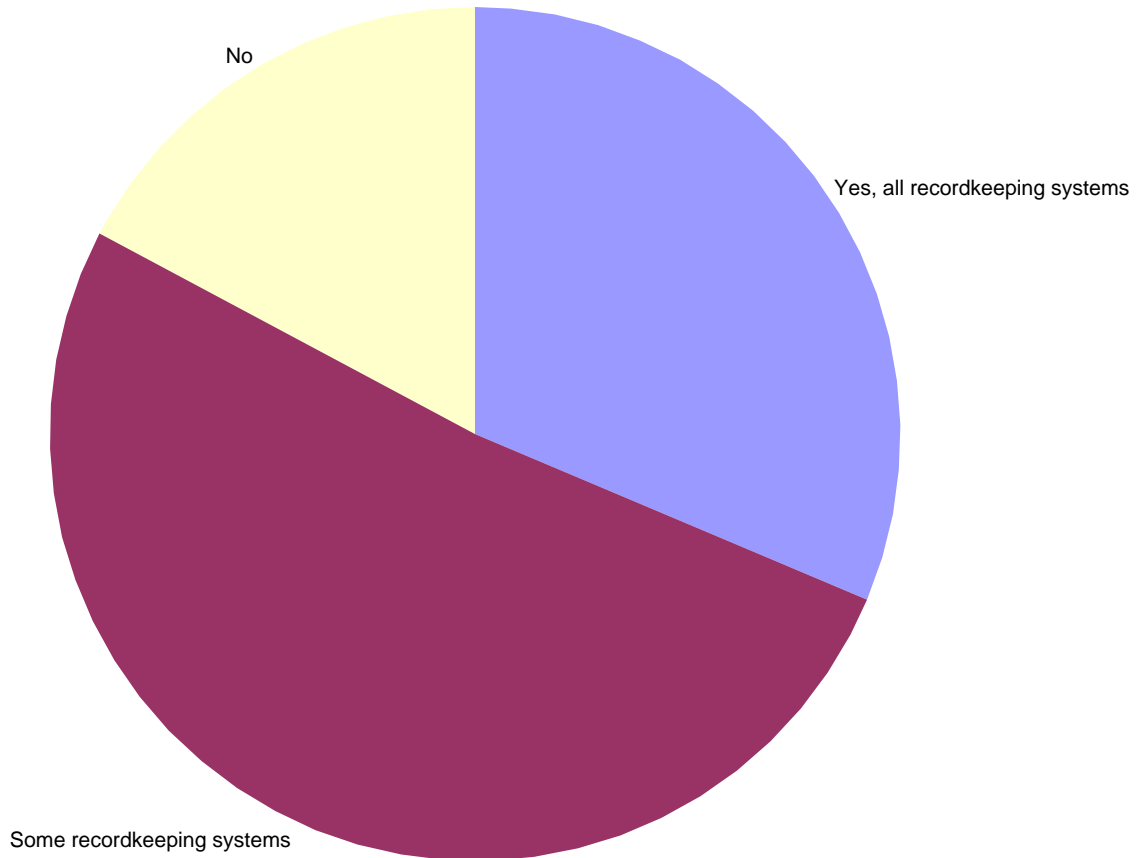
Do your recordkeeping systems enable you to identify who has altered a record?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	Yes, all recordkeeping systems	109	31.32%	348	
2	Some recordkeeping systems	179	51.44%		
1	No	60	17.24%		

? Chart for Q12 Identify alteration of records

Do your recordkeeping systems enable you to identify who has altered a record?

Q12 Identify alteration of records



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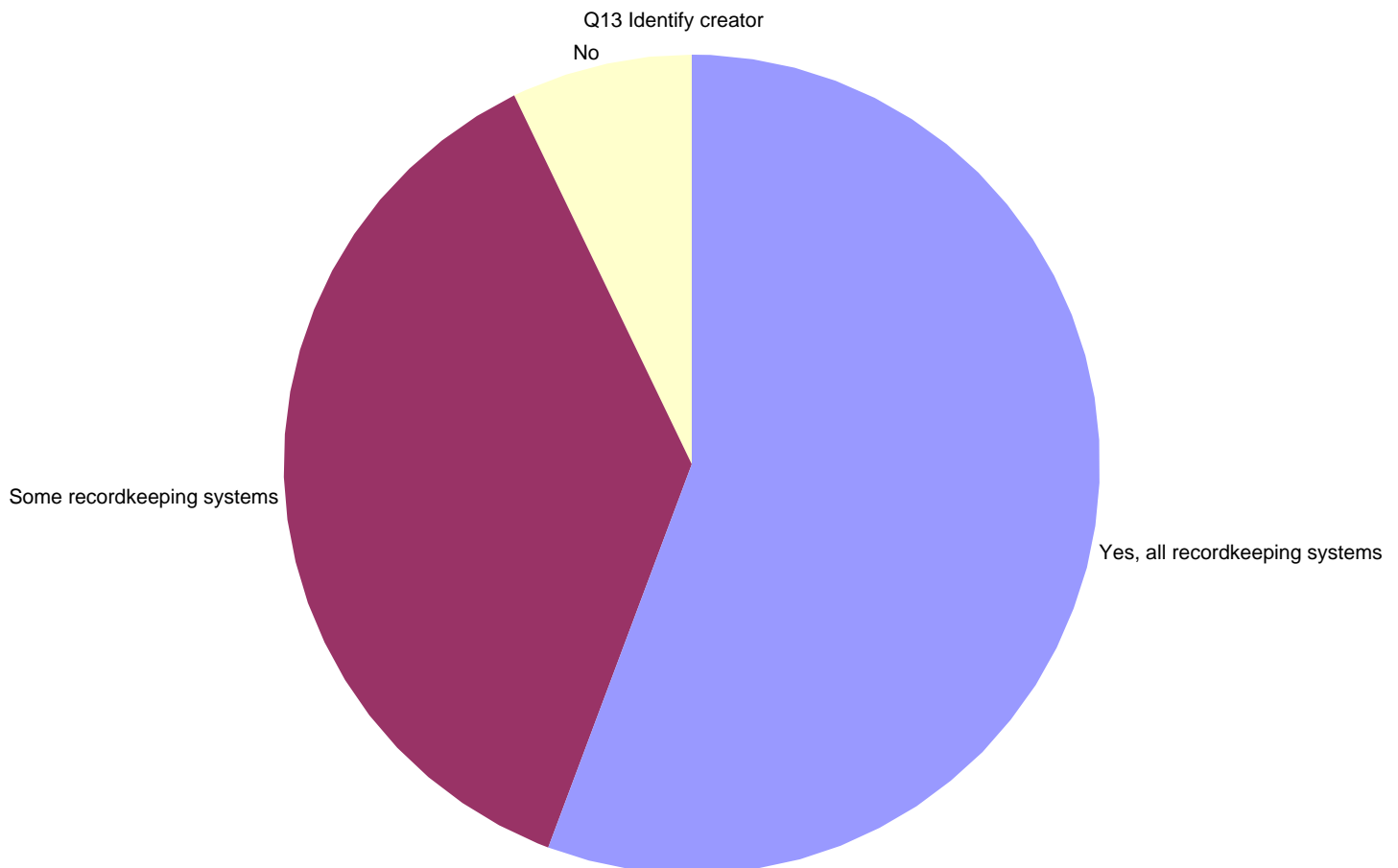
? Statistics for Q13 Identify creator

Do your recordkeeping systems enable you to identify the individual or business unit responsible for creation of a record?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	Yes, all recordkeeping systems	194	55.75%	348	
2	Some recordkeeping systems	129	37.07%		
1	No	25	7.18%		

? Chart for Q13 Identify creator

Do your recordkeeping systems enable you to identify the individual or business unit responsible for creation of a record?



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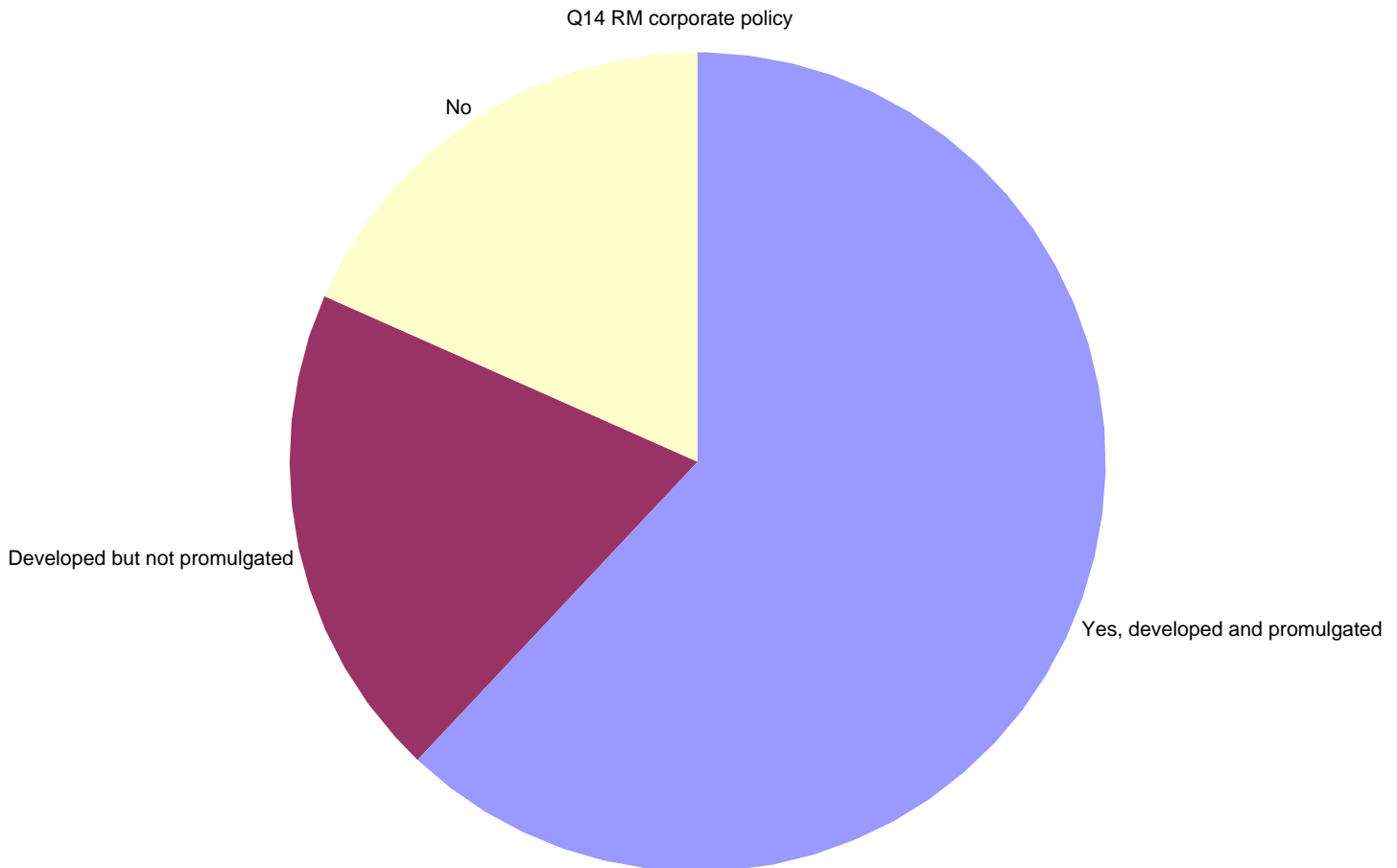
? Statistics for Q14 RM corporate policy

Has your organisation developed and promulgated corporate policy relating to records management throughout the organisation?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	Yes, developed and promulgated	216	62.07%	348	
2	Developed but not promulgated	68	19.54%		
1	No	64	18.39%		

? Chart for Q14 RM corporate policy

Has your organisation developed and promulgated corporate policy relating to records management throughout the organisation?



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? Statistics for (a) Short term goals

Short term goals:

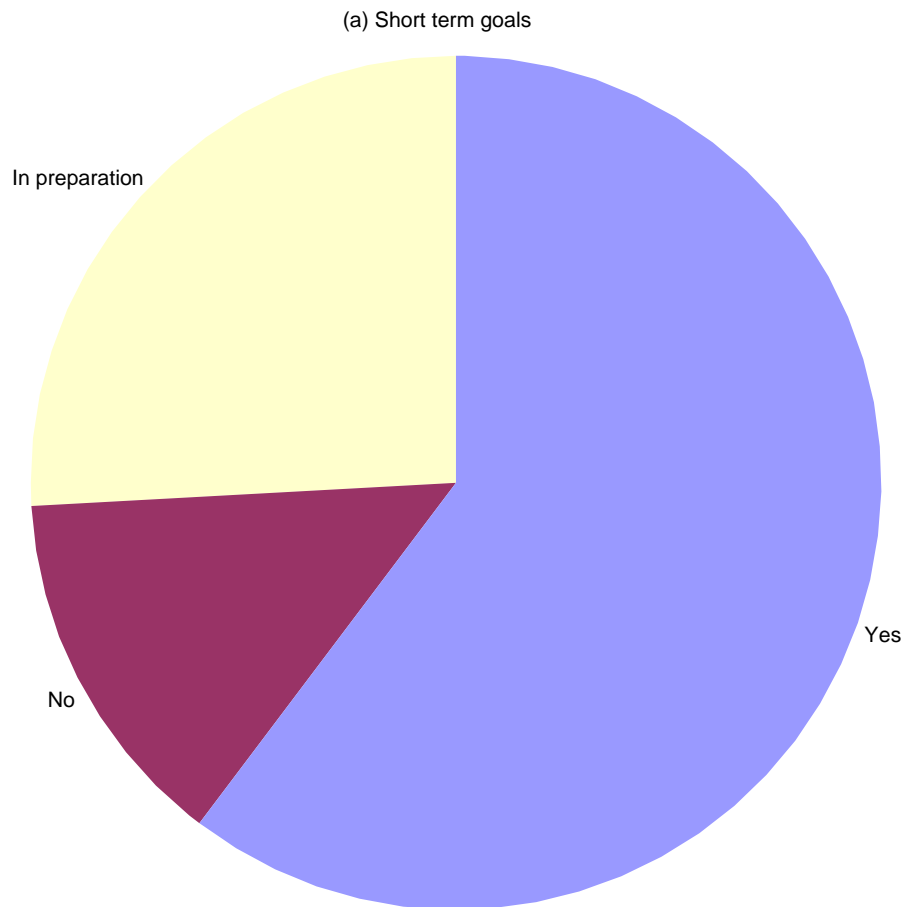
Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses	348
3	Yes	210	60.35%		
2	No	48	13.79%		
1	In preparation	90	25.86%		

? Chart for (a) Short term goals

Short term goals:



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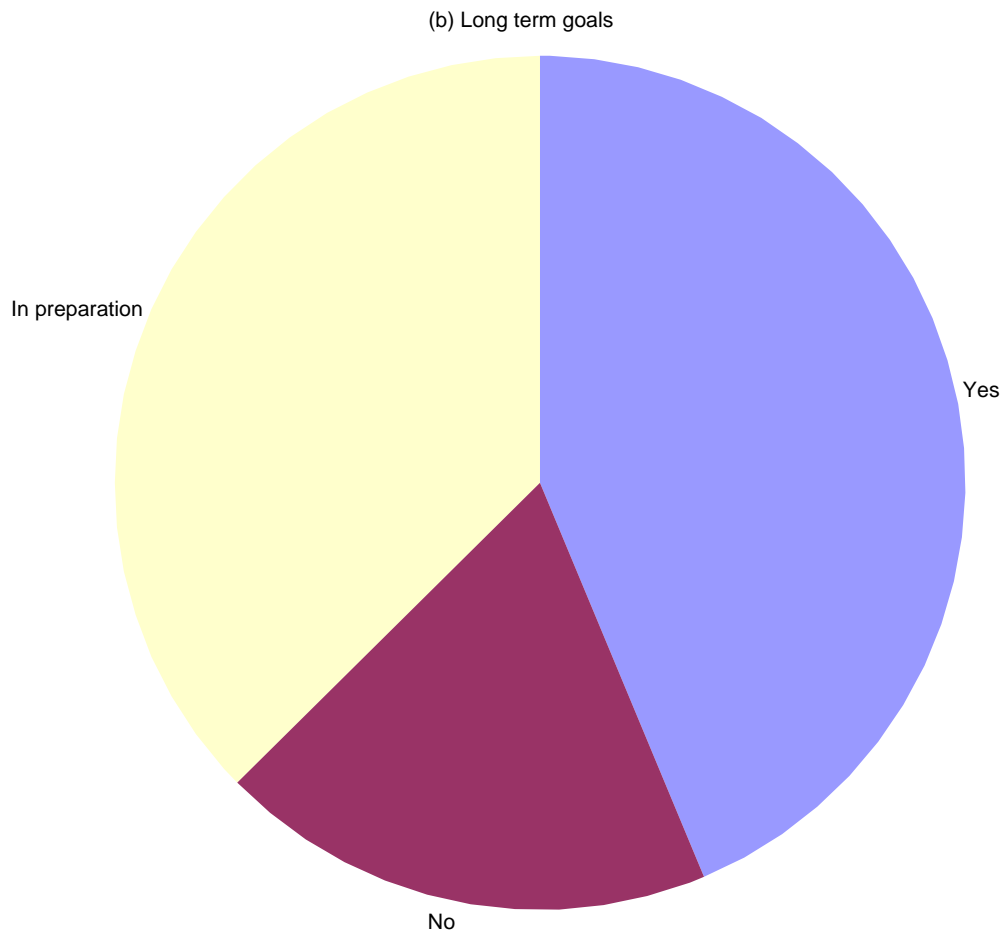
? Statistics for (b) Long term goals

Long term goals:

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	348
3	Yes	152	43.67%		
2	No	66	18.97%		
1	In preparation	130	37.36%		

? Chart for (b) Long term goals

Long term goals:



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? Statistics for Q16 Assigning responsibilities

Do you have policy in place assigning recordkeeping responsibilities throughout your organisation?

Occurrence Counts

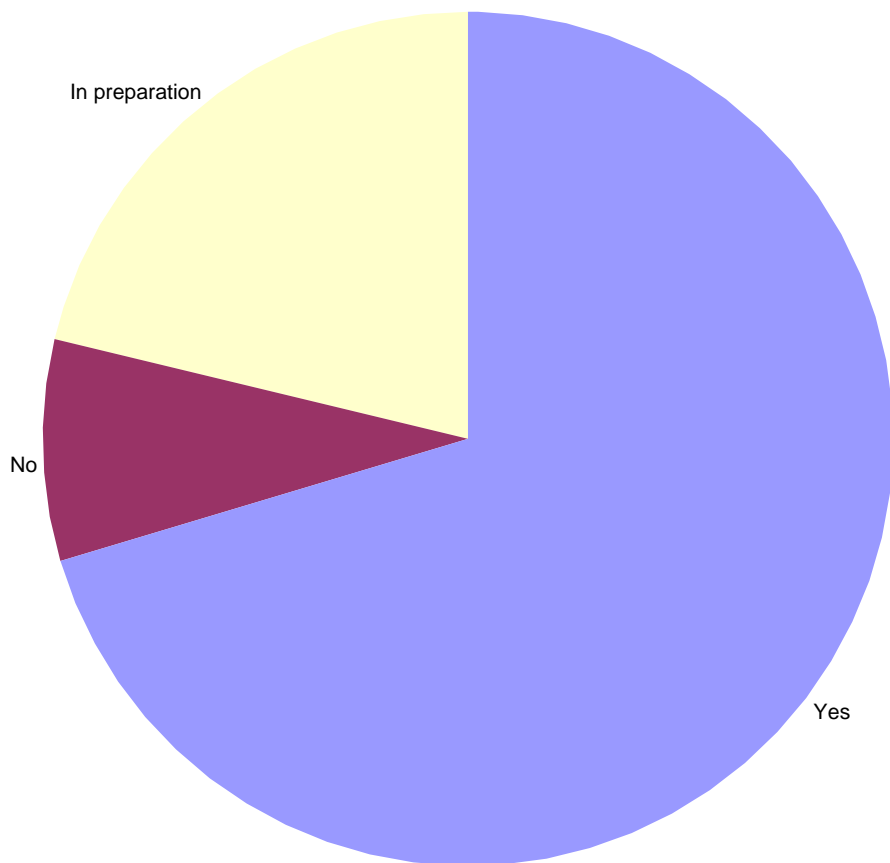
Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	245	70.41%	348
2	No	29	8.33%	
1	In preparation	74	21.26%	

? Chart for Q16 Assigning responsibilities

Do you have policy in place assigning recordkeeping responsibilities throughout your organisation?

Q16 Assigning responsibilities



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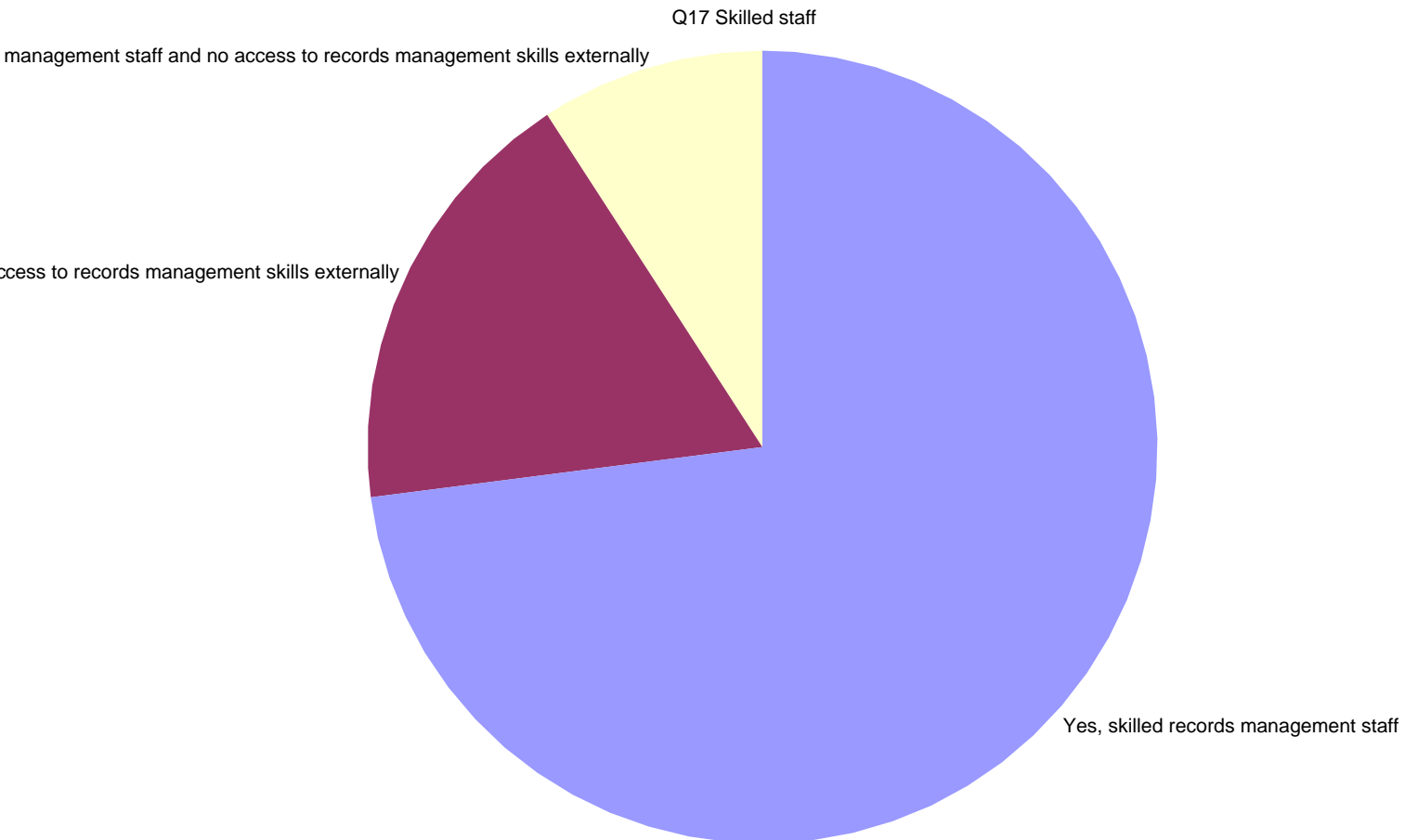
? Statistics for Q17 Skilled staff

Do you have skilled records management staff to undertake records management in your organisation?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	Yes, skilled records management staff	254	72.98%	348	
2	No skilled records management staff, but access to records management skills externally	62	17.82%		
1	No skilled records management staff and no access to records management skills externally	32	9.20%		

? Chart for Q17 Skilled staff

Do you have skilled records management staff to undertake records management in your organisation?



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Statistical Analysis

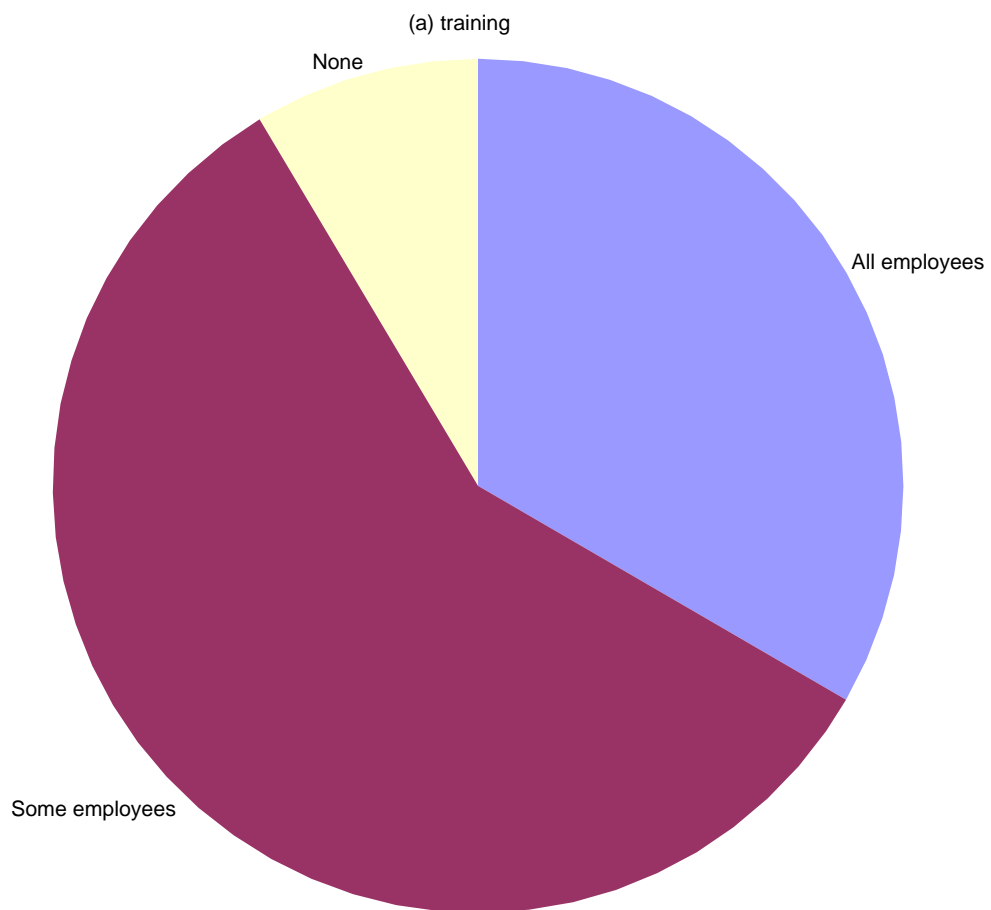
? Statistics for (a) training

Training in recordkeeping practices and procedures:

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	348
3	All employees	116	33.33%		
2	Some employees	202	58.05%		
1	None	30	8.62%		

? Chart for (a) training

Training in recordkeeping practices and procedures:



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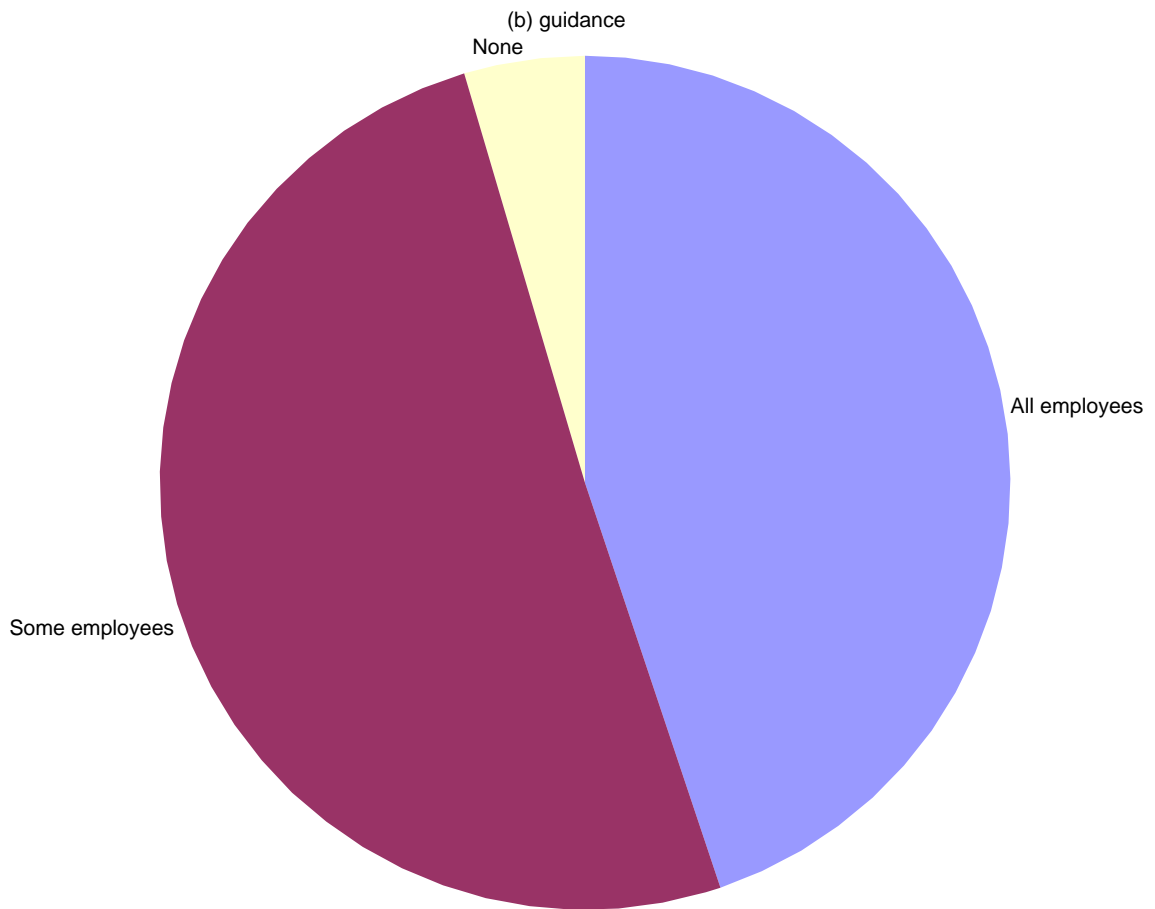
? Statistics for (b) guidance

Guidance in recordkeeping practices and procedures:

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
3	All employees	156	44.83%	348	
2	Some employees	176	50.57%		
1	None	16	4.60%		

? Chart for (b) guidance

Guidance in recordkeeping practices and procedures:



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? Statistics for Q19 Reviewing program

Is the records management program regularly reviewed against performance objectives?

Occurrence Counts

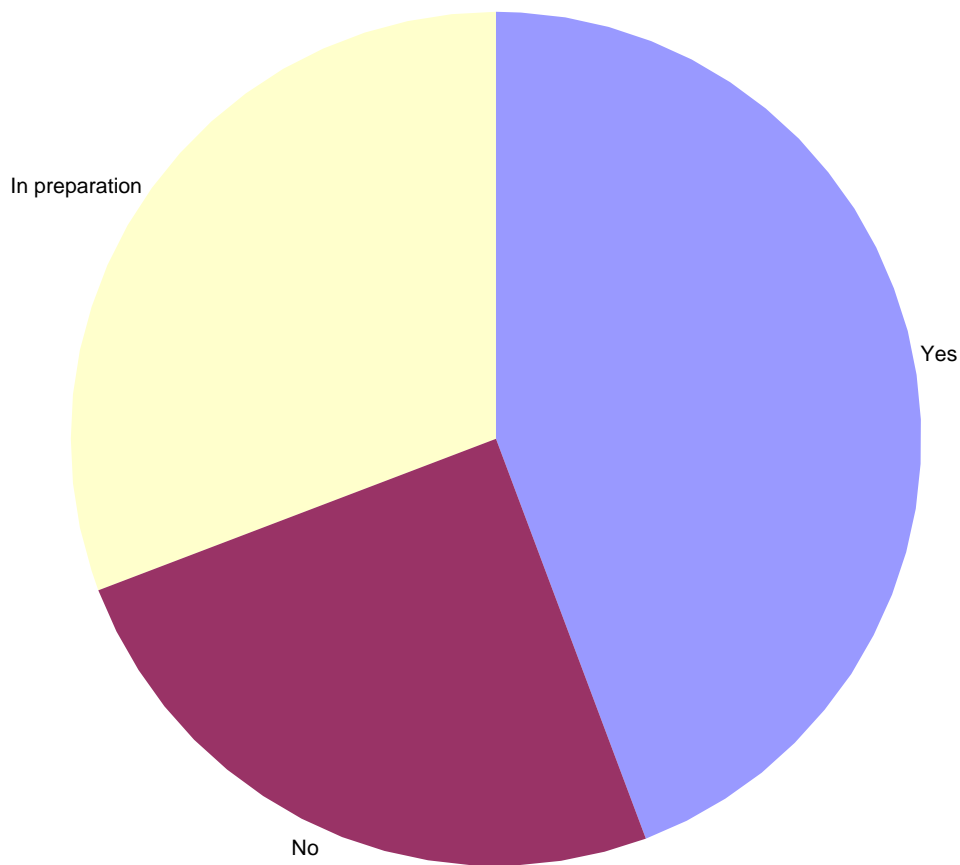
Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	154	44.25%	348
2	No	87	25.00%	
1	In preparation	107	30.75%	

? Chart for Q19 Reviewing program

Is the records management program regularly reviewed against performance objectives?

Q19 Reviewing program



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? Statistics for Q20 Accessibility of equip / tech dependent records

Are all equipment/technology dependent records able to be read and used, regardless of their age?

Occurrence Counts

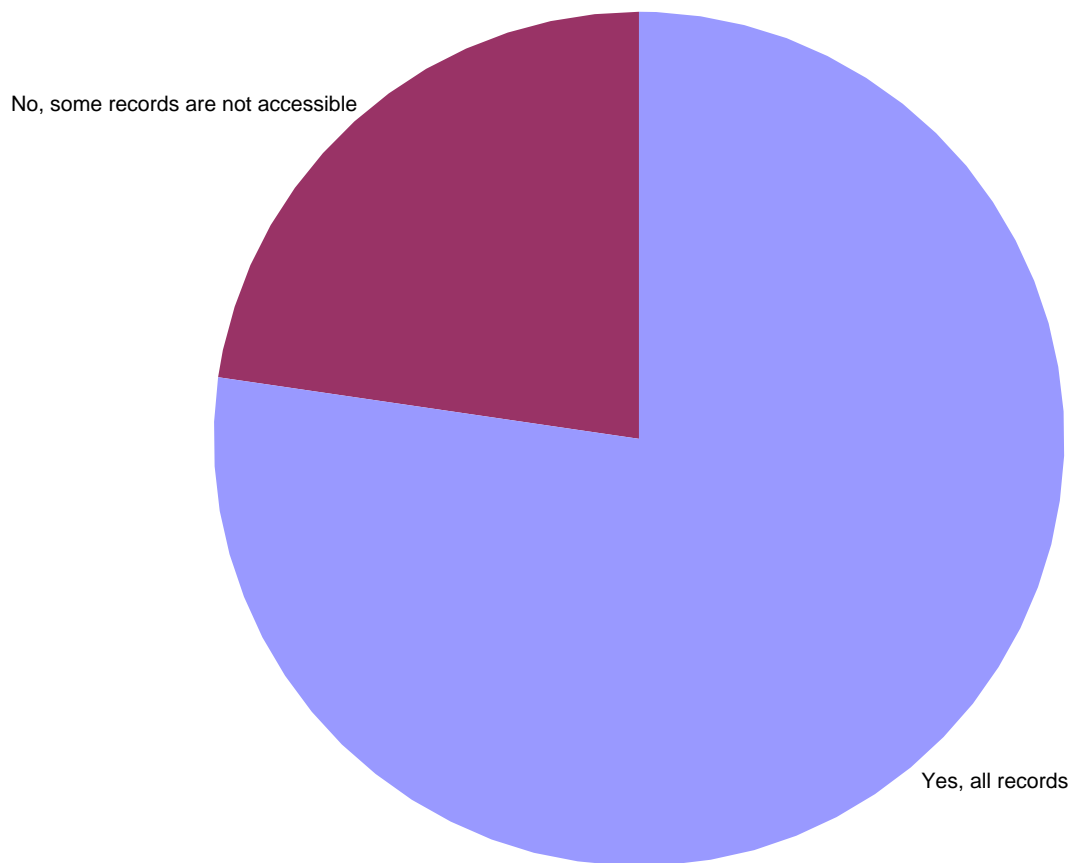
Descriptive Statistics

Value	Description	Number	%	Total Responses
2	Yes, all records	269	77.30%	348
1	No, some records are not accessible	79	22.70%	

? Chart for Q20 Accessibility of equip / tech dependent records

Are all equipment/technology dependent records able to be read and used, regardless of their age?

Q20 Accessibility of equip / tech dependent records



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? Statistics for Q21 authorised disposal

Are all records disposed of in accordance with the requirements of the State Records Act?

Occurrence Counts

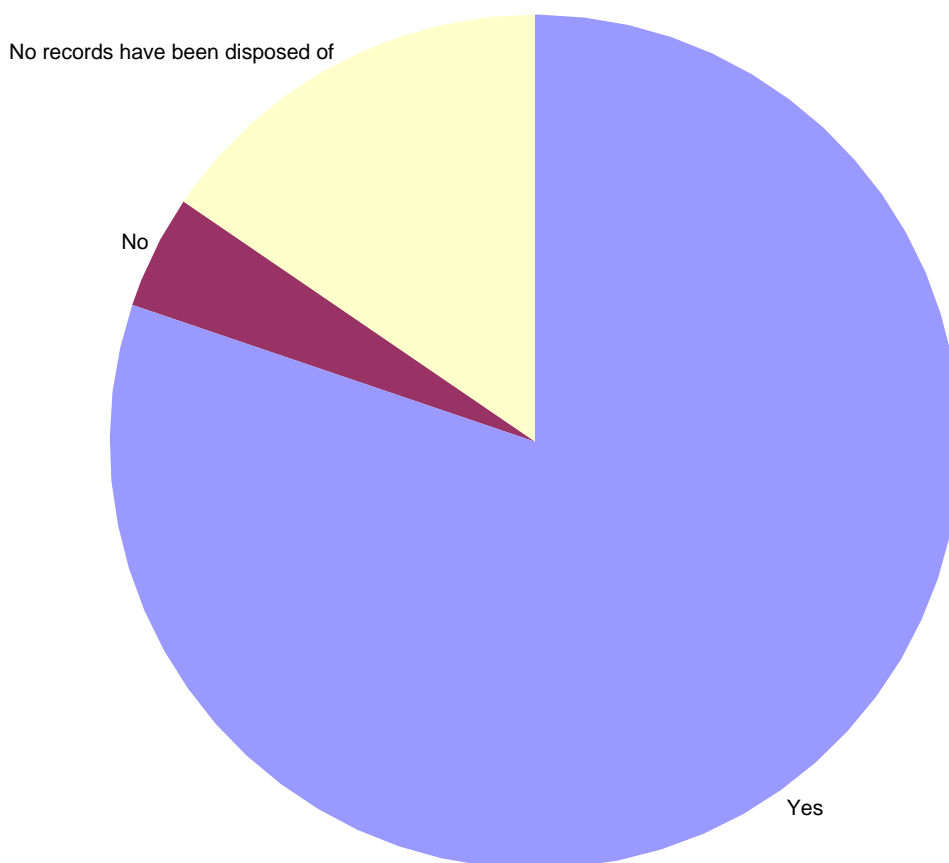
Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes	279	80.17%	348
2	No	15	4.31%	
1	No records have been disposed of	54	15.52%	

? Chart for Q21 authorised disposal

Are all records disposed of in accordance with the requirements of the State Records Act?

Q21 authorised disposal



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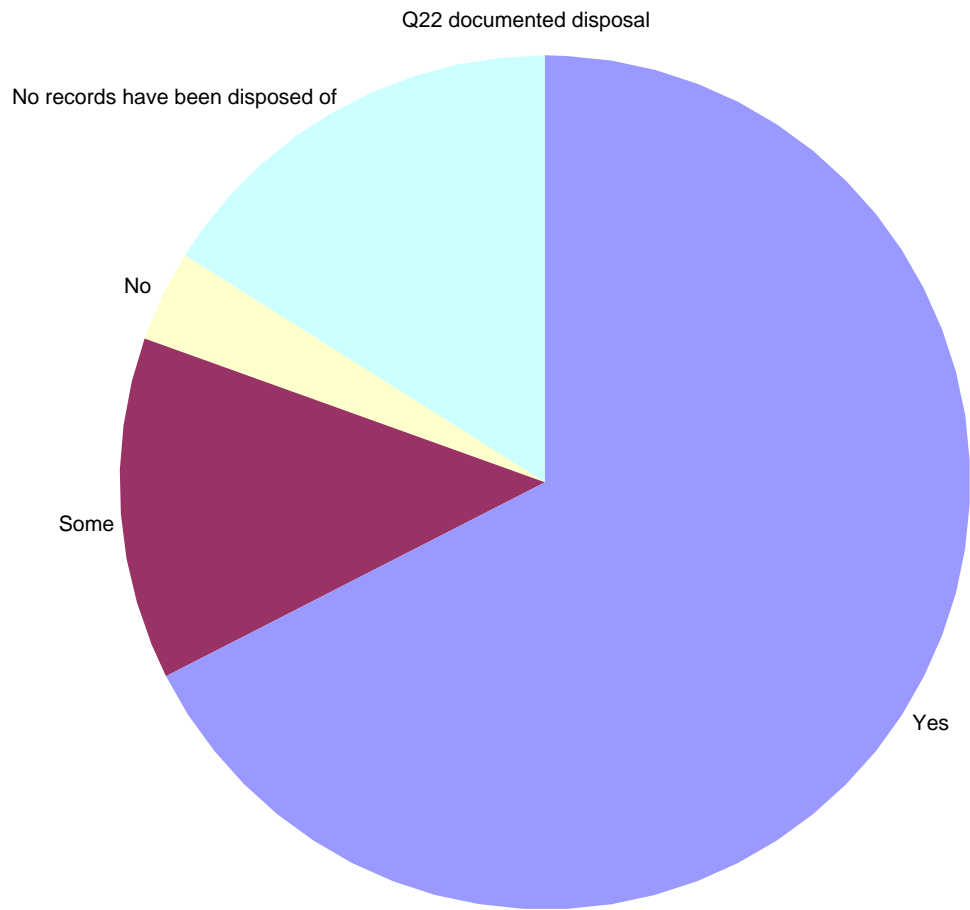
? Statistics for Q22 documented disposal

Are all disposal actions documented?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	348
4	Yes	235	67.53%		
3	Some	45	12.93%		
2	No	12	3.45%		
1	No records have been disposed of	56	16.09%		

? Chart for Q22 documented disposal

Are all disposal actions documented?



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? Statistics for Q23 documenting disposal of electronic records

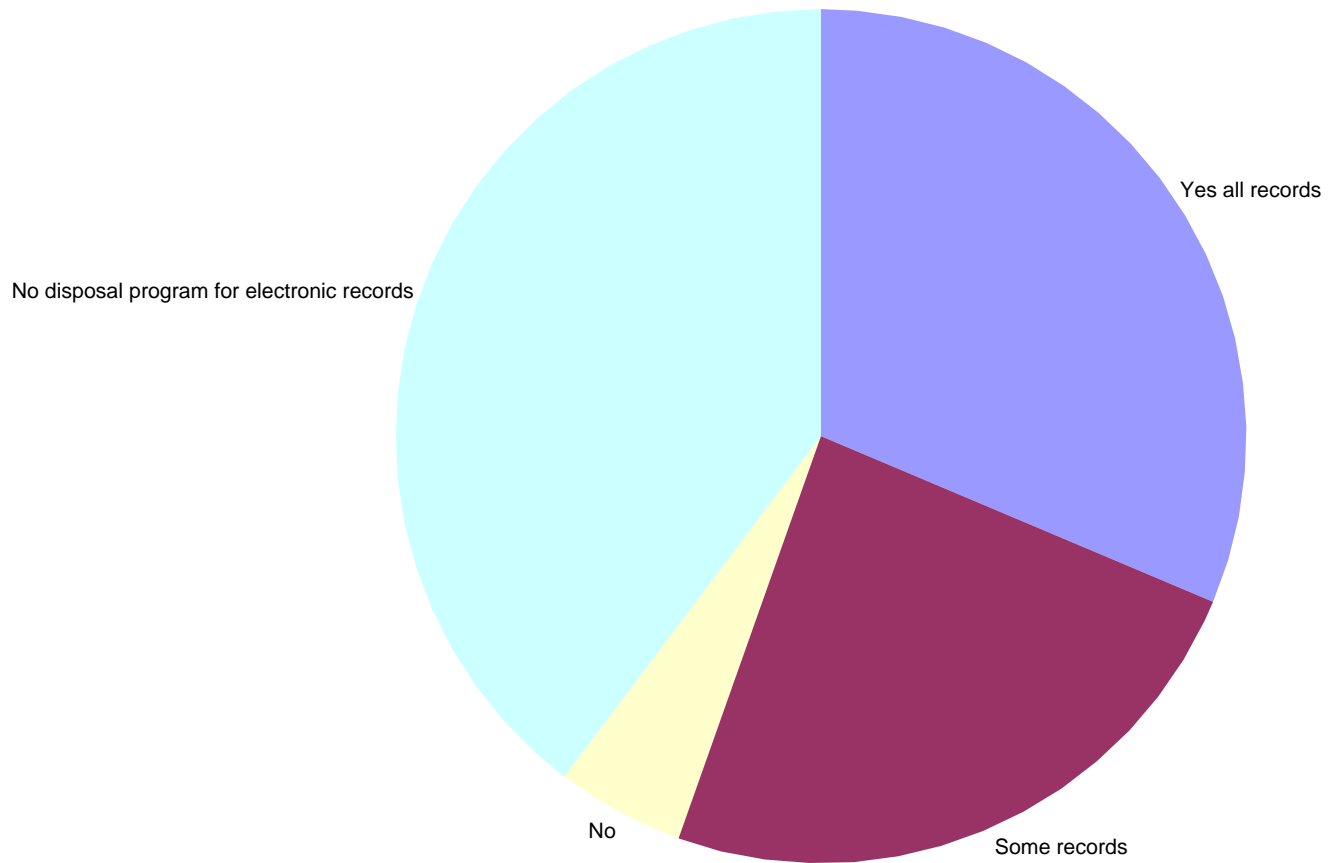
Is information recorded about the disposal (including migration) of all electronic records?

Occurrence Counts				Descriptive Statistics	
Value	Description	Number	%	Total Responses	
4	Yes all records	109	31.32%	348	
3	Some records	84	24.14%		
2	No	17	4.89%		
1	No disposal program for electronic records	138	39.65%		

? Chart for Q23 documenting disposal of electronic records

Is information recorded about the disposal (including migration) of all electronic records?

Q23 documenting disposal of electronic records



2004 Records Management Survey Statistical Analysis

? Statistics for Q24 tranfer of control

Have all inactive records that are identified as State archives, over 25 years old, and not subject to Still in Use Determinations, been made available for transfer to State Records' control?

Occurrence Counts

Value	Description	Number	%
3	Yes, all records	47	13.51%
2	Some records	76	21.84%
1	No records	225	64.65%

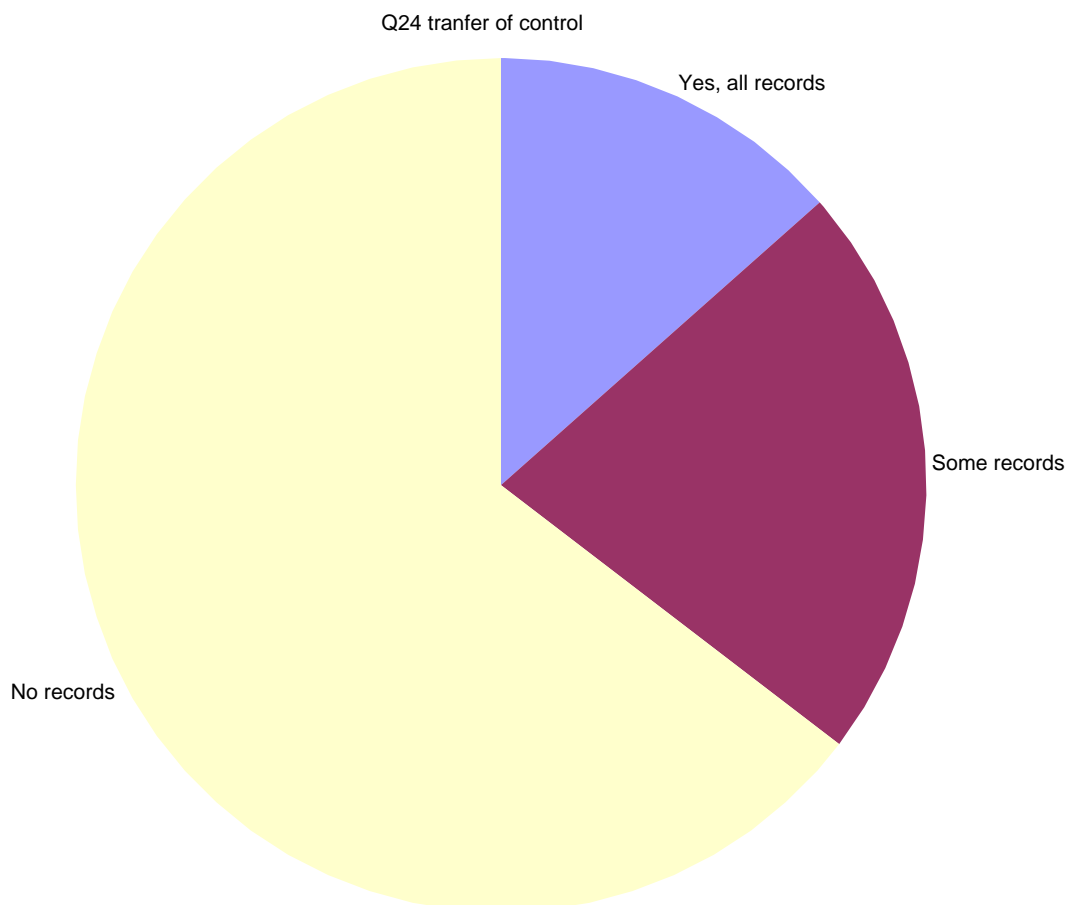
Descriptive Statistics

Total Responses

348

? Chart for Q24 tranfer of control

Have all inactive records that are identified as State archives, over 25 years old, and not subject to Still in Use Determinations, been made available for transfer to State Records' control?



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? Statistics for Q25 Preservation of older records in custody

Do you monitor the physical condition of longer term records or State archives in your custody?

Occurrence Counts

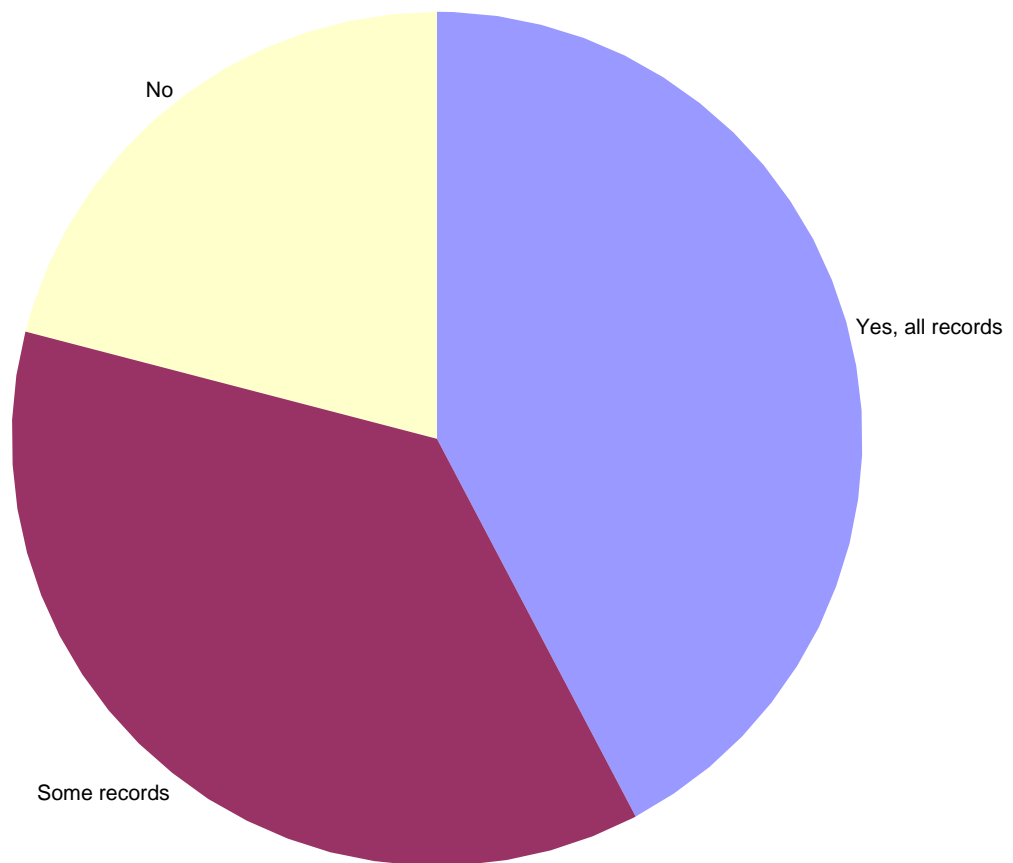
Descriptive Statistics

Value	Description	Number	%	Total Responses
3	Yes, all records	147	42.24%	348
2	Some records	128	36.78%	
1	No	73	20.98%	

? Chart for Q25 Preservation of older records in custody

Do you monitor the physical condition of longer term records or State archives in your custody?

Q25 Preservation of older records in custody



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Statistical Analysis

? Statistics for Q26 Access Directions

Have access directions been made for all records over 30 years old for which your organisation is responsible?

Occurrence Counts

Descriptive Statistics

Value	Description	Number	%	Total Responses
5	Yes, all records	37	10.63%	348
4	Some records	41	11.78%	
3	No	117	33.62%	
2	In preparation	72	20.69%	
1	Not applicable	81	23.28%	

? Chart for Q26 Access Directions

Have access directions been made for all records over 30 years old for which your organisation is responsible?

