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For the Record February 2016

Managing records in the New South Wales public sector

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Future Proof Blog Posts | EmDARA Project | Wildlife at Western Sydney | Training | Disposal authorities approved

Recent Future Proof Blog posts

State Records uses its [Future Proof](#) blog to post information about current digital recordkeeping issues. On the blog we road-test new ideas, distribute new information and initiate discussion on digital recordkeeping issues. Recent posts include:

- ▶ [Proposed changes to the Copyright Act 1960](#)
- ▶ [What to do with removal media after records are captured into corporate systems](#)
- ▶ [Case study from the Department of Premier and Cabinet on their transformation to a fully digital working environment](#)
- ▶ [Things to think about when deleting backups \(including advice on not using chickens as a method of destruction\).](#)
- ▶ [Decommissioning and digital archives - different models](#)
- ▶ [Some light reading on decommissioning](#)
- ▶ [Lessons learned about decommissioning business systems](#)
- ▶ [the benefits of decommissioning systems](#)
- ▶ [Things to think about when it's time to migrate](#)

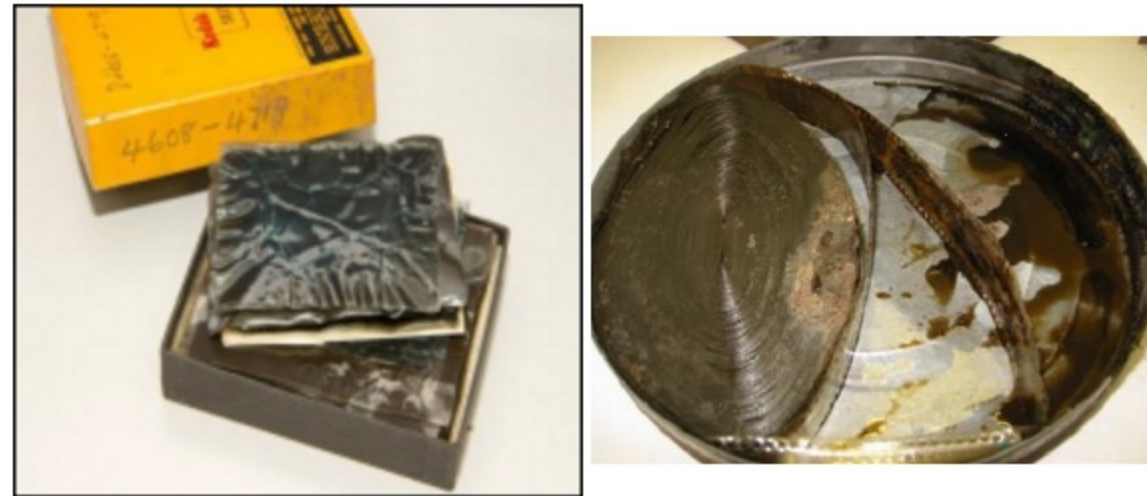
EmDARA Project

When State Records' bid for a ten year project called DAPRA (Digitisation of Archives for Preservation and Regional Access) was unsuccessful, State Records focussed on those State archives with the most urgent need for digitisation and preservation, the State archives that are at risk of loss because of chemical degradation and/or technical obsolescence.

State Records' Minister The Hon Dominic Perrottet MP, Minister for Finance and Services approved a request to commence digitisation of these archives. A new project has commenced at State Records aimed at digitising many of these at risk archives. The project is called EmDARA - Emergency Digitisation of At Risk Archives.

State archives that fall into this category include videos, cassettes, tapes (data and audio), negatives, films, slides, floppy discs, CD-ROMS and transparencies. The resulting master digital copies will be stored as part of the Digital State Archive. Not only does this project offer State Records an opportunity to save the content of these State archives, it will also be the first time it has been possible to provide access to the public for those items open to public access. The films in particular will provide a rich source of social history. It will also make it simpler to provide access to the responsible agency if that is required.

Below are examples of State archives that have experienced chemical degradation. As serious as this is, State Records and other archives and libraries are equally concerned with technical obsolescence. The technology to play or use many of the formats that once seemed cutting edge is now rare and becoming rarer.



Wildlife at Western Sydney



We have some rather impressive wildlife at the Western Sydney Records Centre. Head over to our sister newsletter [Now and Then](#) to see photos and a video of our resident kangaroo.

Training

Full details of our training for this year are available on the [Training Calendar](#)

The following training is being offered in March and April:

- ▶ 10 March [Retention and Disposal of Public Health Sector Records \(Dubbo\)](#)
- ▶ 11 March [Implementing a Retention and Disposal Authority for Local Government Records \(Dubbo\)](#)
- ▶ 16-17 March [Records Management Fundamentals](#) (Queens Square, Sydney)
- ▶ 18 March [Managing Digital Records: An overview](#) (Queens Square, Sydney)
- ▶ 6 April [Retention and Disposal of Public Health Sector Records](#) (Queens Square, Sydney)
- ▶ 20 April [Managing Recordkeeping Risk in Business Systems](#) (Queens Square, Sydney)

Disposal authorities approved

State Records recently approved:

- ▶ a disposal authority for the Mental Health Commission of NSW
- ▶ an amendment to the disposal authority for the Office of State Revenue relating to the management of traffic penalties, in particular records relating to infringement detection from camera film
- ▶ a disposal authority for Transport for NSW documenting the provision of passenger transport services, in particular records relating to passenger ticketing.

Copies of our retention and disposal authorities are available from the [Retention and disposal authorities](#) page on our website.