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For the Record February 2015

For The RECORD

Managing records in the New South Wales public sector

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Map Master Scanner touches down

State Records NSW holds over 1.5 million maps and plans among the State archives, the majority of which have not been digitised.

Due to their size, maps and plans are notoriously difficult to move and issue in the Reading Room. The fragile nature of many of them also increases the risk of damage during access. Digitisation is a great way to reduce the need for retrieval and broaden access via the internet.

In an effort to increase the number of maps and plans being digitised, late last year State Records purchased an extra-large map scanner – the aptly named MAP MASTER XXL, which has a double A0+ scanning range (2540x915mm)!

The delivery of the scanner was a sight to behold – how do you get such a big box into the building? The answer was slowly, carefully and with much assistance!



Photo: GRR staff manoeuvring the crated scanner into the State Records building at Kingswood

State Records is one of only three places in the world with a scanner of this size and model installed. The Russian Navy Archive in St Petersburg and the Chinese Navy are the only other institutions with scanners of this kind.

Before purchasing the map scanner, State Records digitised maps and plans using a camera. Large maps and plans often required multiple images that had to be stitched together in post-production – a very time consuming process.

The huge scanning range of the MAP MASTER XXL should enable State Records to digitise most oversized maps and plans in the State Records collection and make the digitisation of all average sized maps and plans a much quicker and easier process.

One of the first series being digitised using the new scanner is NRS 17173 - Cyril A Farey Perspective Drawings of Proposed Bridges across Sydney Harbour, 1924.

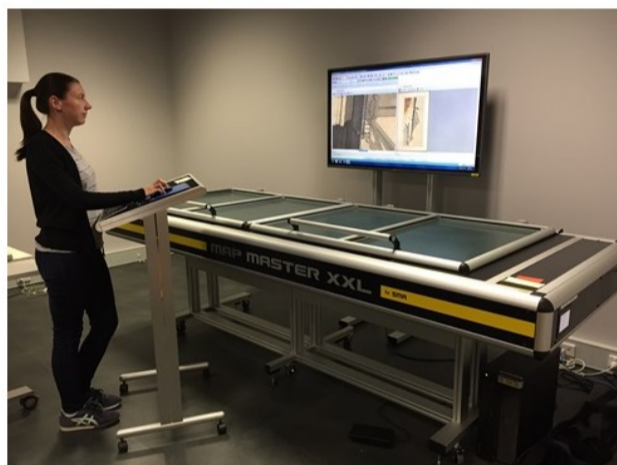


Photo: Digitisation Officer, Tara Majoro digitising one of the Cyril A Farey Perspective Drawings of Proposed Bridges across Sydney Harbour

2015 Training Calendar

The 2015 [Training Calendar](#) is now available. For March we have [Records Management Fundamentals](#) (18-19 March) and [Implementing a Retention and Disposal Authority](#) (20 March) at Kingswood, and [Implementing a Retention and Disposal Authority for Local Government Records](#) (25 March) and [Managing Recordkeeping Risk in Business Systems](#) (31 March) at Queens Square.

The [Managing Recordkeeping Risk in Business Systems](#) workshop is a free half-day workshop taught by State Records staff so this a good opportunity to meet the Digital Strategy people at State Records. The workshop is designed for people from the NSW public sector involved in projects to address recordkeeping risk in business systems, including records and information management professionals, ICT professionals, business system owners, enterprise architects, business analysts, governance managers and risk managers. Participants will benefit most from the workshop by coming with a reasonable understanding of the recordkeeping challenges of at least one business system in their organisation.

General retention and disposal authority: original or source records that have been copied

The old *General disposal authority: imaged records* (GA36) has been superseded by the *General retention and disposal authority: original or source records that have been copied*.

The new authority was issued for use on 13 January (emails advising this were sent to all our records management contacts and nominated senior officers), and authorises the destruction of certain original or source records after they have been copied, provided that a number of conditions are met, and that the records do not come within a category of excluded records.

The main difference from GA36 is that records that are required as State archives or required to be retained in agency may now be destroyed after copying (if the conditions have been met and they do not fall within the exclusions categories) if they were created after 1980, rather than 2000.

The [authority and guidance on its implementation](#) are available from the website. A [checklist](#) and [frequently asked questions page](#) is also available.

New Standard on records management coming soon

The new *Standard on records management* will be issued next month and will be available from the Standards page on our website. Emails advising of the issue of the new Standard will be sent to all public offices.

In preparation for the commencement of the new Standard, we have been developing an implementation guide which explains each minimum compliance requirement and highlights key guidance available from State Records and other organisations. The implementation guide also provides useful mappings between the new Standard and the superseded standards and guidance on transitioning from five standards to the one standard. We have also been developing new guidance and updating existing guidance to reflect the requirements of the new Standard.

Over the next two weeks you will notice some changes to the Recordkeeping in the NSW public sector section of the State Records' website as we load new guidance and update pages. We apologise for any inconvenience that may be caused while we do these updates.

For further information or questions on the *Standard on records management*, contact Catherine Robinson at catherine.robinson@records.nsw.gov.au or (02) 8257 2991.

Recent FutureProof blog posts

Recent blogs on FutureProof include:

- [Managing information in a mobile working environment](#): discussions from the recent Digital Implementers' Group meeting about current projects and strategies for managing information in a mobile working environment.
- [Enhancing the effectiveness of an EDRMS/ECM system](#): a case study of a project to enhance EDRMS/ECM implementation in an organisation.

Disposal authorities approved

State Records recently approved a disposal authority documenting the function of emergency services for the NSW State Emergency Service, and the NSW Civil and Administrative Tribunal (NCAT).

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