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For the Record June 2015



Managing records in the New South Wales public sector

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New resources for implementing the Standard on records management

Work continues to develop new resources to assist public offices to implement the new *Standard on records management*. As new resources become available, they are included in the [Implementation Guide](#). Recent additions include:

- [Checklist for the Senior Responsible Officer for records and information management](#)
- [Records and information management policy checklist](#)
- [Information on records and information management strategies](#)

Future Proof News for Public Sector Chief Executives

Each year State Records distributes a newsletter to all Chief Executives in the NSW public sector. This year's newsletter highlights some of the major initiatives of the last year across State Records, including the new [Standard on Records Management](#), the launch of business as usual operations for the [Digital State Archive](#), and enhancements to the [OpenGov](#) and [Data.NSW](#) platforms.

The newsletter is intended to start conversations between chief executives, management, business, ICT and records and information staff about the strategic management of organisational business information.

The newsletter is available [here on the State Records website](#). A downloadable PDF version of the newsletter is also available.

Future Proof blog posts

FutureProof blog posts for May and June include:

- [System decommissioning, migration, and manager responsibilities – June Digital Implementers group](#)
- [How does information and records management support privacy](#)
- [Implementing digital disposal](#)

Treating wet and mouldy records

Time is of the essence when dealing with wet and mouldy records. Here are some tips on what you should do and treatments that should be avoided.

Dealing with wet records and immediate treatments that must be undertaken in the first 48 hours

Water damage is the most common result of disasters, and mould growth is always a high risk in disasters involving water. Flooded areas and wet records must be dried out quickly.

- Dry out the space – or if this is not possible, remove the wet records to a dry area quickly
- Where the quantity of records permits, air-dry the records by fanning them out and interleaving pages with blotting paper/butcher paper/grease proof paper.
- Use portable dehumidifiers where the records are drying to speed the drying process and provide good air circulation.
- Use pedestal fans to increase air circulation and aid in drying

Processes that should NEVER be used on State records and State archives during disaster salvage

- Decontamination with any chemical fumigant. Fumigants include ethylene oxide, hydrogen peroxide gas (e.g. bleach), methyl bromide, or any proprietary fumigant.
- Decontamination using gamma irradiation.
- Freeze drying of photographic or film collections.

Processes that pose risks to State archives

- All processes except air drying pose some risk to records and should be undertaken by highly trained staff and reputable companies
- Freeze drying can cause damage to some formats, e.g. photographic materials, and should only be used where the size of the disaster precludes air drying
- Freezing is only recommended for some formats and is only recommended where the quantity of records would mean they cannot be dried within 48 hours.

Appointment of disaster recovery team

It is important that the disaster recovery company appointed by your organisation and insurer has the right expertise for records salvage and restoration. Remember, you should liaise with State Records about the appointment of a disaster recovery team and the recovery processes used on the records.

What procedures do you and the disaster salvage company have to put in place to determine whether the records have been adequately and appropriately treated?

- Moisture content readings should be taken of records following salvage and treatment to establish whether records have been dried adequately – they should fall into the normal range for dry paper
- Where mould growth has been observed or is suspected, records should be tested to establish whether mould growth is abnormal compared with the baseline levels at the affected site

For further information see:

- [Conservation Tip No. 5 Removing mould from records and archives](#)
- [Conservation Tip No. 6 Dealing with wet records](#)
- [Protocol for insurance assessors](#)
- [Advice page on disaster management](#)

New State Records exhibition: Public Service/War Service

Our World War I exhibition, Public Service/War Service was officially launched by the NSW Minister for Finance, Services and Property, the Hon. Dominic Perrotet, on 19 May 2015.

More than 11,000 New South Wales government employees volunteered for military service overseas during World War I. Others fulfilled essential services at home, and government departments were transformed to perform wartime roles.



The exhibition, open now at the [Western Sydney Records Centre](#), presents stories from the lives of NSW railway and harbour workers, teachers, administrators, printers, nurses, clerks, draftsmen, politicians and police — stories of public service and war service, pieced together through research in the State archives. For more information see our [NSW Anzac Centenary website](#).

Disposal authorities approved

State Records recently approved a disposal authority for the Public Service Board records held by the Public Service Commission.

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

