

# THE VICTORIAN ELECTRONIC RECORDS STRATEGY DIGITAL FOREVER 2018–2021





# THE VICTORIAN ELECTRONIC RECORDS STRATEGY

is about ensuring the creation, capture and preservation of authentic, complete and meaningful digital records by the Victorian public sector

# VISION

Digital by design, automated and embedded recordkeeping for the Victorian public sector, ensuring complete, authentic and meaningful digital records now and into the future.

### GOALS

Our goals are to have:

- 1. Trusted, complete and reliable digital recordkeeping.
- 2. Preserved and accessible digital records of continuing value.
- 3. Increased capability to respond to future opportunities and challenges.

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# TRUSTED, COMPLETE AND RELIABLE DIGITAL RECORDKEEPING

## WORK WITH GOVERNMENT TO IMPROVE DIGITAL RECORDKEEPING PRACTICES AND ADVANCE CAPABILITY ACROSS THE SECTOR

We will do this by:

- Releasing mandatory standards for recordkeeping across the Victorian public sector, with a focus on digital recordkeeping from creation through to disposal.
- Developing guidance and providing advice, prioritising common and emerging issues to ensure records are created and kept for as long as required.
- Developing tools for agency use to build capability and measure and improve their recordkeeping practices.
- Communicating digital recordkeeping messages and best practice through a variety of channels.

## WORK WITH OUR PARTNERS TO SUPPORT MUTUALLY BENEFICIAL INITIATIVES

We will do this by:

- Contributing to the Department of Premier and Cabinet's *Born Digital Stay Digital* initiative.
- Enabling the development of digital end-to-end business processes in government agencies.
- Supporting digital service delivery by Victorian Government.
- Adopting solutions and best practice developed by our peers.

### OUTCOME

### By 2021:

Digital recordkeeping can be embedded by the Victorian Government as the default practice so that digital records are complete, authentic and reliable evidence of government actions and decision making.



# PRESERVED AND ACCESSIBLE DIGITAL RECORDS OF CONTINUING VALUE

## WORK WITH GOVERNMENT TO SUPPORT AND ENCOURAGE TRANSFER OF DIGITAL RECORDS

### We will do this by:

- Delivering information and tools to identify records of continuing value.
- Identifying barriers to transfer and developing solutions.
- Delivering information and tools to package records for transfer.
- Building and implementing a new and improved digital archive.

# ENHANCE DISCOVERABILITY OF RECORDS ONLINE

### We will do this by:

- Implementing a revised Archival Control Model (ACM), providing a framework for PROV's archival documentation system. This allows for the registration, description, preservation and management of government records and their context.
- Improving search functionality and display, supporting users to follow pathways, relationships and links to undiscovered records.
- Making our archival data available for sharing and re-use by conforming to AS/NZS Recordkeeping Metadata Standard, allowing us to interchange our data more easily with others.

### PROMOTE THE BENEFITS OF DISPOSAL AND TRANSFER OF DIGITAL RECORDS

### We will do this by:

- Communicating regularly with the sector via a range of channels including the Records Management Network (RMN).
- Sharing case studies from other agencies.

### OUTCOMES

By 2019 we will have:

- Digital archive infrastructure capable of preserving and supporting access to modern digital records.
- An end-to-end digital transfer process in place.
- Migrated existing digital holdings to the new digital archive infrastructure.
- Accessioned and preserved priority high value records including the Cabinet records of the Victorian Government (2010–2018) and records of the Royal Commission into Family Violence.
- Established a regular digital transfer program for the Cabinet records of the Victorian Government.

### By 2021 we will have:

- A range of tools available to package digital records for transfer and preservation.
- All new records transfers described in accordance with our revised ACM and a plan to revise the description of records transferred prior to 2019.
- Improved meaningful discovery of records in our custody.

# INCREASED CAPABILITY TO RESPOND TO FUTURE OPPORTUNITIES AND CHALLENGES

## INCREASE OUR CAPABILITIES ACROSS THE ORGANISATION

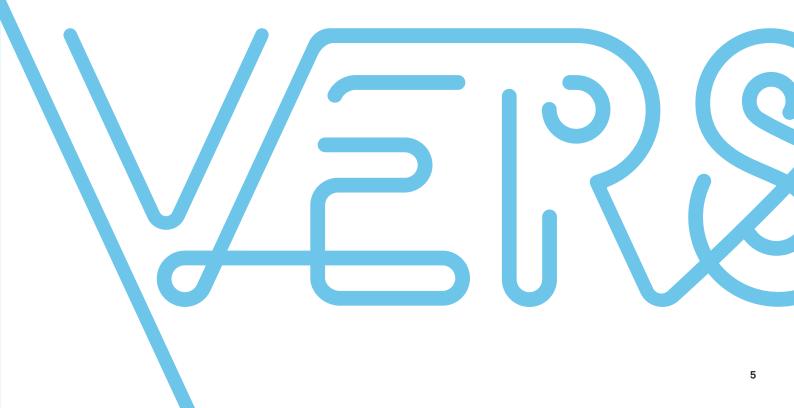
We will do this by:

- Upskilling staff knowledge of digital recordkeeping theory and practice.
- Researching and evaluating emerging digital recordkeeping issues and solutions.
- Working with the Australasian Digital Recordkeeping Initiative (ADRI) and other bodies to research and develop solutions.

### OUTCOMES

By 2021 we will have:

- Increased our skills and capability within PROV to deliver an effective digital recordkeeping framework for Victorian Government and preserve the digital archive of the State.
- Improved our knowledge of digital transfer, preservation and potential machine learning applications for archival processes.
- Demonstrated our improved capacity through pilot and strategic projects, and knowledge share with collaborative partners, clients and stakeholders.





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#### PUBLIC RECORD OFFICE VICTORIA

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