

Victorian Public Sector Record holdings survey results

2016–2017



Background

Over the last two years Public Record Office Victoria (PROV) has completed surveys into the physical and digital record holdings of the Victorian Public Sector. The surveys asked Victorian Government agencies for details on the scope and storage of their physical and digital records. These surveys were conducted to assist agencies in their storage, disposal and transfer planning. Results reveal a significant amount of physical and digital records are in need of either disposal or transfer as state archives in the next five years.

Physical Records In Storage

The Victorian Public Sector is storing approximately 446 kilometres of physical records, both historic (pre 1900) and 20th Century (up to 1985) of which an estimated 47 kilometres are of permanent value in need of transfer to PROV.

Historic records (Pre 1900)

3.16km

20th Century records (1900–1985)

443.58 kms



Digital Data In Storage

Terrabytes of Data

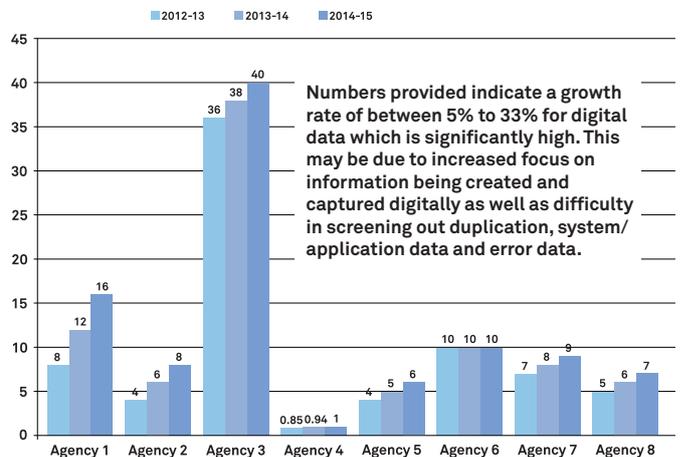


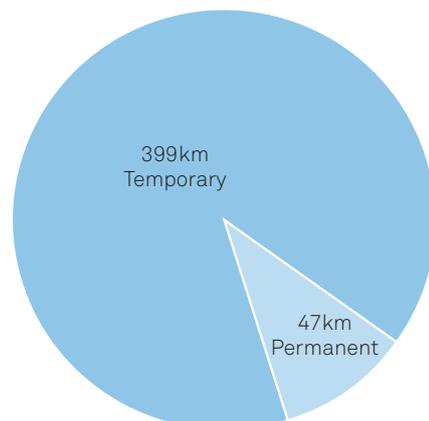
Table Above: Annual Increase in Digital Storage over Three Years. Showing responses with a confidence level over 50%.

Close to half of the respondents were not confident in statistics provided for the overall volume of their digital data or estimated growth overtime.

Key Findings

Physical Records

An estimated 399kms of temporary records are being stored by Government agencies, many unnecessarily as they could be legally destroyed. Meanwhile, critical records are being placed at risk and the community is not able to easily access records of state significance that should be in custody of PROV.





18 Agencies reported storing historic records (pre 1900) in unsafe or risky locations



Shipping containers



Sheds



Warehouses



Basement

What are the barriers to transfer or disposal of physical records?



No planned disposal program



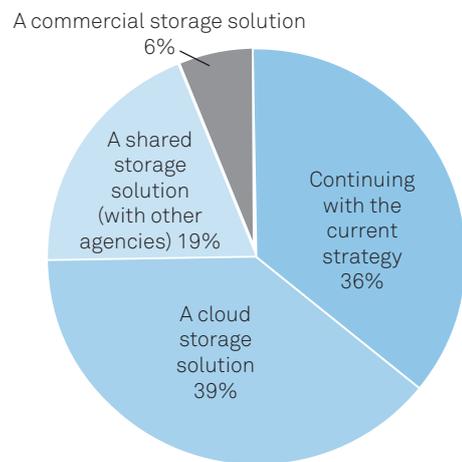
No resources

Record disposal and transfer programs are not adequately planned or resourced in many agencies. Resourcing is the main barrier reported by agencies to transferring permanent records to PROV custody. This would appear to mean that many agency heads are not fulfilling their obligations under the *Public Records Act 1973*;

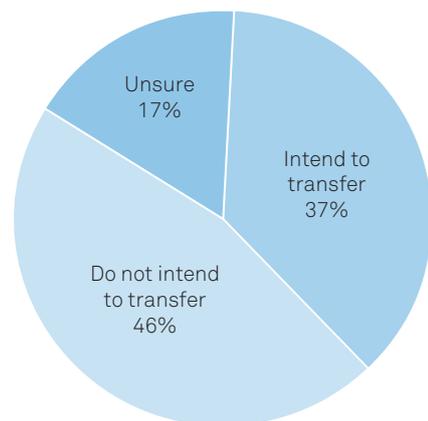
Transfer from Physical to Digital

In order to transfer digital records to PROV, records need to be generated in a VEO format (VERS encapsulated object). Ability to generate VEOs is relatively low. This suggests agencies may need external assistance to prepare digital records for transfer in VEO format. Agencies are at very different stages in their ability to transition from hard copy to digital recordkeeping.

Storage Plans Over the Next Five Years



Transfer Intentions Over the Next Five years



Key concerns among agencies in regards to digital recordkeeping include: data security (29%), staff and system capacity (43%), costs and resourcing (14%), legacy systems and data (14%).