

Public Record Office Victoria

Strategic Plan 2022–26



Published by Public Record Office Victoria

99 Shiel Street
North Melbourne VIC 3051
Tel (03) 9348 5600

Public Record Office Victoria Strategic Plan 2022–26

April 2022

© Copyright State of Victoria through Public Record Office Victoria 2022



Except for any logos, emblems, and trademarks, this work (*Public Record Office Victoria Strategic Plan 2022–26*) is licensed under a Creative Commons Attribution 3.0 Australia license, to the extent that it is protected by Copyright. Authorship of this work must be attributed to Public Record Office Victoria.

To view a copy of this license, visit <http://creativecommons.org/licenses/by/3.0/au/>.

Published on <http://www.prov.vic.gov.au>.

ISSN: 1320-8225

Table of Contents

Foreword	4
About Public Record Office Victoria	5
About this Plan	6
Overview of our Plan	7
Outcome 1: Management	8
Outcome 2: Preservation	9
Outcome 3: Utilisation	10
Outcome 4: An efficient and effective organisation	11

Foreword

I am pleased to introduce the new Public Record Office Victoria (PROV) Strategic Plan 2022–26, a four year plan designed to address PROV's future challenges.

Implementation of this Plan will commence from July 2022 and build on the solid foundations delivered through our Corporate Plan 2017–22.

Our major accomplishments under our previous Plan – detailed in our Annual Reports – allow us to be more ambitious for the future.

Through our new Plan, we reaffirm our vision, public records, publicly available, and confirm the outcomes we are working to achieve:

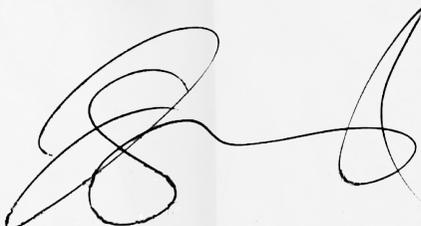
- *Management*: Government records are managed to enable accountability, efficiency and innovation
- *Preservation*: Government records are preserved so that they are available and accessible for as long as they are required
- *Utilisation*: Government records are used by communities to connect to their history and culture and by government for the public good
- and a new enabling outcome *An efficient and effective organisation*: Efficient and effective internal operations enable us to be a modern and valued government agency.

This plan clearly defines where we will focus our efforts to make a difference for the Victorian community and our public sector colleagues, and articulates how we will achieve our outcomes.

It will enable us to continue modernising our operations by focusing on improving public office compliance, enhancing the value of the State's archival data, making use of new technology by improving our own digital capability, and focusing on expanding partnerships and improving the ways we present, promote and provide access to public records.

This plan sets new challenges for all of us, and I am confident in the commitment and dedication of our team at PROV to realise our vision and outcomes.

I look forward to you joining us on the journey.



Justine Heazlewood

Director and Keeper of Public Records

About PROV

Who we are

Public Record Office Victoria (PROV) is the archive of the State and local government in Victoria.

We hold around 100kms of hard copy records and 600,000 digital records dating from 1836 to the present day. More records in all formats are transferred to PROV every year. Many records in our collection are open and accessible to researchers either in our Reading Rooms or online.

We preserve records of enduring value from the past and present day so evidence of government decisions remains on the public record and available for access.

We set mandatory recordkeeping standards and provide support and advice on recordkeeping to state and local government.

We also provide researcher services, an awards and grants program, public programming and outreach.

What we do

Established under the *Public Records Act 1973* PROV's objectives are to:

- Issue standards regulating the creation, maintenance and security of public records including the selection and disposal of public records not worthy of preservation
- Advise and assist agencies in achieving compliance with issued standards
- Preserve public records of permanent value as the state archives
- Ensure that the archives are accessible to the government and the people of Victoria.

Our Vision

Public records, publicly available

Our Mission

We set the rules for government recordkeeping and provide leadership to foster compliance. We ensure the historical memory of government in Victoria endures and is accessible.

Our Values

The *Public Administration Act 2004* requires that public sector employees demonstrate public service values as outlined in the Code of Conduct for Victorian Public Sector Employees. We enthusiastically promote and support these values and have developed a set of modified values descriptors so that they have greater relevance to us.

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human rights

About this Plan

The Strategic Plan 2022–26 is a guide for Public Record Office Victoria (PROV) staff as to the focus of the organisation over the next four years. The strategies and key focus areas identified in the Plan detail our priorities above and beyond our core business and administration of the *Public Records Act 1973*.

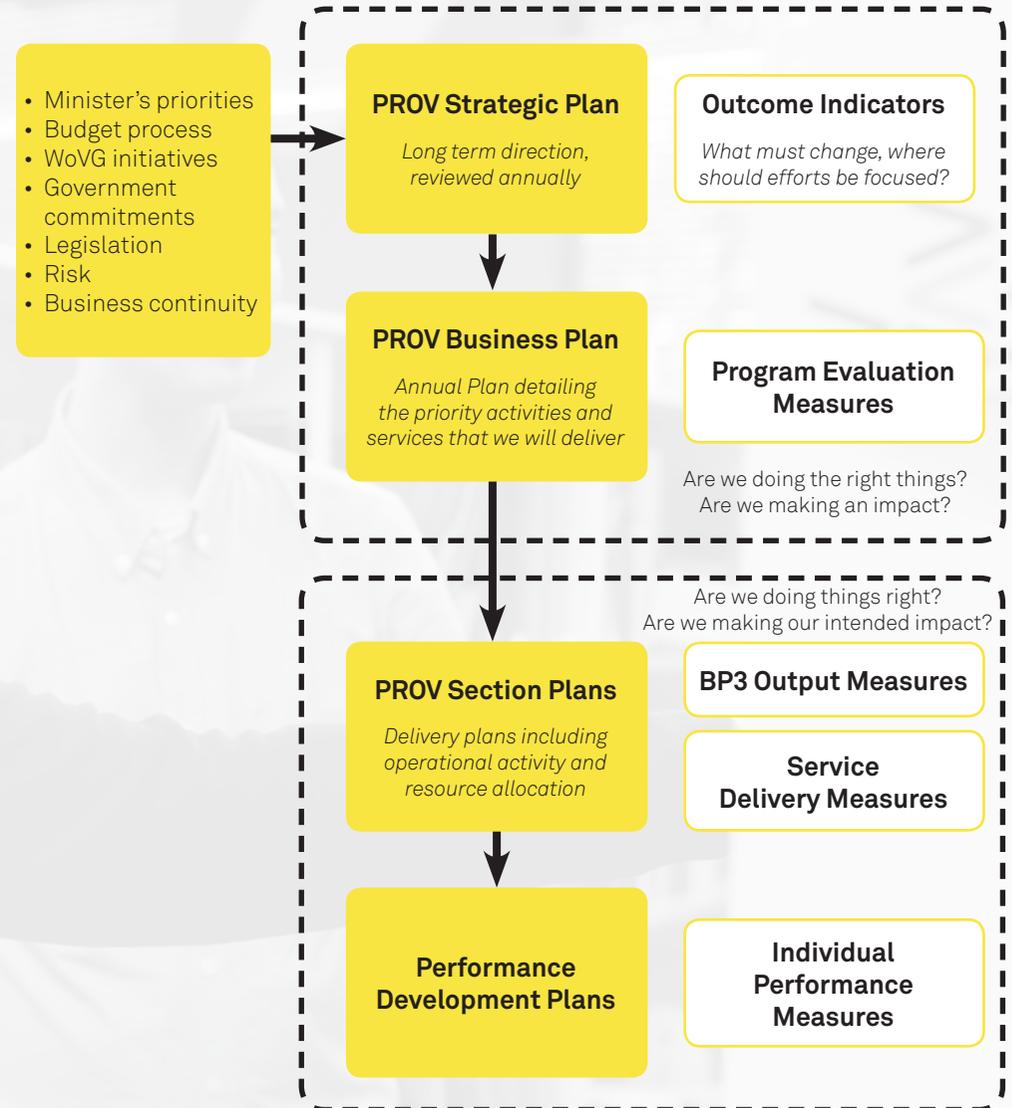
It aims to help staff know and understand our priorities and is designed to be referred to regularly, to ensure we are all aware of what we are responsible for delivering.

Staff across PROV will have a direct role in achieving the priorities outlined in this Plan through the annual Business Plan, Section Plans and Performance Development Plans. These plans will be their opportunity to decide how their work will help to achieve PROV's outcomes.

Progress against our achievement of the Strategic Plan will be reported each year in the PROV Annual Report.

How our Plan fits together

At PROV, we have an integrated planning and performance management approach. This means our plans, from this Strategic Plan through to individual Performance Development Plans, and the way we measure our success, are aligned. You can see how this works below in the diagram to the right.



Overview of our Plan



VISION

Public records, publicly available



MISSION

We set the rules for government recordkeeping and provide leadership to foster compliance.
We ensure the historical memory of government in Victoria endures and is accessible.



OUTCOMES

Management

Preservation

Utilisation

An efficient and effective organisation



STRATEGIES

Deliver and promote programs designed to increase public office compliance with recordkeeping obligations.

Sustain and enhance our digital preservation knowledge, systems and practices to meet the needs of digital government.

Enhance the value of the State's archival data asset by leveraging system capability and improving data quality.

Transfer the remaining priority physical records held across government.

Review and improve the way we present, promote and provide access to public records.

Expand our partnership and engagement approaches to leverage new or untapped audiences.

Grow our people's capability and enhance our culture.

Leverage and continually improve our systems.

Improve governance and processes.

Outcome 1: Management

Government records are managed to enable accountability, efficiency and innovation.

Strategy 1.1

Deliver and promote programs designed to increase public office compliance with recordkeeping obligations.

We will focus our efforts on initiatives designed to increase public office compliance with the Standards we issue. To achieve this outcome we will advocate for good recordkeeping and build strong relationships with decision-makers across government.

Key Focus Areas

- 1.1.1 Build influence so that recordkeeping requirements are included in and supported by relevant government strategies, policies and initiatives, new or changed legislation and commercial products and services.
- 1.1.2 Expand monitoring of and reporting on public office compliance with obligations.
- 1.1.3 Deepen our understanding of public office recordkeeping challenges.
- 1.1.4 Promote the importance of good recordkeeping for government efficiency, transparency and accountability.
- 1.1.5 Build our technical knowledge in order to provide advice and products to support digital government.

Outcome 2: Preservation

Government records are preserved so that they are available and accessible for as long as they are required.

Strategy 2.1

Sustain and enhance our digital preservation knowledge, systems and practices to meet the needs of digital government.

In line with the Victorian Government's Digital Strategy, we will focus our preservation efforts on digital records so that an authentic and comprehensive record of modern government is preserved. We aim to expand our digital transfer capability and reach, devising effective disposal and preservation solutions for records from common platforms as well as from the unique, high value and niche systems.

Strategy 2.2

Enhance the value of the State's archival data asset by leveraging system capability and improving data quality.

In 2021 we implemented a revised Archival Control Model which allows us to document and preserve all records, physical and digital, within one intellectual framework and metadata scheme. We will focus on extending the model's capacity for describing contemporary records of government in context, its application to our collection and explore opportunities for reuse of our archival data.

Strategy 2.3

Transfer the remaining priority physical records held across government.

We will work with stakeholders to identify the physical records of permanent value which remain outside archival custody, plan for their long term storage and preservation, and transfer the highest priority records to PROV custody.

Key Focus Areas

- 2.1.1 Expand our digital transfer program to make it easier for agencies to transfer records to us.
- 2.1.2 Devise solutions for disposal and capture of digital records in both common systems and high value, unique system across government.
- 2.1.3 Develop and implement a strategy for our digital archive systems and collection.

Key Focus Areas

- 2.2.1 Conduct strategic description projects to improve meaning and discoverability of records.
- 2.2.2 Develop our Archival Control Model and structured data relationships.
- 2.2.3 Implement real time monitoring and capture of machinery of government changes.

Key Focus Areas

- 2.3.1 Identify, survey, measure and prioritise records awaiting disposal and transfer.
- 2.3.2 Empower agencies with knowledge and expertise for an effective and efficient disposal program.

Outcome 3: Utilisation

Government records are used by communities to connect to their history and culture and by government for the public good.

Strategy 3.1

Review and improve the way we present, promote and provide access to public records.

Providing access to public records is critical to ensuring Victoria's historical memory endures. To do this, we will increase awareness and engagement with the collection for diverse audiences and communities across Victoria. Through this work, we will also amplify First Nations' perspectives, access and interpretation of our collection. We will build on our successful volunteer program, focus on digitising priority and at risk records and improve the way we enable online contributions.

Strategy 3.2

Expand our partnership and engagement approaches to leverage new or untapped audiences.

Our rich partnerships have been an asset to the Victorian community. We will work to identify, engage and partner with new audiences and communities across Victoria, as well as grow our government and community partnerships. We will actively promote our Places of Deposit program which aims to preserve records of local significance within their communities of origin.

Key Focus Areas

- 3.1.1 Amplify diverse voices and stories.
- 3.1.2 Enhance our volunteer program with new hybrid volunteering models.
- 3.1.3 Uplift our digitisation program to ensure records of relevance to communities are more immediately available online.
- 3.1.4 Implement robust and sustainable mechanisms for accepting online contributions.

Key Focus Areas

- 3.2.1 Identify and engage with new or untapped audiences.
- 3.2.2 Grow our partnerships in ways that drive increased access to our collection.
- 3.2.3 Increase awareness and utilisation of our Places of Deposit Program.

Outcome 4: An efficient and effective organisation

Efficient and effective internal operations enable us to be a modern and valued government agency.

Strategy 4.1

Grow our people's capability and enhance our culture.

At the core of every successful organisation are the people committed to delivering its vision. We will continue developing our workforce to ensure we have the right staff, capabilities and culture to support our work.

Strategy 4.2

Leverage and continually improve our systems.

Following the launch of our new line of business systems, we will focus on getting the best out of our new technological capabilities. We will continually improve our systems to ensure that we are well placed to be a digitally savvy organisation now and into the future.

Strategy 4.3

Improve governance and processes.

Good governance and processes are critical to ensuring effective operations. We will identify opportunities to improve the way we work. We will address the challenges we face in relation to storage space and asset maintenance by delivering our four year Facilities Strategy and planning for new storage requirements. We will also continue work to ensure PROV's budgeting approaches are sustainable.

Key Focus Areas

- 4.1.1 Drive a strong and resilient workforce through planning and professional development.
- 4.1.2 Develop and implement programs to support diversity and inclusion so that we better understand the community we serve.
- 4.1.3 Deliver initiatives that promote PROV as an employer of choice and enable us to attract and retain talented staff.

Key Focus Areas

- 4.2.1 Support the organisation to deliver future technology needs in response to the changing digital landscape.

Key Focus Areas

- 4.3.1 Identify opportunities to improve the way we work.
- 4.3.2 Deliver PROV's Facilities Strategy.
- 4.3.3 Ensure responsible financial management.

