

VERS Action Plan 2014

WOVG information and records management principles and action plan 2014

1.1 Background

In 2014 PROV and the then Department of State Development Business and Innovation (DSDBI) developed a Victorian Government approach to information and records management to support productivity and service delivery over 3-5 years. The vision outlined in 2014 described a future where all information is in a digital format, information management is integrated with business processes and information is harnessed to deliver services to business and citizens.

The 2014 vision was supported by three key objectives:

1. Move information from paper to digital.
2. Manage information using flexible, service based solutions.
3. Provide open access to information, promote reuse and value adding.

The *Victorian Electronic Records Strategy: Digital Forever 2018-2021* supersedes the PROV led actions outlined in the 2014 Action Plan.

The table below reports on the 2014 Action Plan deliverables undertaken by PROV.

1.2 Action plan

No	Action	Outcome	Lead	Delivered
Stream 1	Share best practice			
1	Establish WOVG Information management leadership group and community of practice.	Completed	PROV	IMG established as a subgroup of the CIO council, meets monthly.
2	Identify and learn from information sharing projects.	Completed	PROV	Shared through IMG and the RMN.

Stream 2	Develop policy, standards & guidelines			
3	Develop a framework to identify high value information assets.	Completed	PROV	<p>Developed and published the following frameworks:</p> <ul style="list-style-type: none"> • https://www.prov.vic.gov.au/recordkeeping-government/a-z-topics/high-value-high-risk-introduction • https://www.prov.vic.gov.au/recordkeeping-government/a-z-topics/appraisal <p>Information Management Governance Standard released by Enterprise Solutions, Department of Premier & Cabinet.</p>
4	Develop a digital records policy in alignment with the government's ICT strategy.	Underway	PROV	<p>PROV is collaborating with Enterprise Solutions Branch, DPC on the development of the Digital Workplace Strategy.</p> <p>Recordkeeping principles and requirements under the VERS 2 Standard are being incorporated within the PROV Recordkeeping Standards so there will be one framework for agencies to enable digital recordkeeping.</p>
5	Refresh VERS Standard.	Completed	PROV	The PROS 15/03 Standard for the encapsulation of digital information was released in 2015.
6	Develop guidance on IRM in systems development and selection.	Underway	(the former) DSDBI	PROV is developing guidance product on Office 365 implementations, Software as a Service.
Stream 3	Implement projects and pilots			
7	Identify high value records in line of business systems.	Completed	PROV	<p>Stocktake of Victorian Government Databases completed.</p> <p>Information assets documented in the DSDBI Register appraised and high value assets identified.</p>
8	Investigate options for distributed custody of high value permanent records.	Underway	PROV	<p>Actions taken by PROV have significantly reduced the size and scale of the issue both conceptually and technically including:</p> <ul style="list-style-type: none"> • Development of a custody agnostic revised ACM that supports intellectual control, description, access to records and distributed custody.

				<ul style="list-style-type: none"> • VERS 3 Standard (PROV 15/03) which enables long term preservation and access to information not being managed in an operational system. It enables agencies to preserve digital records in their own environment. • New archival management, digital ingest and storage infrastructure will enable PROV to accept, preserve and provide access to modern digital information assets of the Victorian Government.
9	Investigate archival storage and digitisation procurement options.		(the former) DSDBI	PROV has issued requirements and planning tools for digitisation and disposal.
10	Pilot archiving standard for structured data.	Completed	PROV	The SIARD pilot project was completed in 2015. The New Digital Archive will be capable of preserving relational databases conformant with SIARD.
11	Review IRM tools to identify use and pilot opportunities.		(the former) DSDBI	Action superseded by the ICT Strategy Action Plan.
12	Implement, evaluate and share case studies on innovative pilots including cloud based solutions.	Completed	Agencies	<p>PROV shares case studies to be used as a reference to innovative practice.</p> <p>The Sir Rupert Hamer Awards recognises and rewards innovation in digital recordkeeping.</p> <p>https://www.prov.vic.gov.au/recordkeeping-government/learning-resources-tools/case-studies</p>
13	Continue to support DataVic implementation through business engagement and reporting.		DSDBI/DTF	Lead action rests with DPC.