

# Review of PROV Standards & Specifications

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# ***Public Records Act 1973***

s12 - Keeper shall establish standards for efficient management of public records & assist public offices in applying these

s13 - Officer in charge of public office is responsible for carrying out of a records management program in accordance with the standards

Record – any document within meaning of *Evidence Act 2008* – so very broad definition

# Background

2010-11 – comprehensive set of Recordkeeping Standards, Specifications, guidelines developed

2016 PROV Survey: detailed & high quality but

- confusing to have VERS & RK frameworks
- too many documents & requirements
- some repetition, variation in level of detail
- hard to apply to business systems, focus on hardcopy or, if digital, EDRMS.

# Aim of Review

## Simplified Standards - requirements which are:

- Usable by all types of public sector agencies
- Applicable to all formats and all systems
- Understandable by non-RM practitioners
- Realistic and achievable – but set benchmark for good practice
- Outcomes-focussed – not too prescriptive about how to meet
- Measurable, where possible.

# Review outcomes so far

VERS Standards & RK Standards now merged into one set of Standards – VERS remains as an strategy

Standards now contain Principles & Requirements – Specifications only used for detailed requirements

PROV and Advisory Groups have reviewed 6 Standard areas, Disposal currently being reviewed

Format simplified and number of documents and requirements reduced by two-thirds

# Going forward

Disposal Review – stakeholder group established, drafts will be published & communicated for feedback, aiming to complete and publish in 2022

Review cycle – will review a Standard area each year, then in year 7 review overall framework and formats

# Questions?

## More information:

<https://www.prov.vic.gov.au/recordkeeping-government/>

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