

Introduction to the Recordkeeping for Good Governance Toolkit

International Council on
Archives Congress
August 2012



Programme

| | |
|---------------|----------------------------------|
| 9.00am | Welcome and overview of the day |
| 9.05am | Introductions |
| 9.25am | Introduction to the toolkit |
| 10.30am | Morning Tea |
| 10.45am | Recordkeeping Capacity Checklist |
| 11.15am | Model Policy |
| 12.30pm | Lunch |
| 1.15pm | Appraisal Guidance |
| 3.00pm | Afternoon Tea |
| 3.15pm | Open Q and A Session |
| 4.00pm | Workshop Close |

Introductions

Name

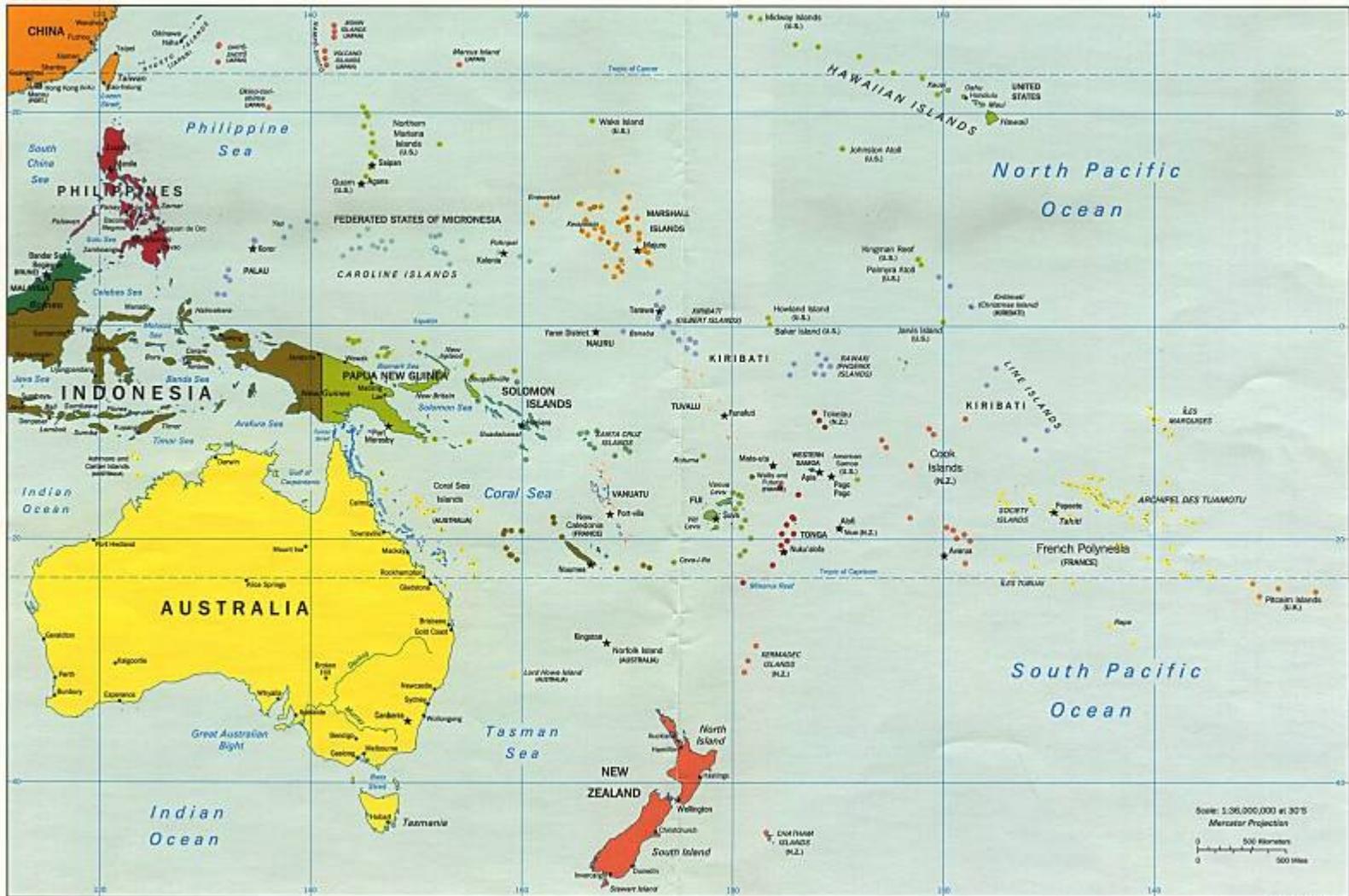
Where you work

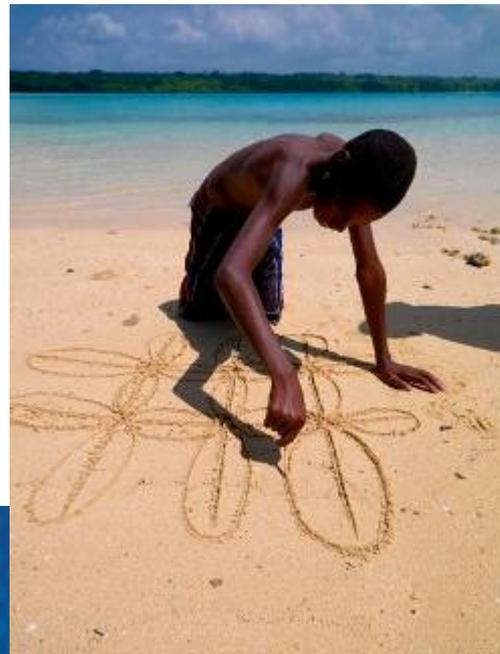
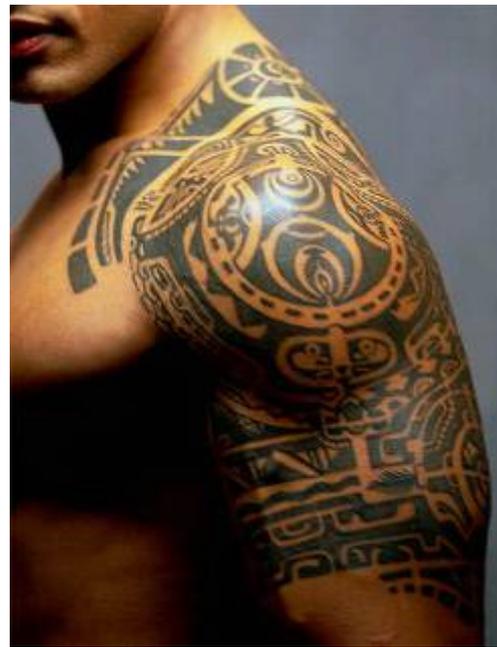
Your role

Your dream holiday



Oceania





Weak Recordkeeping Frameworks

1. Difficulty in finding records
2. Work being duplicated
3. Organisational knowledge out the door
4. Difficulty in supporting a freedom of information regime
5. Frustrated and inefficient staff
6. A responsibility void



Background to the Recordkeeping for Good Governance Toolkit

1. United directions – the need for a Toolkit
2. Nadi 2005 resolutions



The Toolkit

1. Brochure and poster
2. Introduction to records
3. Recordkeeping Capacity Checklist
4. Understanding Recordkeeping Requirements
5. Model Recordkeeping Policy
6. Model Record Plan for common functions + adaptation and implementation guidance
7. Developing record plans for core functions
8. Model disposal schedule + adaption and implementation guidance
9. Appraisal guidance
10. Train the Trainer
11. Digital Recordkeeping Guidance
12. Digital Preservation Guidance





Australian Government
AusAID



Australian Government



NATIONAL
ARCHIVES
OF AUSTRALIA

Your story, our history



Te Rua Mahara o te Kāwanatanga

ARCHIVES
NEW ZEALAND



Development Methodology





Recognised by Pacific Heads of State!

1. Communiqué from the 2009 Pacific Island Forum states:

1. Stronger national development and democracy through better governance can be achieved by

“committing to sustainable and appropriate information management and records-keeping to ensure the development and implementation of better informed national policy”

Useful with our Strategic Allies

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GUIDELINE 3: Model Recordkeeping Policy



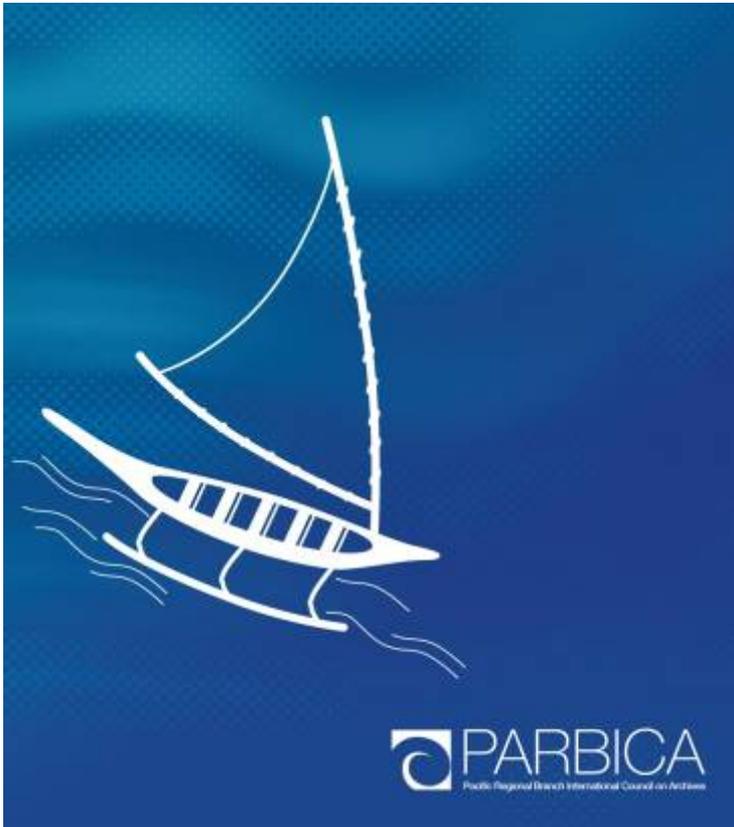
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- Pacific Ombudsmen Alliance
- Pacific Island Forum Secretariat
- Pacific Public Service Commissioner's Network
- United Nations Development Programme Pacific Centre
- Commonwealth Human Rights Initiative



Recordkeeping for Good Governance

Boîte à outils
"Records Management
La gestion des documents probants,

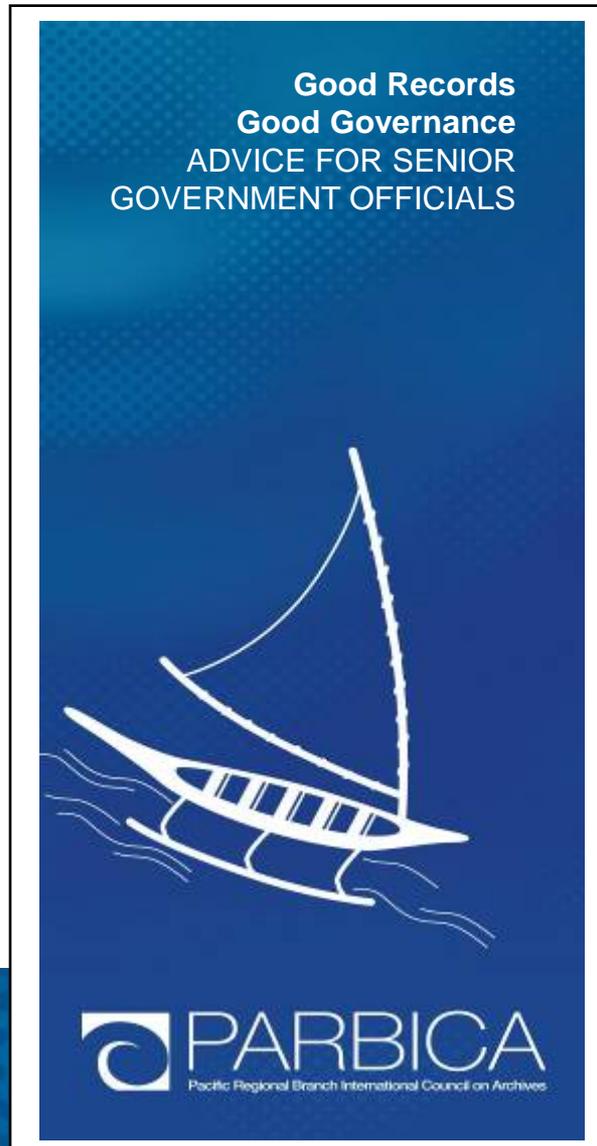


The Toolkit has been so successful it has been translated into French, for use in West Africa



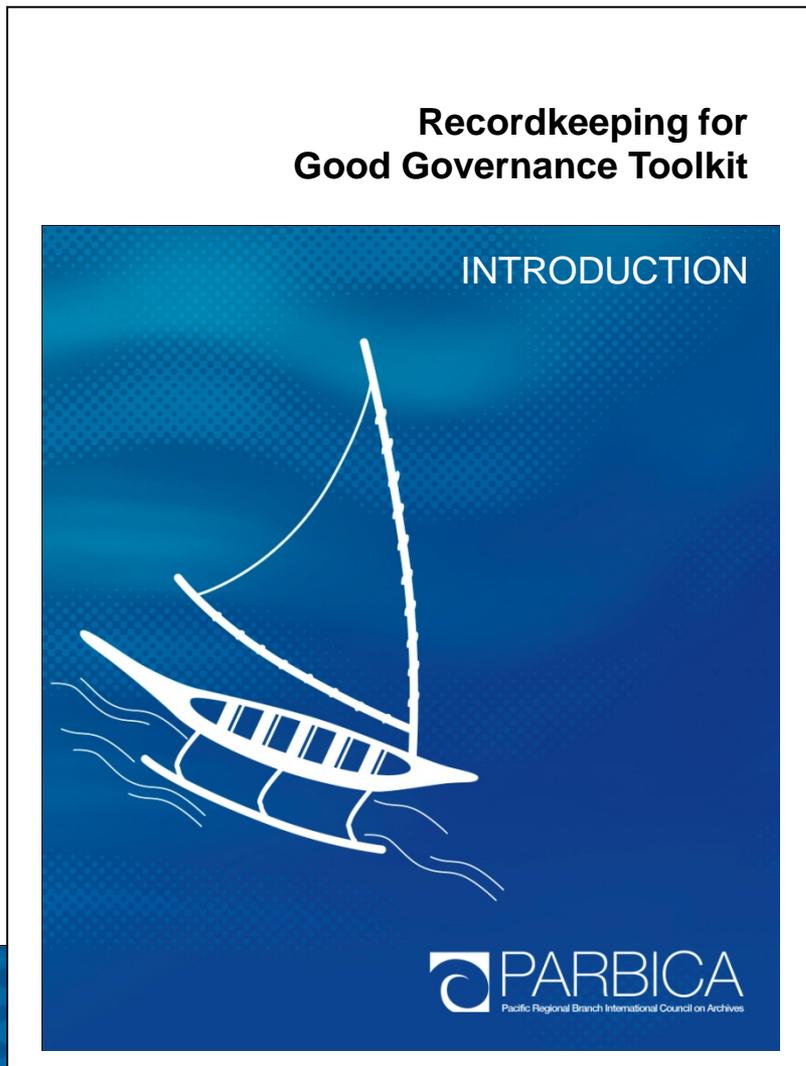
Product Overview

Brochure & Poster



1. Promote the benefits of good recordkeeping
2. Aimed at senior officials

Introduction



- Background to the Toolkit
- Explains efficiency, accountability and protecting people's interests

Checklist

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GUIDELINE 1: Recordkeeping Capacity Checklist



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- Is my organisation managing records to world standards?
- Ten questions

Recordkeeping Requirements

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GUIDELINE 2: Identifying Recordkeeping Requirements

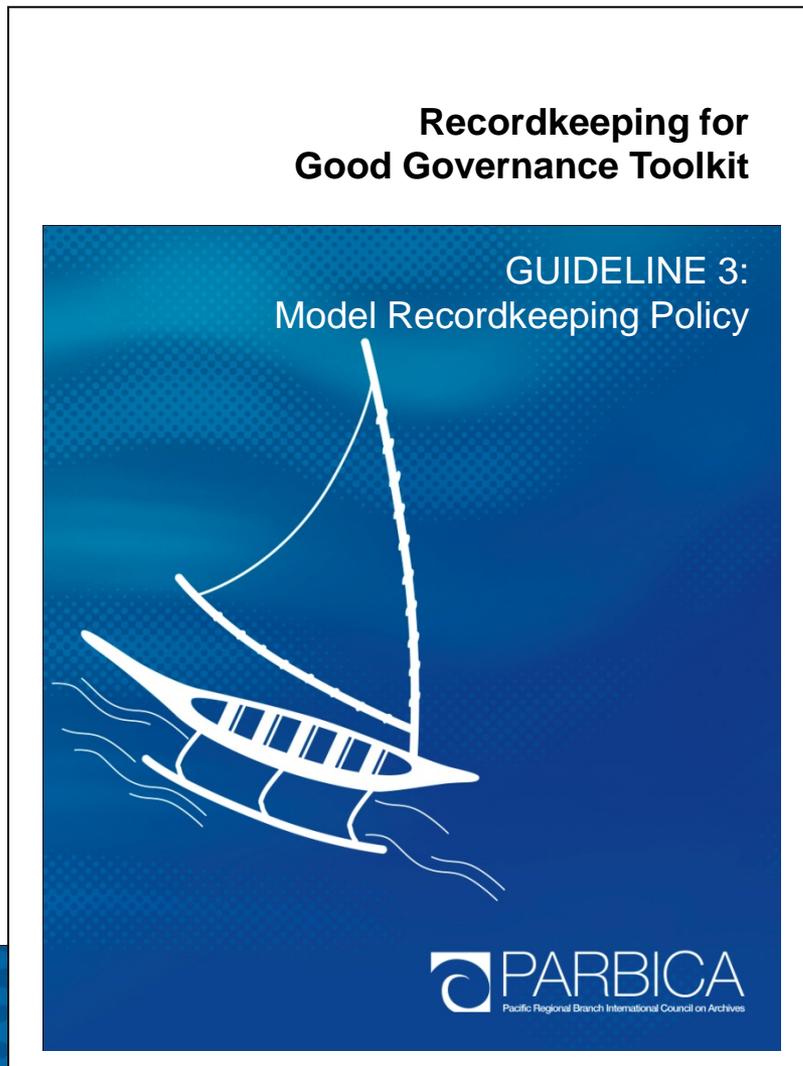


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- What record must be made and how they should be managed

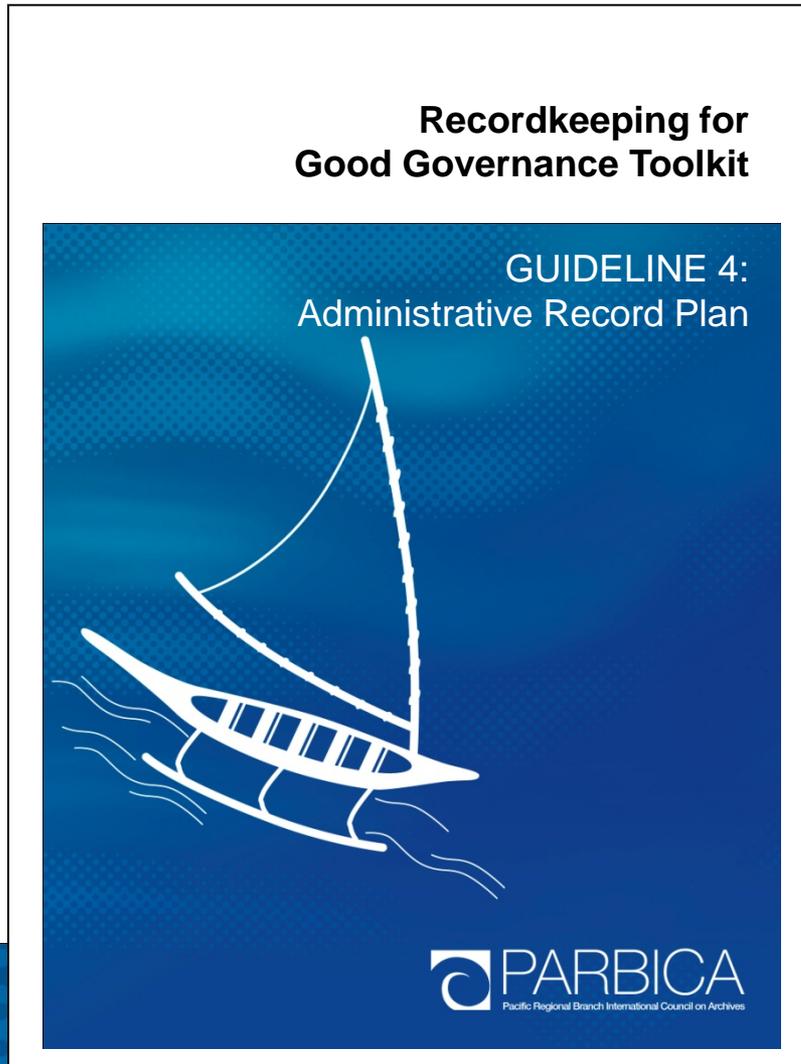
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Recordkeeping Policy



- Overall guidance on how records should be managed

Record Plan + Adaption Guidance



- A system for titling files
- How to use the records plan so it works in your organisation

Record Plan for Core Business Functions

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GUIDELINE 6: Developing and Implementing Records Plans for Core Business Functions



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- Developing your own plans for records of your core business

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Disposal Schedule + Adaption Guidance

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GUIDELINE 7: Disposal Schedule



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- A system for making accountable decisions about when to dispose of files

Disposal Schedule Implementation

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GUIDELINE 9: Implementing the Administrative Disposal Schedule



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Appraisal Guidance

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GUIDELINE 10: Starting an Appraisal Program



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- Clearing out your backlogs



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Train the Trainer

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GUIDELINE 11: Train the Trainer



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- Guidance on how to use the toolkit

Digital Recordkeeping Guidance

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GUIDELINE 12: Introduction to Digital Recordkeeping



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- Introduction to the Digital Recordkeeping key concepts

Digital Recordkeeping Readiness

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GUIDELINE 13: Digital Recordkeeping Readiness Self Assessment Checklist for Organisations



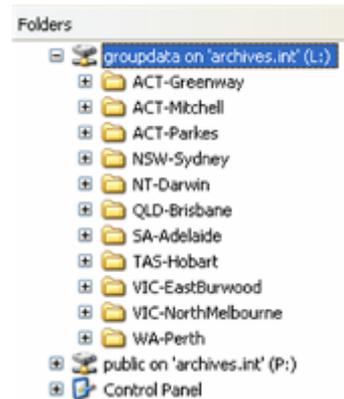
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- Assessment tool

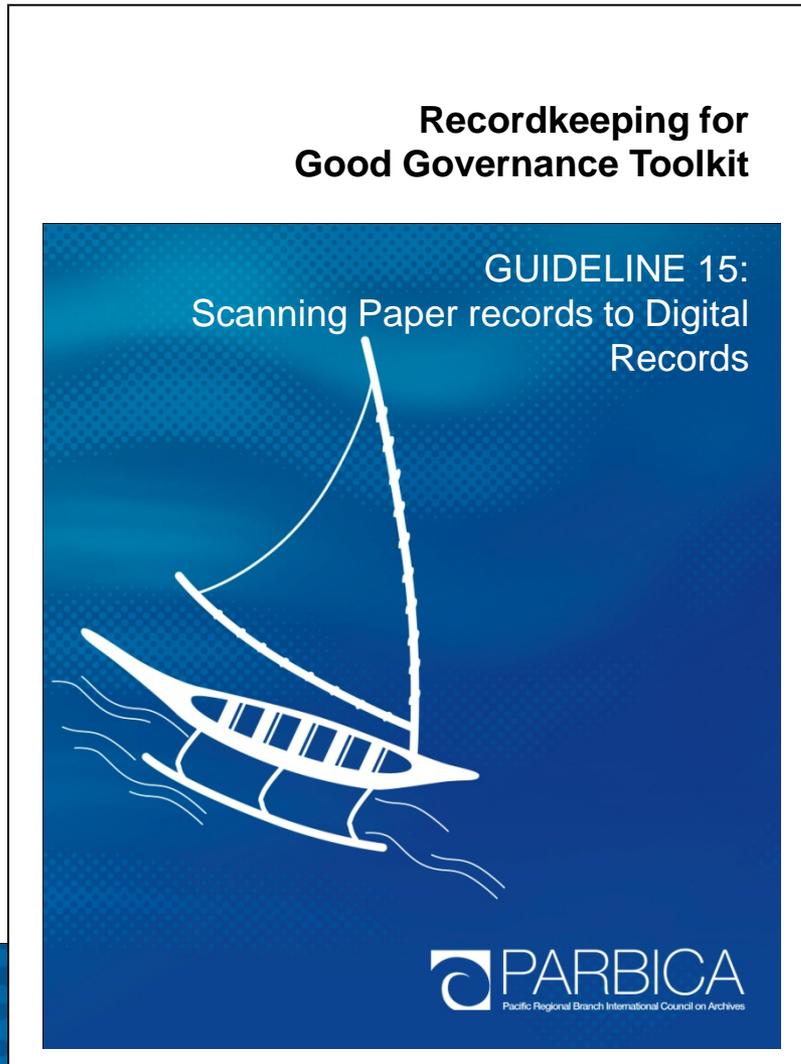
Choosing the Best Strategy

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GUIDELINE 14: Digital Recordkeeping – Choosing the Best Strategy

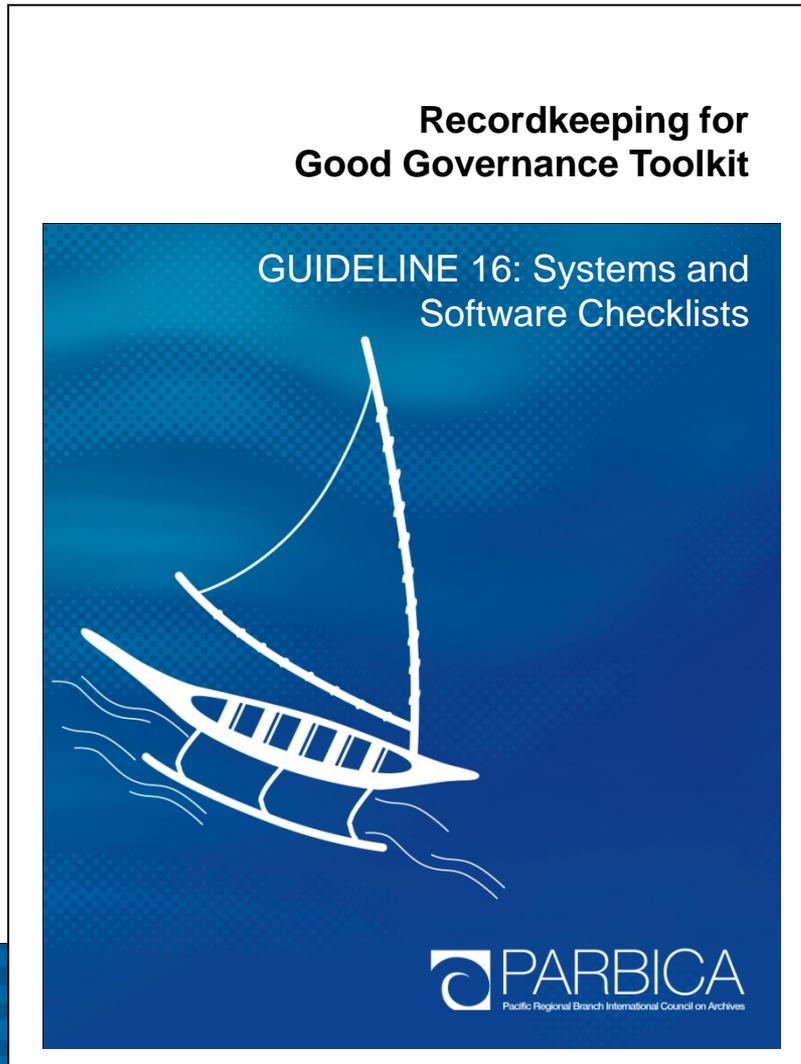


Scanning Paper Records



- Practical advice for organisations considering a scanning project.

Systems and software checklists



- 3 checklists

Email

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GUIDELINE 17: Managing Email



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- Practical advice on email management



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Digital Preservation

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**GUIDELINE 18: Digital
Preservation**



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- Introductory guidance on Digital Preservation

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Implementing Digital Recordkeeping

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GUIDELINE 19: Implementing a Digital Recordkeeping Strategy



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- Supporting successful implementation

2 Key Messages

- ✓ The Pacific has developed practical tools to help countries that are new to modern recordkeeping
- ✓ They are proving successful in a range of jurisdictional circumstances and is available for your organisation to use.
 - Don't reinvent the wheel.





Questions for you to ponder today:

1. What elements of the PARBICA toolkit are most needed in your country or organisation?
2. Who would be responsible for making it happen – and who would help?

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