

Institutional, State, and Country Report - Australia

Organisational overview:

Name of your organisation:	<u>National Archives of Australia</u>
Contact information for your organisation:	<u>Phoebe Morrison, Director, Office of the Director-General</u>
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1. **Provide a summary of your stated objectives, goals and responsibilities (or a link to this information on your website):**

[What we do | naa.gov.au](#)

2. **Provide a copy of your organisational structure and your reporting structure (or a link to this information on your website):**

[Organisational structure | naa.gov.au](#)

3. **Describe any major organisational changes since 2021:**

New Director-General, Simon Froude (appointed 23 May 2022), and addition of new Transformation Branch (August 2023).

4. **Number of staff employed in your organisation:**

324.

5. **Is your collection housed in a purpose-built archival repository?**

- Purpose-built with environmental control.
- Purpose-built with no environment control.
- Not purpose built but with environmental control.
- Not purpose built and with no environmental control.

- 6. Is your Archives a stand-alone institution, or is it combined with your National Library or another agency?**

Stand alone.

- 7. Is there legislation that established your archives or the functions of your archives?**

Yes.

Date of last legislative review: 2021

Link to legislation (please attach a copy if there is no link):

[Archives Act 1983](#)

Education and Training:

- 8. What qualifications do your staff hold?**

A variety of graduate and post-graduate qualifications in archives, records, history, information technology, cyber, library and related fields.

- 9. What are your priority training and skill requirements?**

Digital and data.

- 10. Have you supported your staff to attend any archival conference or professional development opportunity since 2021:**

Yes, national archival and recordkeeping; international archives.

- 11. Describe the availability of professional literature (serials, internet databases etc.):**

Records and Information Management Professional Association Australasia are the main professional body, with others for more specialised areas.

Recordkeeping for Good Governance

- 12. Are you aware of the Recordkeeping for Good Governance Toolkit project?**

Yes.

- 13. Have you used any component of the toolkit in the in the past two years?**

No.

- 14. Do you have any planned initiatives that involve using the Toolkit?**

No.

- 15. Since the development of the Toolkit are agencies more aware of the need for good recordkeeping?**

No.

16. Can you comment on whether the standard of recordkeeping has improved in government agencies?

Yes, National Archives of Australia (National Archives) measures the standard of agency recordkeeping through an annual Check-up Survey. It is an online self-assessment tool designed to measure Australian Government agencies' maturity and performance in managing their information assets (records, information and data).

Leadership

17. Do you have all the tools you need to talk authoritatively to other agencies about archives and recordkeeping?

Yes.

18. Are there any additional skills you need to talk authoritatively to other agencies?

No.

Communication in country

19. Do you have any advice on the best way to communicate with senior officials in government agencies?

National Archives' host a Government Agency Information Network, which hosts forums and provides communications on archival issues.

20. Are there any resources that would help you to communicate with senior officials in government?

No.

21. Did your organisation celebrate International Archives Week in June 2022 and/or June 2023? If yes, what activities or events were held?

Yes, we celebrate internally at office level with such things as morning teas and social media.

State of recordkeeping and archives management

22. Identify the top formats of records requiring the most immediate work:

Audio-visual media on magnetic tape.

23. Describe the maturity of digital recordkeeping in your country:

Very mature.

24. Describe the extent of digital recordkeeping technologies being used in your country:

All or most agencies use digital recordkeeping systems.

Some agencies use digital recordkeeping.

Few or no agencies use digital recordkeeping.

25. What are the most significance records documenting your country and or the Pacific region held in your collection:

Records come from Australian Government departments, statutory authorities, royal commissions, military units, security and intelligence agencies, diplomatic posts, law enforcement agencies and Cabinet. National Archives hold some key records that document Australia's journey to Federation, as well as records about immigration, military service, transport, Aboriginal and Torres Strait Islander peoples, the environment, communications, security and intelligence, foreign affairs, and the arts. National Archives also hold some important 19th-century records about colonial activities that were transferred to the Australian Government. These include customs, patents, defence, lighthouses, naturalisation, shipping, and postal and telegraphic services. We hold some High Court of Australia records and papers from high profile Australians such as Governors-general, prime ministers, ministers, and High Court judges.

26. Are these records of significance on the [Memory of the World Register](#)?

- Landmark Constitutional Documents of the Commonwealth of Australia
- The Walter Burley and Marion Mahony Griffin Design Drawings of the City of Canberra
- Displaced Persons Migrant Selection Documents 1947-1953
- High Court of Australia Records
- FE Williams Anthropological Collection

27. Describe the tools you use to manage your collection. Are they digital or analogue? Are they commercial products, or in-house developed?

National Archives' uses RecordSearch, a digital tool developed in-house consisting of numerous modules that control all collection metadata (both analogue and digital) including location, description, movement, preservation, public access, format. National Archives use Preservica, a commercial-off-the-shelf product, for our digital archiving. Preservica manages digital storage and preservation workflows.

28. Are you working with other institutions on any projects or initiatives?

National Archives work with a variety of commercial, government, industry and individuals on joint digitisation, promotion, events, exhibitions and records projects.

Recommendations for PARBICA

Recommendations for future guidance

29. What additional guidance, if any, would you most like to see developed? (Please tick a maximum of 3)

- Arrangement and description guidelines
- Storage standards
- Developing/updating legislation
- Access guidelines for archives
- Information Governance
- Working collaboratively with Audit Institutions and Ombudsmen
- National Archives governance documents (Mission Statements, Action Plans)
- Auditing the security/safety/handling of records in agencies
- Developing and monitoring recordkeeping performance indicators for agencies
- Model whole of government file plans for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Model whole of government disposal coverage for the CORE business functions of Pacific islands governments (e.g.: fisheries, agriculture, immigration, health, defence, tourism, etc)
- Digital preservation workflows and guidelines
- Digitisation guidelines
- Audio Visual preservation guidelines
- Paper preservation guidelines
- Pest management guidelines
- Emergency response and disaster recovery guidelines
- Train the trainer
- Other _____

Other involvement in PARBICA activities

30. if you or your organisation would be interested in becoming more involved in PARBICA activities, please tick any of the options below or provide suggestions.

- Hosting a conference
- Working on the PARBICA Bureau
- Working on the PARBICA newsletter *PANORAMA*
- Contributing to the PARBICA website www.parbica.org
- Working on a PARBICA project
- Other _____

Communication

31. What methods do you use to communicate with other PARBICA members?

- Telephone
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

32. Does your organisation have reliable access to the internet? Yes

33. How often do you visit the PARBICA website?

- Never
- 1-2 year
- Monthly
- Weekly

34. What are your preferred methods of receiving information from PARBICA? (Maximum 2)

- Website
- Email
- Social Media (e.g. Facebook, Twitter)
- PARBICA listserv
- Post

Other recommendations for PARBICA

35. Please describe any additional work that you think PARBICA should be working on over the next 2-4 years that would better assist archival and records related institutions in the Pacific, or your institution specifically. All suggestions are welcome.