



**STATE RECORDS ACT 2000
 REQUIREMENTS CLARIFIED
 (What it means for you!)**

MYTH	REALITY
<p>The <i>State Records Act</i> requires us to keep hard copies of all documents for archiving.</p>	<p>That would be crazy! Only 3 to 5% of an agency's recorded information will ever eventually become an Archive.</p>
<p>The <i>State Records Act</i> requires us to keep all documents in hard copy.</p>	<p>This is a big myth! Hard copy documents can be kept in hard copy or scanned into the system to be kept in a digital format should your business require. Born digital documents do not have to be printed out. They can be kept in digital format.</p>
<p>Legislation demands that even documents received in digital format must be printed and kept in hard copy.</p>	<p>This is a very big myth! Born digital records can be kept and managed in that format – there is absolutely no need to print.</p>
<p>Only wet signatures are acceptable under current legislation.</p>	<p>The Electronic Transactions Act allows agencies to develop electronic signatures to support their business transactions: i.e. invoices; timesheets; statements etc. You do not have to sign a paper copy unless your business practices require it.</p>
<p>Recordkeeping Plans are costly and do not serve a useful purpose.</p>	<p>Recordkeeping Plans only need to be developed ONCE and they assist in identifying business information which is a vital asset. A Recordkeeping Plan is a vital tool designed to help agencies know what information they hold; where it is kept; how it can be accessed; and when it can be destroyed. Get the basics right and you have information that is useful for your business needs.</p>



MYTH	REALITY
<p>Creating a Recordkeeping Plan every 5 years is a burdensome task.</p>	<p>Once developed, a Recordkeeping Plan ONLY requires a REVIEW every 5 years.</p> <p>Every agency must have an approved Plan which is a business tool to help them best utilise their information assets.</p> <p>The State Records Office website has a number of documents to assist and streamline this process.</p>
<p>Digital transformation is as easy as installing a new ICT system.</p>	<p>Unfortunately not! Before you install any new business system you should think about what you are trying to achieve.</p> <p>Apply good information management principles to ensure the best possible advantage can be gained from the ICT systems, to achieve digital transformation.</p> <p>Remember once installed, it will not manage itself.</p>
<p>Shouldn't we be digitising everything?</p>	<p>First think about what business purpose you need to meet before you digitise anything!</p> <p>Just because you <i>can</i> digitise something doesn't mean that it makes good business sense to do so.</p> <p>There are always costs for managing information, whether as hard copy records or as data in the cloud or elsewhere.</p> <p>Remember that data requires frequent refreshing and migration to ensure it remains readable and accessible.</p>
<p>Isn't digital storage cheap?</p>	<p>While disk space is cheap, remember there are also costs for managing digital information, whether in the cloud or elsewhere.</p> <p>Data requires frequent refreshing and migration to ensure it remains readable and accessible.</p> <p>As Oracle says, "Back-up is not archiving".</p>
<p>Once digitized, why not just keep EVERYTHING?</p>	<p>If the data exists, it must be migrated so that it is viable and accessible.</p> <p>The cost to migrate continually to ensure that all data is viable and accessible is substantial and will increase over time as the volume of data increases.</p> <p>Keeping data beyond its legal business purpose means it is available for discovery, litigation, subpoena, and FOI for as long as it exists.</p>