



**THE VICTORIAN ELECTRONIC
RECORDS STRATEGY
DIGITAL FOREVER
2018–2021**

THE VICTORIAN ELECTRONIC RECORDS STRATEGY

is about ensuring the creation, capture and preservation of authentic, complete and meaningful digital records by the Victorian public sector

VISION

Digital by design, automated and embedded recordkeeping for the Victorian public sector, ensuring complete, authentic and meaningful digital records now and into the future.

GOALS

Our goals are to have:

1. Trusted, complete and reliable digital recordkeeping.
2. Preserved and accessible digital records of continuing value.
3. Increased capability to respond to future opportunities and challenges.

1

TRUSTED, COMPLETE AND RELIABLE DIGITAL RECORDKEEPING

WORK WITH GOVERNMENT TO IMPROVE DIGITAL RECORDKEEPING PRACTICES AND ADVANCE CAPABILITY ACROSS THE SECTOR

We will do this by:

- Releasing mandatory standards for recordkeeping across the Victorian public sector, with a focus on digital recordkeeping from creation through to disposal.
- Developing guidance and providing advice, prioritising common and emerging issues to ensure records are created and kept for as long as required.
- Developing tools for agency use to build capability and measure and improve their recordkeeping practices.
- Communicating digital recordkeeping messages and best practice through a variety of channels.

WORK WITH OUR PARTNERS TO SUPPORT MUTUALLY BENEFICIAL INITIATIVES

We will do this by:

- Contributing to the Department of Premier and Cabinet's *Born Digital Stay Digital* initiative.
- Enabling the development of digital end-to-end business processes in government agencies.
- Supporting digital service delivery by Victorian Government.
- Adopting solutions and best practice developed by our peers.

OUTCOME

By 2021:

Digital recordkeeping can be embedded by the Victorian Government as the default practice so that digital records are complete, authentic and reliable evidence of government actions and decision making.



2

PRESERVED AND ACCESSIBLE DIGITAL RECORDS OF CONTINUING VALUE

WORK WITH GOVERNMENT TO SUPPORT AND ENCOURAGE TRANSFER OF DIGITAL RECORDS

We will do this by:

- Delivering information and tools to identify records of continuing value.
- Identifying barriers to transfer and developing solutions.
- Delivering information and tools to package records for transfer.
- Building and implementing a new and improved digital archive.

ENHANCE DISCOVERABILITY OF RECORDS ONLINE

We will do this by:

- Implementing a revised Archival Control Model (ACM), providing a framework for PROV's archival documentation system. This allows for the registration, description, preservation and management of government records and their context.
- Improving search functionality and display, supporting users to follow pathways, relationships and links to undiscovered records.
- Making our archival data available for sharing and re-use by conforming to AS/NZS Recordkeeping Metadata Standard, allowing us to interchange our data more easily with others.

PROMOTE THE BENEFITS OF DISPOSAL AND TRANSFER OF DIGITAL RECORDS

We will do this by:

- Communicating regularly with the sector via a range of channels including the Records Management Network (RMN).
- Sharing case studies from other agencies.

OUTCOMES

By 2019 we will have:

- Digital archive infrastructure capable of preserving and supporting access to modern digital records.
- An end-to-end digital transfer process in place.
- Migrated existing digital holdings to the new digital archive infrastructure.
- Accessioned and preserved priority high value records including the Cabinet records of the Victorian Government (2010–2018) and records of the Royal Commission into Family Violence.
- Established a regular digital transfer program for the Cabinet records of the Victorian Government.

By 2021 we will have:

- A range of tools available to package digital records for transfer and preservation.
- All new records transfers described in accordance with our revised ACM and a plan to revise the description of records transferred prior to 2019.
- Improved meaningful discovery of records in our custody.

3

INCREASED CAPABILITY TO RESPOND TO FUTURE OPPORTUNITIES AND CHALLENGES

INCREASE OUR CAPABILITIES ACROSS THE ORGANISATION

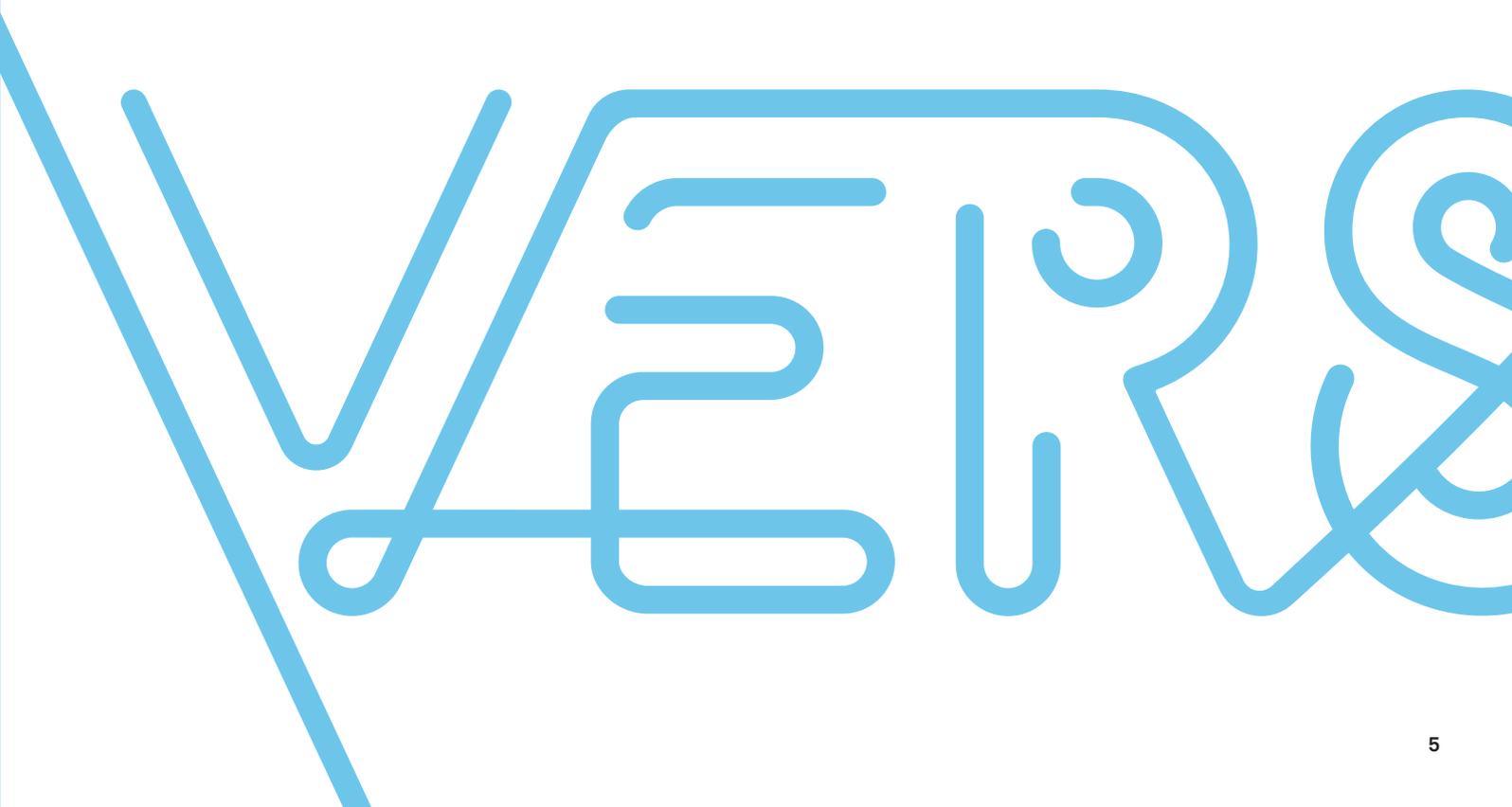
We will do this by:

- Upskilling staff knowledge of digital recordkeeping theory and practice.
- Researching and evaluating emerging digital recordkeeping issues and solutions.
- Working with the Australasian Digital Recordkeeping Initiative (ADRI) and other bodies to research and develop solutions.

OUTCOMES

By 2021 we will have:

- Increased our skills and capability within PROV to deliver an effective digital recordkeeping framework for Victorian Government and preserve the digital archive of the State.
- Improved our knowledge of digital transfer, preservation and potential machine learning applications for archival processes.
- Demonstrated our improved capacity through pilot and strategic projects, and knowledge share with collaborative partners, clients and stakeholders.



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PUBLIC RECORD OFFICE VICTORIA

Victorian Archives Centre
99 Shiel Street
North Melbourne VIC 3051
www.prov.vic.gov.au



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