

Standards Update: March 2009

Welcome to the first Standards Program update newsletter! We aim to keep you updated on the PROV Standards Program. Read on for more information on our Program, and how you can be involved.

Recordkeeping Standards Program

The Recordkeeping Standards Program establishes clear direction regarding what best practice recordkeeping is and how to achieve it. It involves:

- The development of a suite of documents that describe the activities of best practice recordkeeping, provision of a set of benchmarks for each activity, and guidance on how to achieve those benchmarks;
- Consultation with stakeholders to ensure that the documents address the requirements of agencies, PROV, and the public;
- A maintenance schedule that ensures the suite of documents, once developed, remain up to date and useful.

This newsletter assists with the consultation process by keeping you informed of our progress and giving you the chance to participate in the program yourself, or to comment on how we're doing. .

Monthly Standards Updates

Standards Updates will be circulated every month in the third week of the month. They will provide the following information:

- An update on each of the seven standard projects;
- Key dates to watch out for (for example when Exposure Drafts will be posted to the website for comment; when new Advisory Groups are being set up, and other consultation opportunities);
- Links to further information about the Standards and the Recordkeeping Standards Program.

If there is an area of the Recordkeeping Standards Program that is not covered by the Newsletter that you are interested in remaining informed about, please let us know.

Update on Current Projects

Project	Status	Next Step	Comments
Storage	Revision and redrafting underway	Circulation to Advisory Group members and PROV Executive once revision is complete	Exposure draft revealed the need for further revision and redrafting
Disposal	Revision and redrafting underway	Circulation to Advisory Group members and PROV Executive once revision is complete	Internal review revealed the need for further revision prior to exposure

Recordkeeping Standards Program

			draft release
Strategic Management	First draft underway: 4 sections completed	Completion of the sections on Privatisation and Stakeholder Management	Bushfires in Victoria during February reduced the number of meetings held.
Operations Management	Research underway	Review of scope of the Standard and Specifications	Work on Operations Management will commence once work on Strategic Management has been completed
Access	Initial draft completed	Currently on hold;	
Capture	Digitisation Specification work begun	Currently on hold, apart from work on the Digitisation Specification	
Control	Yet to commence		

Feedback, Comments and Questions

If you have any questions or comments on the Recordkeeping Standards Program, or this newsletter, you can email Allison and Julie at standards@prov.vic.gov.au.

One of our main consultation methods is through our Advisory Groups. Each Advisory Group is made up of a group of key stakeholders, who discuss the issues and requirements concerned and review the draft documentation for specific Standards projects. Currently, we have three Advisory Groups working with us on the development of the Standards. These are:

- Storage Standard Advisory Group
- Disposal Standard Advisory Group
- Strategic Management and Operations Management Standards Advisory Group

An Advisory Group for the Digitisation Specification will be established soon. If you are interested in joining this Advisory Group, please contact Andrew Waugh (Andrew.waugh@prov.vic.gov.au)

Additional Advisory Groups will be established as we commence work on a new Standard. If you'd like to take part in one of these groups then we'd like to hear from you.

Further information on the Standards Program is available from our Web Page <http://www.prov.vic.gov.au/records/rkstandardsprogram.asp> or by contacting us directly at standards@prov.vic.gov.au