

Standards Update: April 2009

Welcome to the second 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.

If there is a specific area of the Recordkeeping Standards Program that you would like to know more about, please let us know.

Recordkeeping Standards Project Team

PROV are pleased to announce that additional funding has been obtained for the development of PROV Standards. This funding will be used to resource a Standards Project Team dedicated solely to the delivery of the Standards.

The Recordkeeping Standards Project Team will:

- Develop a suite of documents that describe the activities of best practice recordkeeping, provide a set of benchmarks for each activity, and supply guidance on how to achieve those benchmarks;
- Consult with stakeholders to ensure that the documents address the requirements of agencies, PROV, and the public;
- Develop a Standards Maintenance schedule and framework that ensures the suite of documents, once developed, remain up to date and useful.

We will continue to update you on the status of the project in future Newsletters.

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. Project currently on hold awaiting the forthcoming Standards Project Team
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 draft release
Strategic Management	First draft underway: 4 sections	Completion of the sections on Privatisation and Stakeholder	Workshop of the Advisory Group was held on 31 March, and

Recordkeeping Standards Program

	completed	Management	focused on Outsourcing Records.
Operations Management	First draft underway – first section reviewed	Review of scope of the Standard and Specifications; revise the Capabilities section	Workshop of the Advisory Group, held on 31 March, began discussing Capabilities
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 Hunter and Julie Savoie at standards@prov.vic.gov.au.

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