

Standards Update: May 2009

Welcome to the May 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

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.

Interviews for a senior project manager to take over management of the project and project team will commence shortly. We're hoping to have this resource on board at PROV by July and planning for the next year of activity.

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; guidelines on drafting an RDA, identifying State Archives and the RDA process underway

Recordkeeping Standards Program

Strategic Management	First draft underway: 4 sections completed; research underway for remaining 2 sections; guidelines under development	Completion of the sections on Privatisation and Stakeholder Management	Guideline on how to write a policy drafted; guideline on how to write a business case draft underway
Operations Management	First draft underway – first section reviewed; research begun for Machinery of Government and Volunteers sections	Revise the Capabilities section; complete research on Machinery of Government, Volunteers and Systems Design and Management.	Guideline on developing and using KPIs drafted; Guideline on Systems Lifecycle (Create / Upgrade / Retire) underway
Access	Initial draft completed	Currently on hold;	
Capture	Digitisation Specification work begun	Currently on hold, apart from work on the Digitisation Specification	Digitisation Specifications under review
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. You're also invited to participate: if you'd like to be part of any of our workshops to provide input to, and feedback on, any of our standards, please let us know.

We also publish additional information on the progress of the Standards Program on our Web Page

<http://www.prov.vic.gov.au/records/rkstandardsprogram.asp> .