



PROV Standards/DVC

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To Allison Hunter/Users/DVC@VICGOV, standards@records.nsw.gov.au, Greg
Armstrong/CORE/DOI@VICGOV1, hblennerhassett@chw.net.au,
Joanne.Boyd@justice.vic.gov.au, janet.brennen@adm.monash.edu.au,
cc
bcc
Subject Standards Update: June 2009

Standards Update: June 2009

Welcome to the June Standards Program Update!

We aim to keep you informed about the PROV Standards Program - and let you know 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 contact us - details at the end of this email.

For those of you without html email, in order to see the formatting below, please open the .pdf attachment.

News: Addition to Recordkeeping Standards Project Team

PROV are pleased to announce the appointment of Maureen Webb to the post of Senior Project Manager - Recordkeeping Standards.

Maureen has extensive project management experience, especially in PRINCE2 methodology. She has wide ranging qualifications, having completed her Masters in Educational Studies, a Bachelor of Arts, a Diploma of Project Management as well as being an accredited PRINCE2 Practitioner and Trainer.

Maureen will be responsible for setting up a governance structure for the Standards Program. Her duties span consultation, writing, review, communications, training, scope, risk management, resource management, budgeting, governance and reporting over the life of the project.

As well as Maureen, additional people will be added to the Standards Project team in due course. Watch this space for more details soon ...

Background: The Recordkeeping Standards Project

The Recordkeeping Standards Project is a major focus of PROV's commitment to records management in Victoria. It aims to establish 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.

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	Guidelines on how to draft a Retention and Disposal Authority, an overview of the RDA process, and on developing Retention Periods are currently under development.
Strategic Management	First draft underway: 4 sections completed; research underway for remaining 2 sections; guidelines under development	Completion of the section on Stakeholder Management	Guideline on how to write a policy drafted; guideline on how to write a business case draft underway; Section on Privatisation ready for review by the next Advisory Group Meeting
Operations Management	First draft underway – first section reviewed; research begun for Machinery of Government and Volunteers sections	Revise the Capabilities section; Draft Machinery of Government and Volunteers Guidelines, Research 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> .

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Standards Program
Government Services
T: 03 9348 5600 / F: 03 9348 5656
email: standards@prov.vic.gov.au

Public Record Office Victoria
99 Shiel Street / North Melbourne VIC 3051
<http://www.prov.vic.gov.au/records/rkstandardsprogram.asp>