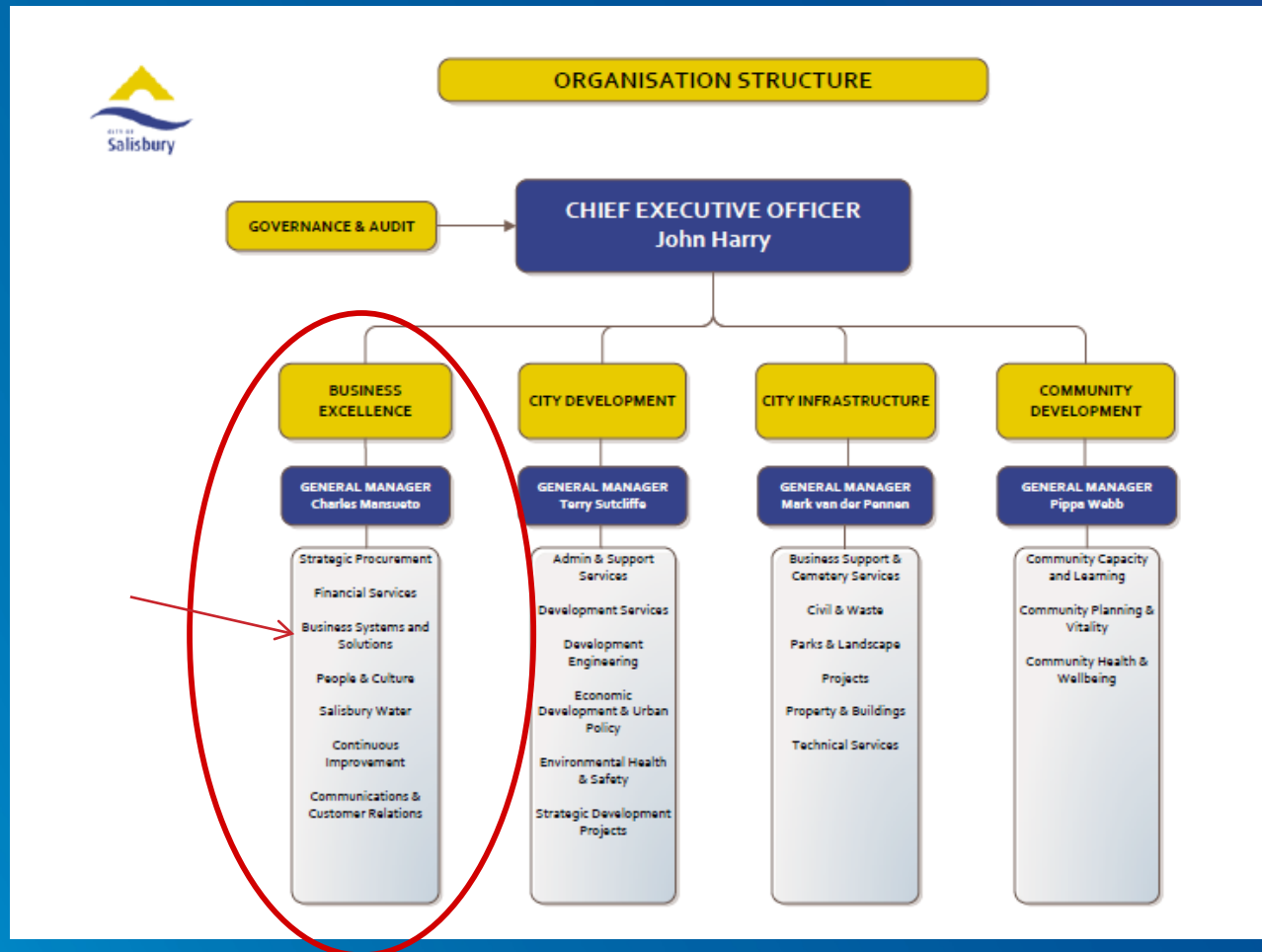


Where have all our Records Gone?

Presented by:
Laura Fischetti

Who am I and how do I fit in at CoS?



Let's play Information Management Bingo

GDS 32

(Records of Relevance
to the Royal
Commission)

GDS 21

(approval to dispose of
hardcopy source
records)

GDS 20

(General Disposal
Schedule)

Nap

(Normal Administrative
Practice)

The City of Salisbury is Relocating

- The Salisbury Community hub building will be a multi-storey building accommodating;
 - Office space function areas
 - Spaces open to the public as well as meeting rooms and utility areas.
- Transitioning from a traditional working environment to a more contemporary agile way of working.
- Current Practice
 - All employees to have an allocated desk space with assigned immobile computers and equipment.
- Future Practice
 - Activity Based Working
 - All employees will be assigned with a laptop
 - Paperless intention
- What have we done to Transition Staff?
 - To assist with understanding the operational model for a modern, mobile and flexible work environment the City of Salisbury has created a pilot space within its current office to test technology Options.

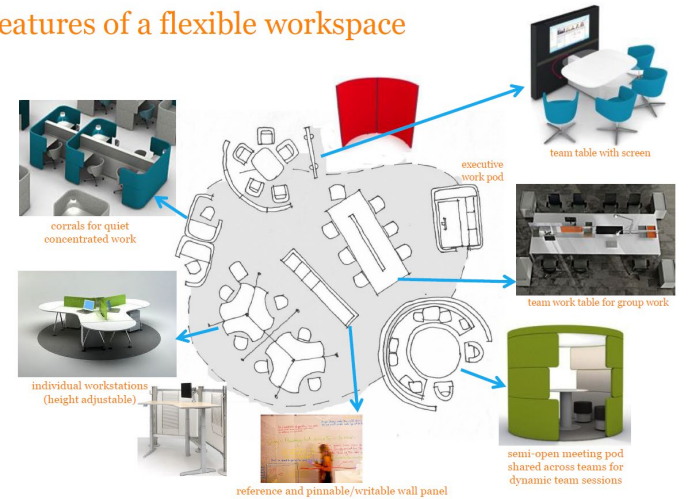
From This....



To This....




Features of a flexible workspace



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Getting my own house in order!!

- First things first
 - What am I working with? - Infographic
 - GDS 21 Accreditation
 - Ensure Guidelines are in place

	Information Management GDS 21 Standard Operating Procedures																														
Disposal Specifications																															
<table border="1"> <thead> <tr> <th>Proposed Destruction Dates</th><th>Retention Period After Digitisation</th></tr> </thead> <tbody> <tr> <td>GDS 20 Retention Period</td><td></td></tr> <tr> <td>2 years or less</td><td>1 Month</td></tr> <tr> <td>5 years or less</td><td>1 Month</td></tr> <tr> <td>9 years or less</td><td>1 Month</td></tr> <tr> <td>Over 10 years</td><td>1 Year</td></tr> <tr> <td>8 years after Tender has been awarded</td><td>2 Years</td></tr> <tr> <td>8 years after Contract expiry</td><td>2 Years</td></tr> <tr> <td>10 years after superseded (Procedures)</td><td>2 Years</td></tr> <tr> <td>20 years after exit from council (Elected Members)</td><td>2 Years</td></tr> <tr> <td>30 years after policy/levy expires (Insurance Policies)</td><td>2 Years</td></tr> <tr> <td>45 years after action completed (HR Compliance)</td><td>2 Years</td></tr> <tr> <td>85 years after date of birth (HR Personnel)</td><td>2 Years</td></tr> <tr> <td>Until 2040 and review (OHS&W & Building Maintenance)</td><td>Retain Until 2040 and review</td></tr> <tr> <td>Records over 50 years</td><td>Do not Destroy Contact State Records</td></tr> </tbody> </table>		Proposed Destruction Dates	Retention Period After Digitisation	GDS 20 Retention Period		2 years or less	1 Month	5 years or less	1 Month	9 years or less	1 Month	Over 10 years	1 Year	8 years after Tender has been awarded	2 Years	8 years after Contract expiry	2 Years	10 years after superseded (Procedures)	2 Years	20 years after exit from council (Elected Members)	2 Years	30 years after policy/levy expires (Insurance Policies)	2 Years	45 years after action completed (HR Compliance)	2 Years	85 years after date of birth (HR Personnel)	2 Years	Until 2040 and review (OHS&W & Building Maintenance)	Retain Until 2040 and review	Records over 50 years	Do not Destroy Contact State Records
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- Subject Index Classified

Results					
Subject Name	Subject Description	Records Example	Subject Number	Retention P...	Disposal Action
<ul style="list-style-type: none"> Joint Ventures Pets and People Education Program 	PetPEP Australian Veterinary Association	Feasibility Studies Negotiatio...	1.50.4.1	10	The activities involved in m... GDS 32 - Review 31 Decemb...

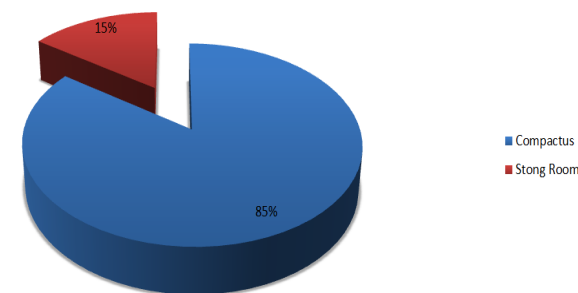
Results	Customer	Related/Respond Docs	Location	User with File
<div> <div>Site Name</div> <div> <div>call Results</div> <div>Records</div> <div>Compactus</div> <div>Short Term Temporary</div> <div>Short Term Temp Records Office</div> </div> </div>				
Retention of 9 Years and Under				
Source documents can be destroyed 1 month after becoming digitalised				



No More Team Storage – Where's all the paper going?

- Current Practice for Storage
 - ECM (Official Document Management System)– Digital
 - Network Drives (Unofficial) - Digital
 - Information Management Compactus – Hard Copy
 - Information Management Strong Room – Hard Copy Vital
 - Offsite Storage – More Hard Copy

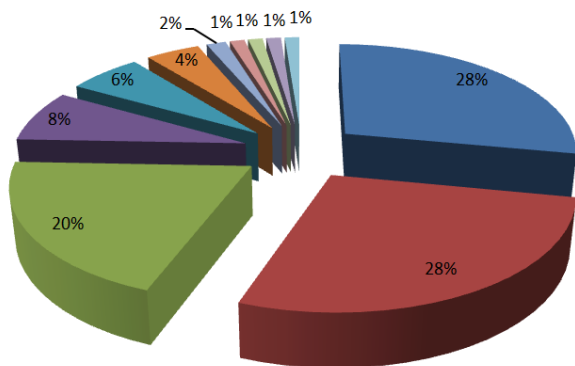
Total Hard Copy = 611 Linear Meters



	Room	Size	# of Compactus	Room Requirements	Process Changes
Current State	Offsite Storage Provider for Corporate Records with Little to no Access Requirements	As per Current Contract Arrangement			
	Hard Copy Records Storage Room	80m2	33 Compactus	Folding/Filing work area 60cmx340cm	
	Strong Room for Vital/Confidential Documents	30m2	No Compactus Static Shelving	Lock and Key Temperature Controlled Fire Resistant DVD Cabinet Microfiche Cabinet	
Optimisation in Our Control	Consolidate Records Storage Room and Strong Room	60m2	20 Compactus	Folding/Filing work area 60cmx300cm Lock and Key Temperature Controlled Fire Resistant	Send Additional Corporate Records not Regularly Accessed Off Site for Storage
Optimisation with Organisational Consultation	Hard Copy Records Storage Room	40m2	15m2	Folding/Filing work area 60cmx200cm Lock and Key Temperature Controlled Fire Resistant	Send Additional Corporate Records not Regularly Accessed Plus Additional Corporate Records with less Transitory Value Off Site for Storage

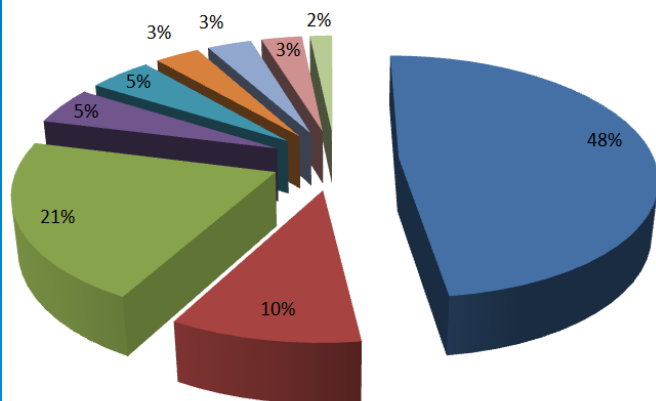
I need more Information?

Total Not Captured = 250 Linear Meters



Category	Linear Meters
Corporate Library	70
Subject Files	69
Pre-DataWorks Files	50
Cemetery Files	19
DVD's and CD's	15
Microfische	11
Strata Titles	4
Land Acquisitions	3
Human Resources	3
Bank Guarantees	3
Waiting for State Records to Collect (In Transition)	3
Total	250

Total in ECM = 361 Linear Meters

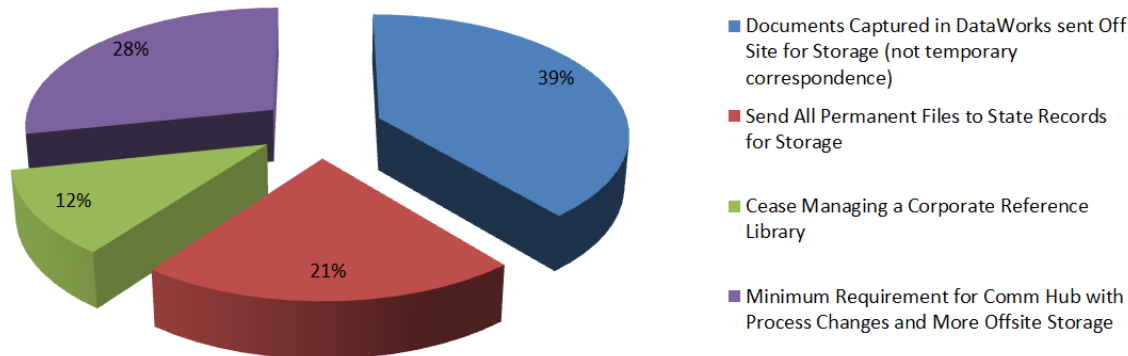


Category	Linear Meters
Incoming Correspondence (Permanent)	173
Incoming correspondence (Temporary)	36
Planning Files	76
Contracts	18
Development Applications	17
Agreements	12
Certificates of Title	12
Business Papers	11
Cemetery	6
Total	361

And There We Have it!

Category	Linear Meters
Documents Captured in DataWorks sent Off Site for Storage (not temporary correspondence)	238
Send All Permanent Files to State Records for Storage	130
Cease Managing a Corporate Reference Library	70
Minimum Requirement for Comm Hub with Process Changes and More Offsite Storage	173

Possible Space Savings from 611lm to 173lm



But what about everyone else?

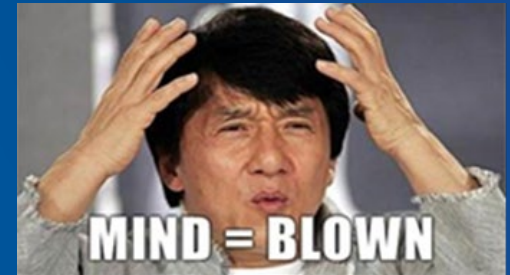
First cab off the Rank – Inspectorate & Environmental Services

- Health check
 - What did they have and where?
- Task Analysis
 - A day in the life of an inspector
 - Mobile inspections
 - Digital vs Hardcopy
- Hardcopy
 - What is an Original that requires capturing and storage
 - What is a Copy that can be destroyed
 - What is NAP
 - No more hard copy
- Digital Documents
 - ECM
 - Pathway
 - Network Drives
 - Refined Processes
- Moving Forward..
 - What is a corporate record cheat sheet



What's Next.....?

- Spread our Wings
 - Low hanging fruit first – The obvious perp's
 - Business Partnering
 - Health Checks
 - What do they have and where?
 - Task Analysis
 - What do they do?
 - Defined Business Processes
 - Let's not do this again



Questions?

*IF IT'S WORTH DOING,
IT'S WORTH KEEPING,
IF IT'S WORTH KEEPING,
IT'S WORTH FINDING!!*





CITY OF
Salisbury