



Records Management Improvement Tools

SUBJECT AREA	RESOURCES
ACCESS	<p>State Records of South Australia, Adequate Records Management Standard (2008) http://www.archives.sa.gov.au/files/management_standard_ARM.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK010: Adequate Records Management in Perspective – Managing Access to Official Records (2009) http://www.archives.sa.gov.au/files/management_ARM_access.pdf</p> <p>State Records of South Australia, South Australian Recordkeeping Metadata Standard (SARKMS) (2009) http://www.archives.sa.gov.au/files/management_standard_metadata.pdf</p> <p>State Records of South Australia, Public Access Determinations Guideline (2007) http://www.archives.sa.gov.au/files/management_guidelines_publicaccess.pdf</p> <p>Standards Australia, Recordkeeping Advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p> <p>Crown Solicitor’s Office, Legal Bulletin No. 21</p>
BUSINESS CLASSIFICATION SCHEME	<p>State Records of South Australia, Recordkeeping Advice Sheet RK004: Adequate Records Management in Perspective – Designing and Implementing a Records System (2009) http://www.archives.sa.gov.au/files/management_ARM_designing.pdf</p>

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DESTRUCTION OF RECORDS	<p>State Records of South Australia, Destruction Process for Temporary Records http://www.archives.sa.gov.au/management/temporary.html#Destruction_process_for_temporary_records</p> <p>State Records of South Australia, Intention to Destroy Records Report Forms (January 2011) http://www.archives.sa.gov.au/files/forms_management_temporaryrecordsdestroy.pdf</p>
DIGITISATION	<p>State Records of South Australia, Digitisation of Official Records and Management of Source Documents Guideline (2009) http://www.archives.sa.gov.au/files/management_guidelines_ARM_digitisation.pdf</p> <p>Standards Australia, Australian Standard HB 171: Guidelines for the management of IT evidence (2003)</p> <p>State Records of South Australia, EDRMS Design Standard (2009) http://www.archives.sa.gov.au/files/management_standard_edrms_design.pdf</p> <p>State Records of South Australia, Management of E-mail as Official Records: Policy, Guidelines and Technical Considerations (2002) http://www.archives.sa.gov.au/files/management_guidelines_managementemail.pdf</p> <p>Standards Australia, Recordkeeping Advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p> <p>State Records of South Australia, South Australian Recordkeeping Metadata Standard (SARKMS) (2009) http://www.archives.sa.gov.au/files/management_standard_metadata.pdf</p>
DISASTER RECOVERY AND PREPAREDNESS PLANNING	<p>State Records of South Australia, Records Management Disaster Planning Guideline (2007) http://www.archives.sa.gov.au/files/management_guidelines_ARM_disasterplanning.pdf</p> <p>State Records of South Australia, Records Management Disaster Planning Toolkit (2007) http://www.archives.sa.gov.au/files/management_guidelines_ARM_disastertoolkit.pdf</p>

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EDRMS	<p>State Records of South Australia, EDRMS Procurement and Pre-Implementation Guideline (2009) http://www.archives.sa.gov.au/files/management_guidelines_EDRMS_pandp.pdf</p> <p>State Records of South Australia, Document and Records Management Systems Standard (2009) http://www.archives.sa.gov.au/files/management_standard_documentrecordssystem.pdf</p> <p>State Records of South Australia, EDRMS Design Standard (2009) http://www.archives.sa.gov.au/files/management_standard_edrms_design.pdf</p> <p>State Records of South Australia, South Australian Recordkeeping Metadata Standard (2009) http://www.archives.sa.gov.au/files/management_standard_metadata.pdf</p> <p>State Records of South Australia, EDRMS Functional Specification Standard (2009) http://www.archives.sa.gov.au/files/management_EDRMS_functionalcompliance.pdf</p> <p>State Records of South Australia, Recordkeeping advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p> <p>Public Records Office of Victoria, Victorian Electronic Records Strategy (VERS) www.prov.vic.gov.au and http://210.8.122.120/vers/vers/default.asp</p> <p>Standards Australia, Recordkeeping Advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p> <p>SA Government Approach to EDRMS (State Records website) http://www.archives.sa.gov.au/management/edrms.html</p>

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ON-SITE STORAGE	<p>State Records of South Australia, Recordkeeping Advice Sheet RK035: Onsite Storage of Temporary Value Records (2010) http://www.archives.sa.gov.au/files/management_temporaryrecords_onsite.pdf</p> <p>National Archives of Australia, Standard for the physical storage of Commonwealth records (2002) www.naa.gov.au</p>
POLICIES, PROCEDURES AND PRACTICES	<p>State Records of South Australia, Adequate Records Management Standard (2008) http://www.archives.sa.gov.au/files/management_standard_ARM.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK014: Adequate Records Management in Perspective - Records Management Policies, Procedures and Practices (2009) http://www.archives.sa.gov.au/files/management_ARM_policies.pdf</p> <p>Standards Australia, Recordkeeping Advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p> <p>State Records Authority of New South Wales, Standard on Full and Accurate Records (2004) http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/rules/standards/full-and-accurate-records</p>
RECORDS DISPOSAL SCHEDULE	<p>State Records of South Australia, Recordkeeping Advice Sheet RK021: Preparation and Approval Process for an RDS - External Stakeholder/Historian Consultation (2009) http://www.archives.sa.gov.au/files/management_disposal_RDS_consult.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK018: State Records Internal Disposal Meeting (2009) http://www.archives.sa.gov.au/files/management_disposal_RDS_SRmeeting.pdf</p>

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	<p>State Records of South Australia, Recordkeeping Advice Sheet RK029: Supplementary Issues to Remember when preparing a Records Disposal Schedule (2009) http://www.archives.sa.gov.au/files/management_disposal_RDS_Supp_Issues.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK020: What to expect at a Meeting of the State Records Council (2009) http://www.archives.sa.gov.au/files/management_disposal_RDS_prepareSRCmeeting.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK019: What Happens After a State Records Council Meeting (2009) http://www.archives.sa.gov.au/files/management_disposal_RDS_SRCprocess.pdf</p>
REPORTING	<p>State Records of South Australia, Adequate Records Management Standard (2008) http://www.archives.sa.gov.au/files/management_standard_ARM.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK011: Adequate Records Management in Perspective - Records Management Reporting (2009) http://www.archives.sa.gov.au/files/management_ARM_reporting.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK037: Assessment and Audit of Records Management Practices (2009) http://www.archives.sa.gov.au/files/management_RMassessment_audit.pdf</p> <p>Standards Australia, Recordkeeping Advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p>
RESOURCING	<p>State Records of South Australia, Records Management Resourcing Benchmarks and Classification Equity for South Australian Government (2006) http://www.archives.sa.gov.au/files/management_guidelines_resourcebench.pdf</p>

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	<p>State Records of South Australia, Adequate Records Management Standard (2008) http://www.archives.sa.gov.au/files/management_standard_ARM.pdf</p>
SENTENCING	<p>Normal Administrative Practice (State Records website) http://www.archives.sa.gov.au/management/recordkeeping.html#Normal_Administrative_Practice_-_NAP</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK033: Managing Normal Administrative Practices (NAP) in an EDRMS (2009) http://www.archives.sa.gov.au/files/management_infosheet_NAP_EDRMS.pdf</p> <p>General Disposal Schedule 15 (GDS 15) http://www.archives.sa.gov.au/management/disposalschedules.html#General_Disposal_Schedule_No.15</p> <p>General Disposal Schedule 20 (GDS 20) http://www.archives.sa.gov.au/management/disposalschedules.html#General_Disposal_Schedule_No.20</p> <p>State Records of South Australia, Resentencing of Records Guideline (2002) http://www.archives.sa.gov.au/files/management_guidelines_resentencingrecs.pdf</p> <p>State Records of South Australia, Appraisal of Official Records: Policy and Objectives (2003) http://www.archives.sa.gov.au/files/management_guidelines_appraisalofrecords.pdf</p>
STORAGE	<p>State Records of South Australia, Recordkeeping Advice Sheet RK008: Adequate Records Management in Perspective - Storing Official Records (2009) http://www.archives.sa.gov.au/files/management_ARM_storing.pdf</p>

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	<p>State Records of South Australia, Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Guideline (2009) http://www.archives.sa.gov.au/files/management_guidelines_temporaryrecords.pdf</p> <p>State Records of South Australia, Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard (2009) http://www.archives.sa.gov.au/files/management_standard_temporaryrecords.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK035: Onsite Storage of Temporary Value Records (2010) http://www.archives.sa.gov.au/files/management_temporaryrecords_onsite.pdf</p>
TEMPORARY RECORDS	<p>State Records of South Australia, Transferring Temporary Records to an Approved Service Provider (ASP) http://www.archives.sa.gov.au/files/management_temporaryrecords_transferASP.pdf</p> <p>State Records of South Australia, Management and Storage of Temporary Records with an Approved Service Providers List (ASPL) User Guide (2011) http://www.archives.sa.gov.au/files/management_ASPL_userguide.pdf</p> <p>State Records of South Australia, List of approved service providers (State Records website) http://www.archives.sa.gov.au/management/temporary.html#Approved_service_providers_for_temporary_records</p> <p>State Records of South Australia, Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Guideline (2009) http://www.archives.sa.gov.au/files/management_guidelines_temporaryrecords.pdf</p> <p>State Records of South Australia, Management and Storage of Temporary Value Records with an Approved Service Provider (ASP) Standard (2009) http://www.archives.sa.gov.au/files/management_standard_temporaryrecords.pdf</p> <p>State Records of South Australia, Recordkeeping Advice Sheet RK035: Onsite Storage of Temporary Value Records (2010) http://www.archives.sa.gov.au/files/management_temporaryrecords_onsite.pdf</p>

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THESAURUS	<p>State Records of South Australia, Developing a Thesaurus Guideline (2002) http://www.archives.sa.gov.au/files/management_guidelines_developingthesaurus.pdf</p>
TRAINING	<p>State Records of South Australia, Recordkeeping Advice Sheet RK015: Adequate Records Management in Perspective - Records Management Training (2009) http://www.archives.sa.gov.au/files/management_ARM_training.pdf</p> <p>State Records of South Australia, Training for SA Government (State Records website) http://www.archives.sa.gov.au/Training/index.html</p> <p>State Records of South Australia Website, Awareness Education (State Records website) http://www.archives.sa.gov.au/Training/awareness.html</p> <p>State Records of South Australia, Accredited Operational Training (State Records website) http://www.archives.sa.gov.au/Training/operational.html</p> <p>State Records of South Australia, Nationally Accredited Training (State Records website) http://www.archives.sa.gov.au/Training/tertiary.html</p> <p>Business Services Training Australia, National Competency Standards for the Records and Archives Industry. These standards cover all aspects of work performance. Available at: http://www.bsitab.org/</p> <p>Standards Australia, Recordkeeping Advice Sheet RK002: Australian Standard AS ISO 15489 - Records Management (2009) http://www.archives.sa.gov.au/files/management_ARM_ISO15489.pdf</p> <p>State Records Authority of New South Wales, Building Better Records Management Skills: Guidelines (2003) http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/guidelines/guideline-17/guideline-17</p>