Standards Review

Peter Francis| Records Management Network| October 2018

The Standards Review Project

A major review of the Standards and Specifications PROV sets for Victorian Public Sector recordkeeping.

The objective

A cohesive, comprehensive and effective set of Standards and Specifications which agencies are able to use and apply to <u>progressively improve</u> their recordkeeping practices and meet the <u>required levels</u>.

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Process

Apply a set of design goals consistently across all components, and ensure genuine stakeholder consultation.

Main stages

1. high-level review and redesign of the framework

2. progressive development of individual components

3. consultation with agency stakeholders on each component as it is drafted

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Feedback is essential

We are seeking your feedback throughout to make sure the requirements all Victorian agencies must meet are:

1. easy to understand
2. can be applied by all types of agencies
3. support the transition to digital recordkeeping

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Stakeholder feedback to date

Positive feedback received for
- Reducing the number of Principles and Requirements
- Simplifying the wording, removing repetition
- Focussing on outcomes

- Some people would prefer high level Principles and Requirements only
- Others would like the requirements to be detailed and specific

Enough detail to support records managers while allowing agencies to devise the best way to achieve outcomes

- Simplify the format of documents
- Align PROV high level requirements with those from other jurisdictions

We are trying to achieve both of these goals through the review process.

Progress

Reviewed	• **Disposal** • **Strategic Management**
Feedback due 26 Oct	• **Operations Management** • **Access**
Commenced	• Merge **Capture** and **Control** • Merge **VERS** standard into the new **Create, Capture and Control** standard • **Storage**

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Need More Information?

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