

State Records Office of Western Australia

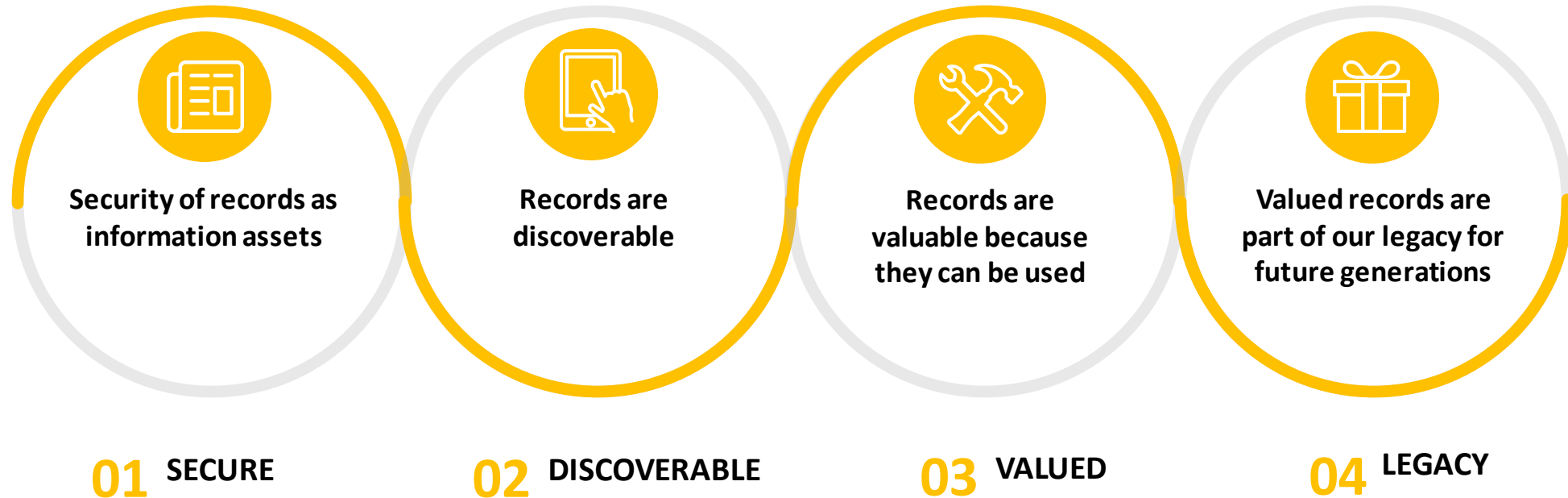
Strategic Plan

2018 - 2022

**2020-21
update**

Vision

A **secure** and **discoverable** record of government that is **valued** by our community and used to create a **legacy** for future generations of Western Australians



Mission

To ensure permanent accessibility to the essential evidence of the business of government in Western Australia.

Objectives

1. Our services are accessible to all

Ensure our services are client focussed

- Services provided to government and the community are reliable, efficient and fully accessible
- State-wide services are available for regional and remote clients
- Online access to the State Archives Collection is maximised

Promote the use and value of the State's archives

- Initiatives are delivered that promote the use and value of State archives to the broadest possible audience
- Aboriginal people and communities are supported to access and connect with archival information
- Outreach capacity is improved and new audiences are engaged

Reform Initiatives

1. Simplify the **client experience** in working with the SRO

2. **Improve reliability** of our systems

3. Join **wa.gov.au** to improve discoverability of our services and advice

4. Add State archives records to **CultureWA** to improve discoverability of the collection by the general public

5. **Joint comms** with other cultural institutions

6. **Smaller events, more often** and in partnership with others

Objectives

2. State archives are well managed

Ensure the State's physical and digital archives are preserved

- Infrastructure is in place to safeguard and preserve the State's archives
- A program for the transfer of digital archives is developed and implemented
- Preservation programs are planned and conducted

Ensure the State Archives Collection is well managed and described

- Discoverability of State archives is enhanced to aid client access

Reform Initiatives

7. Identify priorities for **digitization**

8. **Digital retrieval** first approach

9. Strategy and business case for hard copy *and* digital archives – **storage, discovery and access**

10. A strategy and plan for **preservation** and description

Objectives

3. Information management across government is strengthened

Discharge legislative responsibilities

- Regulatory and archives management responsibilities are effectively discharged

Support WA Government to achieve efficient and proper information management

- Government is assisted to achieve digital transformation
- A comprehensive suite of standards, guidelines and advice is available to assist contemporary and evolving information management practices throughout government

Provide support to the State Records Commission

- The Record Keeping Standards framework accords with the requirements of the Act and considers national and international standards
- Monitoring and investigatory programs are undertaken in accordance with the Act
- Executive support is provided to the Commission in performing its statutory role

Reform Initiatives

11. Simpler and more effective reporting via:

- A single standard for Records Management
- A new Records Management Plan (to replace RKP)
- Information Management Maturity Model

That complements policies from the Office of Digital Government

12. Simpler and more effective compliance monitoring for records management across government

13. Support a Community of Practice for public sector agencies managing records of information in Microsoft Office 365 and SharePoint

Objectives

4. Organisational capacity and processes are strengthened

Ensure effective governance and management

- Effective planning and management processes support all our activities
- Budgets align with strategic priorities
- Our actions accord with our values

Develop a highly skilled and adaptable workforce

- Staff capability is strengthened and adequately supported to enable the delivery of innovation in information management and archival practice

Work with partners to achieve our strategic objectives

- Productive partnerships and collaborative alliances are used to achieve improved outcomes for the community and for the State.

Reform Initiatives

14. A new **SRO Way-of-Working** that makes it easier to relate our values to day-to-day

15. **Individual plans** that enable us to focus on our contributions to our mission and provide a pathway for development

16. **New partnerships and joint initiatives** with other organisations to support information governance