

The **State Records Office** is building 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**

STRATEGIC PRIORITIES 2023 - 2026

1

Build better information management capabilities

SHORT
TERM

- 1.1 Implement a contemporary State Records Commission Standard and Records Management Maturity Model (RM3).
- 1.2 Finalise and roll-out the 'Rethinking Records' campaign to promote key messages for records and information management.
- 1.3 Establish and support working groups and communities of practice to facilitate knowledge sharing.
- 1.4 Streamline the framework for the retention and disposal of State records.
- 1.5 Prioritise support to organisations for the ongoing improvement of records management based on opportunities identified through the RM3.
- 1.6 Partner with other organisations to enhance awareness and training about the value of good information governance.

LONG
TERM

2

Enhance information management awareness and knowledge

- 2.1 Provide secretariat support for implementation of the Information Classification Policy.
- 2.2 Deliver an Information Management Framework to underpin a joined-up approach to information governance.
- 2.3 Contribute to the development and implementation of Privacy and Responsible Information Sharing (PRIS) in WA Government and align records management with PRIS requirements.
- 2.4 Embed requirements for good information governance in whole-of-government strategy and policy.

3

Improve access to State archives

- 3.1 Deliver an Application for Concept Approval for the 'Digital Discovery' program and seek Ministerial approval.
- 3.2 Establish a new State Archives Stewardship Framework in collaboration with State organisations.
- 3.3 Establish meaningful and ongoing engagement with Aboriginal people to facilitate access and use of State archives.
- 3.4 Develop a State Archives Access Strategy, including a Digitisation Plan for the State archives collection.
- 3.5 Expand collaboration with volunteers and other third-parties to improve discoverability of and access to State archives.
- 3.6 Deliver a preservation program for State archives.

ENABLERS TO ACHIEVE PRIORITIES

- People and Culture – we develop the skills and knowledge, and nurture meaningful relationships needed to deliver our services.
- Technology and Design – we invest in business systems and change that put the needs of our clients and staff first.
- Way of Working – our team shares clear expectations about our responsibilities to each other and our clients.
- Measuring Success – we have clear and achievable measures of success and effective ways to report on our performance.
- Collaboration - we actively engage with the Department and other organisations to deliver strategic priorities.
- Great Service – we take pride in delivering quality and consistent services to our clients.

CORE BUSINESS

Develop standards, policies and specifications for records management in consultation with other State organisations.

Provide advice and guidance about the management of State records and archives to WA State organisations.

Safeguard State archives for the future and deliver an information service about the State archives collection.

Provide advice and assistance to the Commission and report about the operation and effectiveness of the *State Records Act 2000*.

Support the State Records Commission to inquire into alleged breaches of the *State Records Act 2000*.

Partner with agencies and other stakeholders to maximise the benefit of digital transformation.