



## Business Plan – Appendix 1: ADRI work items

No	Item	Description	Project manager	Delivery date	Contributors	Current status	Framework
<b>Strategic tools</b>							
<b>Standards and specifications</b>							
19	Standard recordkeeping metadata element set and implementation guidelines	Australian standard recordkeeping metadata element set consistent with ISO 23081 part 1 and 2. Work to be based on the metadata standards recently issued by NAA and Archives New Zealand.	PROV (Andrew Waugh), NAA (Andrew Wilson) and Archives New Zealand (Euan Cochrane)	2010	Joint with Standards Australia Records Management Committee IT-21	Work stalled by a philosophical division between modelling on relationships and events. A draft was produced Apr 2010 with possible solutions. Budget of time and resources required to complete the project is to be presented to CAARA in early 2011.	Making and managing digital records
<b>Guidelines and best practices manuals</b>							
22	Advice on migrating unstructured data into a recordkeeping system	Advice on migrating unstructured data into a business system	State Records SA (Christine Haar)	2010	QSA	Project charter drafted in 2009. Project delayed due to limited resources. Project charter revised Nov 2010 to reflect new timeline and resources assigned to project.	Making and managing digital records

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23	Web Information management	Advice on recordkeeping issues and strategies associated with web content information	Archives New Zealand (Anna Gulbransen)	2010	PROV QSA SRNSW	Report delivered to ADRI members, Nov 2009. Option to continue project as a public Wiki-type approach, March 2010.	Making and managing digital records
25	Guidelines for managing digital photographs that are public records	Guidelines for managing digital photographs that are public records	Queensland State Archives (Troy Pullen)	April 2011	PROV SRNSW	Project charter approved by CAARA, March 2009. Project plan approved by Qld Government Strategic Information ICT Council Executive IM Sub-Committee and ICT and Microsoft Innovation Fund, Feb 2009. Research continues, and draft under development, Dec 2010.	Making and managing digital records
26	Core recordkeeping functions profile: Single function business application	Targeted implementation advice based on particular scenarios and expanding on the guidance available in Module 3 of the ICA/ADRI Principles and Functional Requirements for Records in Electronic Office Environments - Project 13.	PROV (Andrew Waugh, Toula Varvarigos)	2010	QSA NAA	Project charter drafted late 2008. Votar Partners drafted a recordkeeping plan and template. 7 documents in the suite ready for ADRI consultation. Draft due March 2011.	Making and managing digital records

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<b>Digital Recordkeeping Tools</b>							
16	Online tools for developing disposal authorities and recordkeeping plans	A piece of software that will facilitate the development and management of Recordkeeping Plans and Disposal Authorities in a purely web-based environment.	State Records Office of WA (Damien Hassan)	2010	SRNSW (Richard Lehane)	Functional specifications drafted Oct 2009. Australia-wide Request for Tender issued Oct 2010. Tender responses currently being evaluated. Estimated 3 month delivery time for ORDA. Developed system to be shared cost-free with ADRI members.	Making and managing digital records
29	Disposal implementation guidance	Guidance on turning ADRI disposal authorities into simpler, more 'implementable' versions	State Records NSW (Cassie Findlay)	?	PROV ANZ QSA	Discussions with ADRI members to help guide project outcomes were conducted through Sept and Oct 2010. Project Charter drafted for review at ADRI Plenary Nov 2010. Project plan under development, Dec 2010.	Making and managing digital records
<b>Infrastructural tools</b>							