



The Power of Information

**Driving organisational performance
through effective knowledge
management**



The Business End of Destruction

The Domino Effect

Isabel Smith

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The Business End of Destruction: *the Domino Effect*



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Recorded Information of Business

- **Created or received in many different formats;**
- **Required for many purposes;**
- **Retained for varying periods of time;**
- **Requires varied storage conditions; and**
- **Sometimes considered an Asset or Burden!!**



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Recorded Information of Business

Formats:

- **Email;**
- **Hardcopy documents & files;**
- **Data & databases;**
- **Audio recordings; Film; Photographs;**
- **Microfilm; Maps; Plans; Drawings; Geospatial;**
- **X-rays; Facsimiles; Metadata.**



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Recorded Information of Business

Purpose:

- **Day to day business transactions;**
- **Evidence of activity;**
- **Documenting the business of industry & government;**
- **Over time – documenting the history of the State.**



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Recorded Information of Business

Retained:

- **Why?**
 - **Current business need;**
 - **Future business need;**
 - **Legislative requirement;**
 - **Archival requirement (only 5%) – means forever!**



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Recorded Information of Business

Storage:



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Recorded Information of Business

Storage:



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Storage Costs: hard copy only

Per Annum = \$155k (1 Medium organisation)

Per Annum = \$460k (1 Large organisation)

5 Year Period = \$12.3 mil (76 organisations)
(2005 – 2010)

Figures do not include retrieval costs



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So Now What?

- **Store it forever?**
 - **Forget about it?**
 - **Move it to the Cloud & then forget it?**
 - **Keep storing?**
 - **Keep paying?**
 - **Keep migrating?**
 - **Keep paying?**



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Is there a choice?

Is it legal?

What is it?



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NO, No, no, no, no – not this!!!



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Solution = ***State Records Act 2000***

Think I've heard of it!

So What?





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Recordkeeping Plans:

- Good Information & Records Management;
- Documented Policies & Procedures;
- Information & data sets captured & titled appropriately;
- Business decisions supported by evidence;
- Retention & disposal mechanisms approved & activated.



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Retention and Disposal:

Ah Ha! I know what that is!



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Retention and Disposal:

- It's Legal:**
- **Allows destruction** of unwanted records & data in timely fashion;
 - **Saves money** on:
 - Storage;
 - Retrieval;
 - Long term management;
 - Migration; and ultimately
 - Litigation.



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You already have the tools:

Uh Hu!!!



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You already have terrific tools:

- Record Keeping Plans;
- Retention & Disposal Schedules;
- General Disposal Authorities; and
- Sector Disposal Authorities.



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Align Your Ducks – Save Money & Make Management Happy...\$\$\$\$\$\$



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Alignment means =

- **Disposal decisions applied to data & information;**
- **Disposal triggers in place as a reminder;**
- **Annual disposal programs scheduled;**
- **Executive approval & sign-off on disposal; and**
- **Documented evidence of destruction.**



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Benefits of Legal Destruction:

- Reduced volume of legacy data & records;
- Reduced storage & management costs; and
- Allow more efficient identification & retrieval.



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Benefits of Legal Destruction:

- Increased business efficiencies;
- Reduced duplication of effort across the organisation;
- Better use of resources;
- Greater focus on business outcomes.



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The ~~Ducks~~ Dominos align – and fall in the
right places:



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