

# *File Type Not Found: Locking your Data Up in a Database*

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Government of **Western Australia**  
Department of **Culture and the Arts**  
**State Records Office of Western Australia**



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# File type not found

Locking up your data in databases

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# What is a record?

Record means any record of information however recorded and includes —

- (a) any thing on which there is writing or Braille; and
- (b) a map, plan, diagram or graph; and
- (c) a drawing, pictorial or graphic work, or photograph; and
- (d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; and
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;



# What is an archive?

A record deemed as having ongoing value transfers to the State Records Office once it is 25 years old, to become part of the State Archive Collection.

From this point onwards, we undertake to preserve and maintain the information and make it available when needed.

Prior to transfer, that's up to you.



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# How is the collection used?

Why is this important?

Who uses this old information, and why?

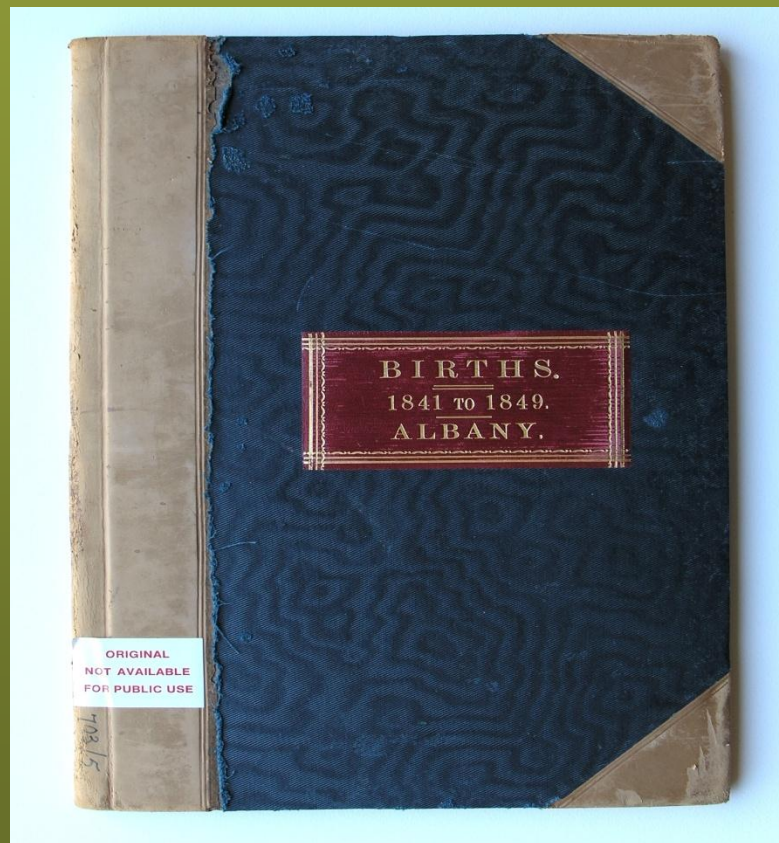
Information includes – individual health records, police evidence, cadastral data, financial transactions – the memory of why and how we are here.



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ORIGINAL  
NOT AVAILABLE  
FOR PUBLIC USE

57804  
702/5



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HEALTH DEPARTMENT OF WA

Building Services

29.11.85 1 x Dataflex 16 Bit Single User (Wang Format) 1,420  
1 x Dataflex Run Time Single User 350

Central Administration

04.02.86 1 x Canon AP560 (64K) with Disk Drive AP89 2,100

Communicable Diseases Control Branch

25.11.85 1 x Taxan Super Vision IV Colour Monitor )  
1 x Persyst Board )  
1 x Roland DBY 880 Plotter ) 4,911  
1 x NEC P5 Pinwriter Printer with Dual Sheet Feeder & Multimate )  
1 x Starbridge DOS Menur Software Package )

Epidemiology Branch

12.01.86 1 x NEC ELF Printer, Bi Directional Tractor and Software 3,327

Health Promotion Services

06.12.85 1 x IBM PC/XT and software 14,500  
20.01.86 1 x Canon AP560 Electronic Typewriter 1,545

Information Management Branch

10.03.86 1 x SAM II Software for Wang VS100 2,500

Library

04.02.86 1 x Canon PC Printer with Cartridge 3,063

Nursing Services

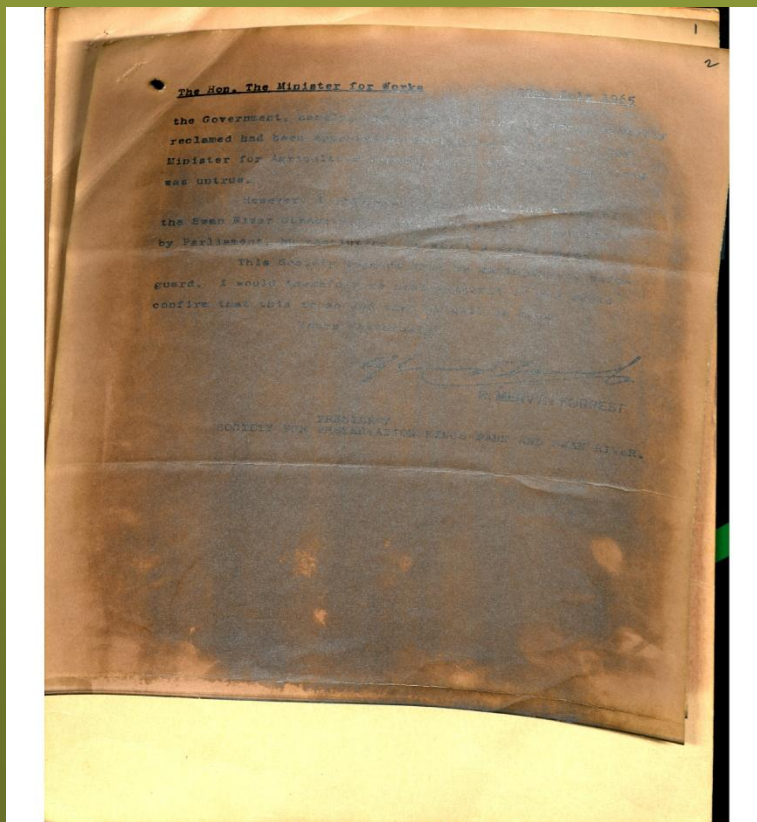
24.01.86 1 x Canon AP560 Electronic Typewriter 1,545

Personal Health Services

05.03.86 1 x Canon AP560 Electronic Typewriter 1,545

Pharmaceutical Services

07.02.86 1 x Sendata 1200/300 Modem 860  
25.02.86 1 x Wang VS Memory Upgrade 13,465





# 25 years in a computer system

- Migrate hardware every 3-4 years
- Migrate version every 2 years
- Migrate platform every 5-10 years

By the time digital data has reached the archive, it has been migrated many times, each with a real possibility of data loss.



**Table A: Personnel**

Staff no.	Surname	First name	Address	City
0078652	Larsen	Soren	730f Noddie St, Carlton	Melbourne
0078653	Lee	Jamie	55 Ramsey St, Yarramont	Melbourne
0078654	Smith	Bob	7 Pollie Cr, Barton	Canberra
0078655	Schmidt	Helmutt	1/123 North Rd, Balmain	Sydney
0078656	Darcy	Kyra	67 Green St, Mt Lawley	Perth

**Table B: Salaries**

Pay code	Level	Year	Pay rate
A41	APS4	Year 1	\$45,000
A42	APS4	Year 2	\$46,000
A43	APS4	Year 3	\$47,000
A44	APS4	Year 4	\$48,000
A51	APS5	Year 1	\$54,000
A52	APS5	Year 2	\$55,000
A53	APS5	Year 3	\$56,000

**Table C: Cost centres**

Staff no.	Pay code
0078652	A53
0078653	A42
0078654	A42
0078655	A41
0078656	A51



# Destruction of State Records

A government organization employee who destroys a government record commits an offence unless the destruction is authorised by the record keeping plan of the organization.

**Penalty \$10,000**



# AS/ISO 16175

- Actively manage systems to maintain evidence of business activities
- Keep information accessible
- Disposal as important as creation of information



# AS/ISO 16175

- Interoperability across platforms and domains over time
- Open standards and technology neutrality
- Import and export using open formats
- Security and documentation of modifications



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# Metadata





# 2012-2013 state budget

- Health - \$151 million (patient administration)
- Horizon Power – \$6.2 mill (separation from Western Power)
- Police - \$22.8 mill (Core business systems upgrades)
- Finance \$3.2 mill (removal of ICT from DHW)