



COUNCIL OF AUSTRALASIAN ARCHIVES
AND RECORDS AUTHORITIES

Statement of Intent



We acknowledge the traditional custodians of Country and their continuing connection to land, sea and community.

We pay our respects to the people, the cultures and the elders past, present and emerging.

We are committed to opening up public archives to Indigenous interpretation and embracing Indigenous worldviews and methods of creating, sharing and preserving valued knowledge.

We support the creation of ethical spaces of encounter, respect, negotiation and collaboration.



Documenting our nations' stories and memories

Decisions and actions of government impact individuals, local communities and shape our nations.

Information and data captured in public records provide evidence and insight into our history across Australia and New Zealand.

As digital technologies drive global change and innovation, archives must transform.

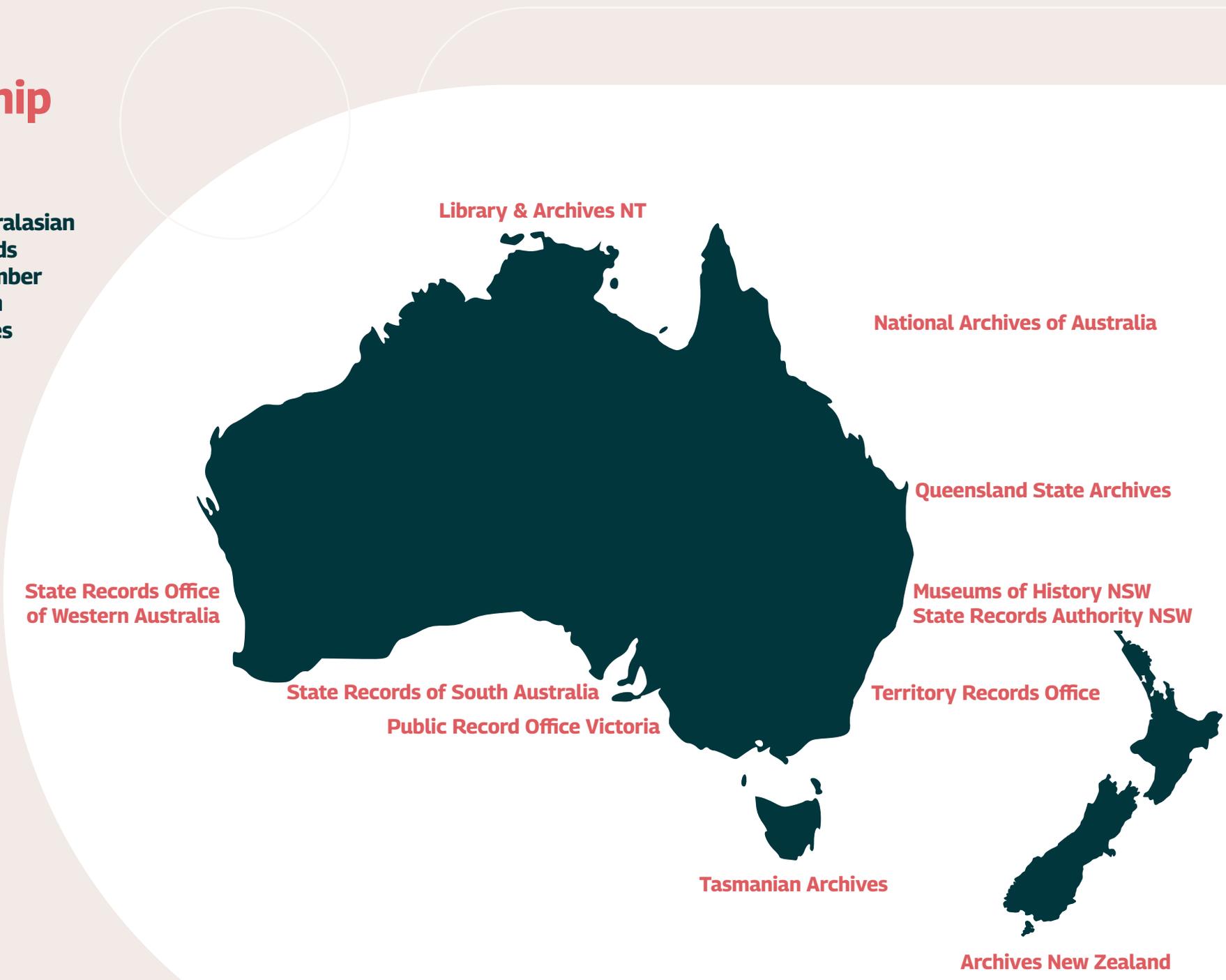
“
Information access is crucial to government accountability and trust.”

DR VIVIENNE THOM AM



Council Membership

The Council of Australasian Archives and Records Authorities has member representation from government archives authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories.



Library & Archives NT

National Archives of Australia

Queensland State Archives

Museums of History NSW
State Records Authority NSW

Territory Records Office

Tasmanian Archives

Archives New Zealand

State Records Office
of Western Australia

State Records of South Australia
Public Record Office Victoria

Preserving the memory and securing access

CAARA archives strive to ensure the memory of government across Australia and New Zealand is preserved, secured and accessible.

CAARA archives have ...

Hosted Over 50,000
visits to research centres each year.

Over 15 million
website visits each year.

750 full time equivalent employees
preserving over **800km** of physical
records and over **3 million GB** of
digital records.



Integrity and Trust

Government transparency and accountability are profoundly aligned with effective recordkeeping and archival management.

Activities and functions that are funded and controlled by government should be documented, and those records should be available in the future to ensure government accountability and meet citizen needs.

CAARA leads research and collaborative work to ...

Maintain and embrace **comprehensive** and inclusive **records**.

Secure, preserve and make **records** available **today** and in the **future**.

Build capability for creation and effective management of **digital records**.



Leadership Focus



Sharing Experience and Knowledge
to unlock the long-term value of government records and archives for the people of Australia and New Zealand.

CASE STUDY: Response to the Royal Commission

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the ways that recordkeeping supports accountable organisational cultures and helps victim/survivors to seek redress. In response we produced nationally consistent advice on identifying and retaining records that may support investigations into claims of child sexual abuse. We also agreed on simplified arrangements for the preservation of the records of the Royal Commission.



Collaborating and Building Expertise
to secure, preserve and make records available to communities today and in the future.

CASE STUDY: Response to the need for effective digital recordkeeping

By supporting our staff to work collaboratively through the Australasian Digital Recordkeeping Initiative (ADRI), we have developed tools that allow us to apply common responses to evolving technologies. These tools include consistent positions on Microsoft 365 and Software as a service, and agreed guidance on sustainable digital file formats.



Creating Common Understanding
of emerging issues and opportunities for records and information management, so we can respond more effectively together.

CASE STUDY: Response to the Tandanya-Adelaide Declaration

As part of the world community of archives we endorsed the Tandanya-Adelaide Declaration, which recognises the need to embrace First Nations worldviews and methods of creating, sharing and preserving valued knowledge. Our First Nations working group provides a forum where Indigenous and other staff can build networks and increase our capability to respond to the Declaration's challenge to us. The Group is working on a plain English version of the Declaration, as well as renewing and expanding our guides to information about Indigenous people in government archives.

Priority Actions



'Be active leaders in ensuring that governments and government agencies understand the value of information management.'

Thom Review—Recommendation 2

'Partner with vocational education institutions and other third-party training options to provide training in digital literacy.'

Thom Review—Recommendation 9

Continue implementation of recommendations of the Royal Commission into Responses to Child Sex Abuse.

Measures

- Support the Emerging Recordkeeping Issues Special Interest Group to deliver more tailored advice and training for use by government agencies.
- In response to jurisdictional and national progress reports reflect and identify priority areas to share experience and knowledge.
- Ability to break down barriers on resourcing to support more effective preservation and access to records.
- Degree to which recommendations related to records management from the Royal Commissions are implemented.



'Seek economies of scale and more efficient use of scarce skilled human and other resources to manage the storage and preservation of digital information.'

Thom Review—Recommendation 7

Measures

- Support the ADRI Working Group to deliver tools, guidelines, policy for enhanced digital preservation and information management.
- Level of collaboration and coordination between organisations to develop a strategic focus on the integrity, reliability, authenticity and accessibility of digital assets now and in the future.
- Capability to build principles and functional requirements for the ever changing digital world of records.



Deliver a unified approach in supporting our First Nations Communities across Australia and New Zealand.

Contribute to improved access to, and management of records relating to vulnerable people.

Measures

- Support the First Nations Working Group to implement plans for the Tandanya-Adelaide Declaration.
- Ability to identify emerging trends in the provision of public access to records relating to First Nations and vulnerable communities.
- Ability to develop principle and policy statements that support a unified approach with common understanding.

Image Credits

Page 1: *Photo of an interactive wall featured at the National Archives of Australia National Office in Canberra*
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Page 2: *Vicki Couzens, Untitled, 2005*
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Page 3: *Photo of records preserved at National Archives of Australia*
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Page 5: *Photo of virtual online documentation database and process automation to efficiently manage files*
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Page 6: *Photo of preservation work at National Archives of Australia*
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Page 7: *SROWA Cons 527 Hand print from an application to enter the Colony of Western Australia 1898*
Currently preserved at the State Records Office of Western Australia.