



Business Plan – Appendix 1: Current ADRI work items

No	Item	Description	Project manager	Delivery date	Contributors	Current status	Framework
Strategic tools							
2	Generic business cases for digital recordkeeping	A set of four documents which can be used to 'sell' digital recordkeeping benefits or to convince governments / senior management to invest resources	PROV (David Brown)	2007-2009	QLD State Archives	Strategic Whole-of-Jurisdiction Business Case Framework and Digital Archive Business Case approved August 2007 for internal ADRI use. Work commenced on Business Cases for Records Management Infrastructure and final draft in preparation for Line-of-Business Applications, early 2009.	Making and managing digital records
3	Archival staff training workshops in digital recordkeeping	Learning materials and workshop plans to develop digital records understanding and capability in archival staff	State Records SA (Christine Haar)	2007-2009	University of South Australia	Training modules in Digital Recordkeeping and Virtual Archiving to be offered by the University of South Australia. Course materials to be available at no cost to ADRI members. Drafts made available for ADRI comment in late 2008. Revised modules to be piloted in 2009.	Making and managing digital records Keeping digital records in agencies and in archives/records authorities Transferring digital records to archives/records authorities

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Standards and specifications							
19	Standard recordkeeping metadata element set and implementation guidelines	Australian standard recordkeeping metadata element set consistent with ISO 23081, parts 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 (Kate Jones)	2009	Joint with Standards Australia Records Management Committee IT-21	Project charter endorsed by CAARA, 2007.	Making and managing digital records
Guidelines and best practices manuals							
7	Managing recordkeeping metadata in archival systems	Issues paper on the different types of metadata required for recordkeeping and approaches to managing these in archival systems	NAA (Stephen Ellis)	2009	Archives New Zealand	Project charter endorsed by CAARA, March 2009.	Keeping digital records in agencies and in archives and records authorities Transferring digital records to archives and records authorities
20	Costs associated with storing unstructured data	Public statement (for an ICT audience) on costs/issues associated with storing large quantities of unmanaged unstructured data.	State Records NSW (Cassie Findlay)	2009	QSA See also project 22.	Project charter approved by CAARA, March 2009.	Making and managing digital records
21	Recordkeeping issues associated with mobile computing	Advice on good recordkeeping practice in association with the use of mobile computing.	State Records SA (Christine Haar)	2009	QSA	Project charter approved by CAARA, March 2009.	Making and managing digital records
22	Advice on migrating unstructured data into a recordkeeping system	Advice on migrating unstructured data into a business system	To be determined?	2009?	QSA See also project 20.	Project charter drafted early 2009.	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	2009	PROV	Project charter approved by CAARA, March 2009.	Making and managing digital records
24	Guidelines for managing records created by visual surveillance technology	Guidelines for managing records created by visual surveillance technology	Qld State Archives (Rachel Cobcroft)	2009	PROV	Project charter approved by CAARA, March 2009.	Making and managing digital records
25	Guidelines for managing digital photographs that are public records	Guidelines for managing digital photographs that are public records	Qld State Archives (Rachel Cobcroft)	2009	PROV SRNSW	Project charter approved by CAARA, March 2009.	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)	2009	QSA NAA	Project charter drafted late 2008.	Making and managing digital records
Digital Recordkeeping Tools							
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	PROV (Graham Hairsine) See also project 18, the completion of which is a prerequisite for work on the ORDA tool.	Project arose from a completed proof of concept project undertaken by SRO WA in 2005/06. Project charter drafted 2008, and may be expanded in 2009 to include an agency recordkeeping survey tool – depending on the availability of funding from the Victorian Government.	Making and managing digital records

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18	XML Schemas for Disposal Authorities	XML Schemas for Disposal Authorities	State Records NSW (Richard Lehane)	2009	All jurisdictions (See also project 16)	Project charter drafted by Stephen Ellis, 2007 and revised by SRNSW in 2008.	Making and managing digital records
Infrastructural tools							
12	Communications policy and strategy	A policy for communicating internally to ADRI members and teams and a strategy for communicating externally to ADRI stakeholders.	NAA (Stephen Ellis) and PROV (Justine Heazlewood)	2006 for Policy. 2009 for Strategy.		Draft policy for internal communications placed in members' area of ADRI website for comment by 30 June 2006. Approved by ADRI Plenary Nov 2006. External communications strategy to be drafted 2009.	n/a

Business Plan – Appendix 2: Completed ADRI work items

No	Item	Description	Project manager	Delivery date	Contributors	Current status	Framework
Strategic tools							
1	ADRI strategic plan	A strategic plan setting out the vision, objectives and deliverables for ADRI. This should be linked to a Business Plan.	PROV (Justine Heazlewood)	Oct 2005	NAA	Completed	n/a
Standards and specifications							
4	Standard Transfer Format for Digital Records	<p>An agreed base-level standard which describes a digital object that is acceptable for transfer and interoperable in the following situations:</p> <ul style="list-style-type: none"> ▪ System to system ▪ Agency to archive ▪ Agency to agency ▪ Archive to archive ▪ Archive function to archive function <p>This will be an agreed ADRI implementation of the AIP component of OAIS model. Deliverables include a standard, compliance tools and training materials.</p>	Joint PROV (Andrew Waugh)	Oct 2006 for Version 1	<p>National Archives of Australia for version 1.</p> <p>UN CEFACT for version 2.</p>	<p>Version 1 of Digital Records Export Standard approved by CAARA, March 2007 and published on ADRI website.</p> <p>Version 2 (Digital Records Exchange Specification) published by UN CEFACT in June 2008 and subsequently endorsed by CAARA.</p>	Transferring digital records to archives and records authorities
5	Generic specifications for records management software functionality	Joint NAA/ANZ/ICA project. Functional specifications for records management software which could be used by agencies when tendering for records management systems	Joint NAA (Adrian Cunningham) and Archives New Zealand (Stephen Clarke)	August 2008	International Council on Archives – see also Project 13.	Project brief delivered by August 2005. Formal ICA approval granted, November 2005. A meeting of the international project team hosted by the National Archives of	<p>Making and managing digital records</p> <p>Keeping digital records in agencies and in archives and</p>

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						Scotland in Sept 2006. Exposure draft published on ADRI and ICA websites in January 2008. Three completed modules published by ICA and ADRI, July 2008.	records authorities
13	Generic specifications for recordkeeping functionality in business applications	Functional specifications for recordkeeping which could be used by agencies when tendering for business applications in order to meet recordkeeping requirements	QLD State Archives (Rowena Loo) and National Archives of Australia (Adrian Cunningham)	Jan 2008 for exposure draft. June/July 2008 for final.	International Council on Archives – see also Project 5.	Preliminary project charter completed and approved. Project begun early 2007. Exposure draft on ADRI and ICA websites, January 2008. Final module published by ICA and ADRI, July 2008.	Making and managing digital records
Guidelines and best practices manuals							
8	High level implementation plan for implementing digital recordkeeping in an archival authority	A list of the components, tasks and resources required for an archival authority to develop the capability for digital recordkeeping (including end to end processes for appraisal, transfer, documentation, preservation and access)	State Records NSW (Cassie Findlay)	Mid 2007		A preliminary draft prepared and workshopped by the CAARA Residential Colloquium in November 2006. Final product approved, August 2007.	Keeping digital records in agencies and in archives and records authorities Transferring digital records to archives and records authorities Using digital records
14	Statement on Digital Rights Management Technologies	A common and agreed position statement on Digital Rights Management (DRM) technologies and possible negative consequences on recordkeeping. Will include	NAA (Adrian Cunningham) and PROV (Andrew Waugh)	2007/08	Archives New Zealand	Draft discussed at Nov 2006 Plenary revised by Andrew Waugh. Final endorsed by CAARA, August 2008.	Making and managing digital records

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		high level guidance on managing DRM and records.					
Infrastructural tools							
10	ADRI documentation standard	Document which sets out definitions, content, structure and style for each ADRI product	NAA (Kate Cummins)	Feb 2005		Completed 2005. Revised by Stephen Ellis in 2006/07 to incorporate numbering protocols and approval procedures. Revised version approved August 2007.	n/a
11	ADRI website	A digital recordkeeping gateway and knowledge base which will enable collaboration, dissemination, communication (internal and external) and marketing strategy. A repository of ADRI products.	NAA (Kate Cummins)	Oct 2005		Complete. Ongoing maintenance and upgrade required. New version of site with improved security and wiki functionality developed by NAA 2008, live early 2009.	n/a
15	Policy on Intellectual Property in ADRI projects and products	Policy paper on managing the intellectual property created and/or used by ADRI	NAA (Stephen Ellis)	Dec. 2006		Draft posted October 2006, discussed by ADRI Plenary Nov 2006. Approved by ADRI and CAARA, August 2007.	n/a
17	Protocols for the numbering and titling of ADRI documents	Protocols for the numbering of documents on the ADRI Website, whereby the numbers will correspond with the numbering of work items in the ADRI Business Plan	NAA (Stephen Ellis)	Nov 2006		Completed and approved by ADRI Plenary Nov 2006. Incorporated into ADRI Documentation Standard, 2007.	n/a