

# ARCHIVES UPDATE

## New policy for management of information and data



The National Archives of Australia's (NAA) [Building trust in the public record: managing information and data for government and community policy](#) came into effect on 1 January 2021. The policy will apply until 31 December 2025 (unless extended).

The aim of the policy is to further improve how Australian Government agencies create and manage records, information and data. The policy does this by identifying key requirements and actions for Australian Government agencies (and other Commonwealth bodies) to build capacity and address areas of lower performance.

The policy recognises that good information management has significant benefits to Government, including facilitating delivery on government objectives and building community trust in the creation, collection and use of Australian Government information. Good information management ensures information assets can be found, used and shared to meet government and community needs, which are available for use now and in the future, including as technologies change.

The three key requirements are for agencies to:

- 1 manage information assets strategically with appropriate governance and reporting
- 2 implement fit-for-purpose information management processes, practices and systems
- 3 reduce areas of information management inefficiency and risk (with a focus on transitioning to digital information assets and processes).

The policy gives several examples of what success could look like for each of the above, as well as posing relevant case studies. Appendix A to the policy lists specific actions for agencies to implement under each of the requirements, with actions 1, 9 and 14 being mandatory, and provides implementation advice. The NAA has updated existing advice and will release additional supporting products and advice throughout the operation of the policy.

Appendix B to the policy lists key Australian Government agencies with policy responsibility for information management.

It is important that everyone who works for, or on behalf of, the Australian Government understands their responsibilities in relation to managing information, and we encourage you to familiarise yourself with the new requirements and mandatory actions under the policy.

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