

September 2018

Regulatory Programme

The themes

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Introduction

Archives New Zealand is developing a work programme focused on raising information management (IM) capability across the public sector and ensuring our regulatory approach is fit for purpose in an increasingly digital environment. The scope of the programme extends to both public offices and local authorities, i.e. the public sector. It's part of a larger work programme to implement our long-term strategy, [Archives 2057](#).

We regulate the vast volumes of information the public sector creates about its work and the people it serves. We're here to make sure information is created and managed well, so that it supports transparency and accountability, the shift to digital government, and the cultural heritage aspect of our role. We enable the public to use recorded evidence as the basis for a check on the power of government.

We're now sharing our work with stakeholders to get their thoughts on what we're planning.

Although the programme is underpinned by our own regulatory goals, we've chosen to shape it around what we think our regulatory partners need from us. Those needs are represented by four themes (see next page).

This will be a multi-year programme, and for some activities we'll need to develop our capability or secure funding first. We'll use the feedback we receive to help with prioritising what activities we undertake and when.

The themes

Our key partners for the regulatory role are the IM practitioners working in public sector organisations. As a regulator, we have a range of responsibilities that mean we won't always deliver what IM practitioners want us to. But, they're the people who advocate for IM in organisations and who have to take our requirements and put them into practice. So, we've shaped our programme around what we think they need from us (see below).

We developed a story by reflecting on the things IM practitioners have asked, told and shared with us, while also looking to our regulatory goals (see Appendix A). Although we've focused on IM practitioners, throughout our work we've highlighted what the programme means for our other partners and customers.



As an IM practitioner I need:

Understand IM

- Senior decision-makers in my organisation to value IM and make sound choices about it, with my input
- My Executive Sponsor to be a strong advocate and work closely with me
- My organisation to know what information it creates and holds
- Individual staff to be responsible for the quality of the information they make, store and work with
- To know how to meet the challenges of digital IM and work effectively with related domains
- To know how IM supports Crown-Māori relations

Set up IM

- To know what description and control requirements my organisation has to meet
- To know how to set up description and control that will make my job easier and satisfy user needs
- ICT products and services, including line-of-business systems, to meet IM requirements
- To have input into decisions about new and existing ICT products and services
- To know when to dispose of information and what action to take
- To know how to set up the conditions for regular disposal across all systems

Make IM happen

- My organisation to have the awareness and capability to protect the usability and integrity of information
- To know how to get regular disposal of digital information happening
- To know how to prepare for digital transfer

Be supported

- To have a knowledgeable point of contact for all my enquiries
- To know what tools are out there to help me do my job and how they can be used
- To know what monitoring activities my organisation is expected to participate in
- To know how my organisation measures up against IM requirements
- To know what will happen if my organisation isn't performing as well as it should be
- To know when my organisation will have to stop creating physical information