



STATE RECORDS COMMISSION

SRC Standard 8

MANAGING DIGITAL INFORMATION

A Recordkeeping Standard for State Organizations

**State Records Commission of WA
Perth, Western Australia
June 2016**

SRC Standard 8

SRC Standard 8 – Managing Digital Information

PURPOSE

The purpose of this Standard, established under Section 61 of the [redacted], is to describe requirements that must be satisfied in Recordkeeping Plans for State organizations to demonstrate good practice digital recordkeeping. It is not the intention of this document to prescribe that State organizations must move to digital recordkeeping, but to provide Principles for those that do keep information in a digital format.

This Standard supersedes [redacted], 2008.

BACKGROUND

State organizations create many state records and information in digital format. Managing digital information differs from managing physical information. At the lowest level, digital information is made up of binary encoded data that requires software to reveal its contents. Digital information is stored on a variety of digital media that is easily damaged and may be prone to obsolescence. Consequently, the storage of digital information both in terms of storage media and the file formats in which they are kept, must be managed with methods to ensure that the information is available and sufficient to meet accountability, business and archival requirements. In managing digital information, State organizations must also comply with the [redacted].

Digital information is any digitally produced or stored record of information within the meaning of Section 3 of the [redacted] and must be captured as evidence of business activity and stored into recordkeeping systems along with metadata that describes their content, structure and context. These requirements are set out in [redacted].

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Digital information of temporary value must be destroyed securely in accordance with an approved disposal authority and in such a way that it cannot be reconstructed.

SCOPE

The principles and minimum compliance requirements in this Standard apply to all State organizations as defined in the .

The Standard describes specific requirements for the good practice management of digital information that is either born digital or has been created
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Principle 1 – Managing Digital Information

State organizations ensure that all digital information is managed appropriately.

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Principle 5 - Digitization

State organizations ensure that digitized information is as authentic,

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RELATED DOCUMENTS

Standards Australia Limited and Standards New Zealand,

Standards Australia Limited, Sydney; Standards New Zealand,
Wellington, 2012.

**For further information regarding this Standard please contact
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