



# Harness the Power of Knowledge

## Public Records Act Compliance

### Our Capability

- ◆ Strategy Development
- ◆ Requirement Specifications
- ◆ File Classifications / Taxonomies
- ◆ Retention Schedules
- ◆ Information Audits
- ◆ Change Management
- ◆ Communication Planning
- ◆ Corporate-wide Implementations
- ◆ Procedures and Documentation
- ◆ Scoping and Feasibility Studies
- ◆ Project Management
- ◆ Business and Workflow Analysis
- ◆ Blueprint Development
- ◆ Training

### Our Approach

- ◆ Partnership
- ◆ Knowledge Transfer
- ◆ People Centric Approach
- ◆ Methodology Driven
- ◆ Benefits Driven
- ◆ Technology

### Overview

The Public Records Act (PRA) 2005 has introduced key recordkeeping requirements and standards of all public sector and local authorities. The focus of the legislation is the effective management of records. This includes new and current records (i.e. documents, emails, correspondence, etc.) and recordkeeping practices in all government organisations, rather than the process of archival transfer.

With the establishment of the Public Records Act (PRA) 2005, Archive NZ is required to independently audit government agencies on their recordkeeping. As a component of an organisations commitment to implementing a comprehensive compliance programme, iKnow offer a PRA Compliance Health Check.

### Why and When?

The PRA establishes a recordkeeping framework, and focuses on supporting good recordkeeping in government. The PRA requires government organisations to create and maintain records and to dispose of them in accordance with the authority of the Chief Archivist. Good recordkeeping is simply good business practice and is an essential part of efficient government. Good recordkeeping supports day-to-day operations and enables the efficient management, retrieval and disposal of government information.

The PRA enables the Chief Archivist to issue discretionary and mandatory standards that will achieve certain recordkeeping outcomes, and introduces measures to assess whether agencies are meeting its requirements; they are:

**Audits** - Independent audits of agencies' recordkeeping practices will commence in 2010 and take place every 5-10 years.

**Annual report to Parliament** - The Chief Archivist is required to report to Parliament annually on the state of government recordkeeping.

**Inspections** - The Chief Archivist can inspect central and local government recordkeeping incidents. Our intention is to work constructively with agencies to resolve any issues.

The purpose of the compliance audits are to ensure good recordkeeping across government to support accountability and good business practice

The following high level audit principles have been established:

- ◆ Audit compliance will be measured from a continuous improvement perspective.
- ◆ The audits will focus on risk analysis.
- ◆ The audits will focus on the achievement of outcomes

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The PRA Compliance Health check will cover the following mandatory standards:

- ◆ Storage Standard
- ◆ Create and Maintain Standard
- ◆ Electronic Recordkeeping Metadata Standard

### Benefits

The output of our compliance audit will deliver the following benefits:

- ◆ Identification of gaps in information and record keeping needed to manage the business effectively
- ◆ Areas of information policy and ownership that need improving
- ◆ Opportunities to reduce information handling costs
- ◆ Opportunities to improve coordination and access to commonly needed information
- ◆ Risk mitigation

### What We Do

Our Compliance Check review the current state of the organisations record keeping environment and identifies areas of non compliance with the PRA. A typical cycle includes:

- ◆ Analysis of key organisational documents including strategic planning, policies and procedures, future initiatives.
- ◆ Analysis of current information systems and storage
- ◆ Interviews with key subject matter experts
- ◆ Gap Analysis between current state and full PRA compliance
- ◆ Creation of an compliance report

### Deliverables

Deliverables are tailored to the client's requirements but typically a report includes the following:

- ◆ A definitive indication of which standard requirements are not currently being met
- ◆ A recommendation of priority, risk, interdependences and synergies regarding planning for compliance
- ◆ Recommended solutions, processes and techniques specific to each non compliant item
- ◆ A high level plan to ensure that the organisation meets the objective of the Act. This plan will assist the client to schedule the required activities and resources to ensure the compliance.

#### SELECTION OF OUR CLIENTS

- ◆ Genesis Energy
- ◆ ONTRACK
- ◆ Meridian Energy
- ◆ Otorohanga District Council
- ◆ North Shore City Council
- ◆ Dept of Conservation
- ◆ South Waikato District Council
- ◆ Dept of Labour
- ◆ Earthquake Commission
- ◆ NZ Trade and Enterprise
- ◆ Ministry for the Environment
- ◆ Tower
- ◆ Dunedin City Council
- ◆ Jacques Martin
- ◆ West Coast Regional Council

The competitive edge you need is within your organisation. Let iKnow help you harness the power of knowledge.

Request a call or appointment by emailing [contactus@iKnowGroup.com](mailto:contactus@iKnowGroup.com)