



ACT
Government

Community Services

RECORDS, INFORMATION AND DATA ARCHITECTURE REGISTER

Records Management Program

JUNE 2018
ACT GOVERNMENT
GPO BOX 158 Canberra City

OVERVIEW: RECORDS, INFORMATION AND DATA ARCHITECTURE REGISTER

This Records, Information and Data Architecture Register provides a high-level overview of the business systems used by an organisation and, where possible, outlines how records, information and data can be used, described and organised.

This Records, Information and Data Architecture Register:

- has Senior Management endorsement for its intent, application and maintenance
- identifies the business processes supported by the organisation's business systems
- identifies the value of the information, data or records and the minimum retention requirements
- informs preservation, migration and retention planning for business systems
- is enterprise-wide, providing an organisational view across platforms and systems
- shows any relationships between different business systems, including the duplication or reuse of data
- promotes flexible, standards-based information sharing and re-use.

Information management planning

To augment the records, information and data register, each business system should be supported by an information management plan developed in liaison with the identified business owner. An information management plan should:

- identify the owner of the business system
- describe the purpose for business system (including an overview of the information, data or records)
- identify the relevant business classification scheme terms (function/activity)
- identify the relevant disposal class number
- state any system operating requirements (Windows, web-browser, and so on)
- provide the physical location of the server (Hume, for example)
- state the size of the data stored (gigabytes, for example)
- nominate the plan for continued retention and access to the records, information and data at the point of decommissioning the business system.

Data Architecture Register

To support digital business processes, the register is designed as an index with information outlining relationships to other systems and regulatory requirements such as retention and security considerations.

Register

Owner and business system name	Purposes and overview	System Classification	Business classification (function-activity)	Disposal class (highest related)	Retention	Linkages to other business systems	Information management Strategies
(Whole of Government) Oracle Government Financials	Manage accounts payable and receivable for the QACT Government	Government Critical	Financial management – accounting	E.g. 005.002.001	E.g. 10 years	E.g. Nil	
(Whole of Government) Hewlett Packard Records Manager 9	Compliant Records Management Application for storing and managing transaction, actions and results of government business.	Government and Business Critical	Records & Information Management – NI2017-87	198.419.001	RTA	Nil	CSD has 3 HP RM instances controlling its records. they are: <ul style="list-style-type: none"> • Whole of Government • Shared Services Record Services • Directorate HP CM9
(Housing ACT) Homenet	System to manage ACT public housing assets	Government Critical	Public & Community Accommodation – N2017-392	190.003.001	RTA	Govt Financials	Linked to Oracle govt Financials for processing accounts

CHYPS	System to support Child Protection and support services	Government Critical	Child Youth Protection Services – NI2016-567	022.005.001	RTA	Nil	Linked to Intelledox for the generation of form letters.
YJIS	Manage services in Bimberi (Youth Protection Centre)	Business Operational	Child Youth Protection Services – NI2016-567	022.005.001	RTA	Nil	
Capabiliti	Manage staff training and workforce development activities of CSD staff	Business Operational	Human Resources - NI2017—79	194.277.001	Destroy 50 years	Nil	Currently in a vendor hosted cloud environment.
(Whole of Government) Kronos Workforce Central	CSD - Manage roster and scheduling for staff in Bimberi	Business Critical	Human Resources - NI2017—79	194.079.001	Destroy 5 years	Nil	
CSD Intranet	Provision of advice and statement of policies	Business Operational	Records and Information Management	198.273.002	Destroy 5 years after last action	Nil	
ACTHIRS – ACT Housing Information Referral System							This is a dataset of the system prior to Homenet. Used to access historical data only.