Sydney Living Museums Internship Project Outline

Records Management – Museum Physical Archive Consolidation

Name *(staff member submitting)*	Deborah Morrell
Unit/portfolio	Corporate & Commercial, ICT - Records

Supervisor *(name of staff member who will supervise intern)*	Deborah Morrell	**Position title**	Records Systems & Administration Coordinator
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Internship duration *(number of weeks)*	10	**Number of days per week**	2	**Preferred days of the week**	Monday/ Tuesday/ Thursday/ Friday
Internship start date/ month	Late March 2018	**Internship end date/ month**		June 2018 (flexible with dates between March & June 2018)	

Internship location	ICT/Digital on Mezzanine (not confirmed) and records room behind Mailroom (Level 1), The Mint, No 10 Macquarie Street, Sydney CBD

Are there any factors likely to affect the timing of this internship? Eg. holidays or periods of absence planned for key staff; key project deadlines? (If so please give details)	No

Project title	**Records Management: Museum Physical Archive Consolidation** (Archive of inactive physical records at two key SLM sites)

Project description (please provide a brief description of the project - 150-200 words. include 1-2 sentences outlining the purpose of the project, then add bullet points to list the tasks the intern will undertake)

ICT Records at SLM manages the electronic records management database HPE Content Manager (CM), as well as an archive of hardcopy records including paper files, plans, photos & marketing material collected as a requirement under *State Records Act 1998 (NSW)*.

SLM now creates mostly 'electronic only' records, however, there is a backlog of older inactive physical records in the collection & at most of the 11 SLM sites/properties that are unregistered & require appraisal & registration/cataloguing in the CM.

Requirements of the initial archive project are:
- Visit 2 key sites - Museum of Sydney (MoS) & Hyde Park Barracks (HPB) - with the Records Coordinator and identify & collect inactive physical records and deliver records to Head Office (The Mint)
- Assess & sort the records identifying ephemera & facilitative records ready for immediate destruction & after approval from Records Coordinator, securely destroy these records. Also identify 'transactional' & 'administrative' records that may be ready for legal destruction & set aside for destruction approval process.
- Assess the remaining collection of records that are to be retained in the long term & estimate the extent of work required to undertake archive & disposal work, in liaison with Records Coordinator.
- Develop a guide to undertaking the archival work on inactive records at SLM, which can be made available to future interns & SLM employees to follow, as the majority of unregistered records will be not be archived during this practicum.
- Begin the archive work as follows: Classify (name) & register inactive corporate records into CM completing all required metadata; create physical file covers with labels for each file & contain the records in file folders; box files for storage & update the CM accordingly.

Primary subject area *(What is the primary subject area for the intern?* *eg. history, museum studies, marketing)*	Information Management – Records archive & disposal, including assessment, classification, appraisal & retention and disposal of records.
Secondary subject area *(What is the secondary subject area for the intern? eg. history, museum studies, marketing)*	Museum Studies

Skills required
(Bullet points - list the general skills the intern will need for your project – eg writing ability, organisational skills. Include any computer programs and ability level needed)

- Good computer skills, such as Excel & database skills, intern will be shown how to use the HPE CM recordkeeping system, used extensively within NSW Government
- Basic understanding of records management & archive principles
- Good analytical skills
- Good organisational skills
- Attention to detail
- Physical ability to move and handle files (using trolleys, etc)

Aims of engaging an intern
(What are the key goals/ aims in engaging an intern in the project? 1-2 sentences describing why the intern's work will be of value to SLM and how the intern will gain from the experience)

There are a number of SLM properties that have collections of old & inactive, unregistered physical records on site. These records need to be managed appropriately which includes assessment & sorting & then cataloguing / registering in CM & physically containing records in file folders & boxing for storage. These records will then be searchable in CM & retrievable from storage & will be useful to SLM staff, and wider audience, when researching SLM heritage properties & previous exhibitions & events. It will also address recordkeeping compliance obligations under the *State Records Act 1998* & will clear/tidy up space at sites.

Outputs/deliverables
(List the key outputs (pieces of work) you are hoping to achieve for SLM through engaging an intern in the project)

1.	2 SLM sites (HPB & MoS) that have collections of inactive paper records will have been visited & records identified & delivered to Head Office for archiving.
2.	All records that are either ephemeral or facilitative in nature at the 2 sites will have been securely destroyed under NAP, after approval from Records Coordinator & 'transactional' & other records ready for destruction will be identified for the destruction process.
3.	The remaining collection of records to be retained for the longer term will have been identified & an estimate of the extent of archival work required will have been developed, in liaison with Records Coordinator.
4.	It is understood that the majority of the archive work on these records will NOT be completed by the end of the practicum, however a guide to undertaking the archive work on inactive records will be made available for future interns & SLM employees to use.
5.	Archive work will have begun, resulting in inactive records being: Identified, assessed & classified (named) & registered into CM with all required metadata, in compliance with the *State Records Act 1998*; physical files will have been created and will be boxed & stored off site & will be easily searchable & retrieved & tracked in CM in the future.

Milestones
(List key milestones in the intern's involvement in the project. e.g. "week 2: research, weeks 3-5: draft summaries")

Week 1:	Project orientation and setting of work plan (plus training in CM & *State Records Act 1998* compliance requirements).
Week 2-4:	Visit 2 nominated SLM sites (HPB & MoS) with Records Coordinator and identify & assess inactive records that require management, including estimating how long this work should take, in liaison with Records Coordinator. Pack & deliver records to The Mint.
Week 5-8	Undertake the following processes on the retrieved records: sort the records & remove/securely destroy ephemeral records that are not required to be retained & set aside 'transactional' & 'administrative' records for future destruction; then, begin to classify (name) & catalogue / register the remaining records in CM, including completing all required metadata; create physical file Folders with labels & contain the records; box the folders in archive boxes & update CM accordingly (NOTE: only a small number of records

	will be able to be archived in the timeframe for this practicum.
Week 9-10:	Develop a simple step-by-step guide on how to archive inactive physical records that are required to be retained in the long term, covering classification (naming); registering in CM; physical filing & boxing & updating CM – to be used by future interns & SLM employees. Also provide a brief written or verbal report on what was achieved during this archive practicum.

Are there any special opportunities for the intern to communicate/present their experience and findings? *(eg. Publish on SLM website or SLM intranet, present at team meeting)*

Intern could present/report (written or verbal) on what they have achieved to the Records Coordinator & ICT Manager towards the end of the Internship.

Have you secured the necessary facilities for the internship period?

Has a specific workspace/ desk been identified for use by the intern?	No	**Please specify desk location**	On Mezzanine with ICT & Digital (Mezzanine Hotdesk – TBC)
Phone line	No		
Network access	Yes		

Workplace Health & Safety

Are there any risks associated with the intern's work beyond those of a regular office-based location? *(eg. Dust, heavy lifting, outdoor work)*	Yes – At sites there may be dust & some lifting/packing of archive boxes.
If 'yes' do you have the applicable risk assessments and safe work method statements?	Yes

On-the-job training

Will the intern require access to any SLM staff for on-the-job training (eg. IMSS, Caroline Simpson Library staff, object handling) or specialist software programs? Please give details	**If yes, has this already been negotiated and approved with the relevant units/portfolios?**
1. HPE Content Manager database & State Records compliance requirements	Yes
2. Records Systems & Administration Coordinator will provide training.	Yes
3. Staff at sites who are responsible for the physical records.	Yes

Other than support with training, will the internship require any other support or input from other Units/Portfolios?

If 'Yes' please list the Units/Portfolios.	**If 'Yes', has this been negotiated and approved with the relevant units/portfolios? This should be arranged prior to submitting this**
1.	No
2.	Yes. The Records Coordinator will liaise with the Curators at HPB & MoS, & the Head Collections Care if required, to arrange/advise site staff of the project and any assistance that they may need to provide.

Will the internship involve travel?	Yes – SLM cars will be used at no cost to intern.
If travel costs are anticipated (eg. Reimbursement for travel fares) do you have a budget available for this?	No
Will the internship involve working with children? *(If so this may require a Working With Children Check)*	No

Application process	Students wishing to apply for this internship should submit an application to internships@sydneylivingmuseums.com.au including <u>ALL</u> of the following: 1. A completed **Student Information form** (please visit http://sydneylivingmuseums.com.au/get-involved/internships to download the form) 2. **Letter of interest**, outlining why you are interested in the internship and why you would be best suited to the project. This is the main part of your application and it should address the 'project description' and 'skills required' sections of this Project Outline 3. **CV** including grades for completed units of study
Application deadline	**10am Tuesday 20 March 2018** Interviews are expected to happen on Tuesday 27 March in the Sydney CBD