



## Checklist of possible information assets

Print a copy of this checklist for each workshop participant. Use the checklist to draw your information map and identify problems and areas for improvement.

1. What happens to our contract reports when they are received? Are they stored centrally? Does the information contained in those reports feed into the organisation's reporting requirements?
2. Where is the following information stored and does it contribute to reporting at the local/State/Commonwealth level:
  - GIS information
  - Data sets
  - Photographs
  - Multi Media material(presentations, videos, audio materials)
3. What happens to information stored on personal drives of staff? Is there a process to migrate relevant information to the shared drive as a corporate resource when a staff member leaves the organisation?
4. Does the organisation collect anecdotal information? If so, is it logged in some way? Is this information used to report against outcomes? If so, to what local, state or Commonwealth agency?(agencies?)
5. Does the organisation have any unique information stores? For example, specialised databases containing specific local data rather than organisational information? Or extensive collections of paper documents possible pre-electronic? If so are these resources available for staff and are staff aware of these resources?
6. Does the organisation have any specific learning and development software for staff? e.g. mind mapping software, induction packages.
7. Does the organisation have any 'grey' material (e.g. unpublished material such as reports, field notes, soil reports)that represent information that could be a resource for other organisational staff? How is that information stored and accessed?
8. What reports (e.g. state of environment, financial reports) does the organisation generate for local/state/Commonwealth reports? Show this linkage on the mapping diagram. Is there duplication of reporting? Are there agreed indicators to report against for the organisation?
9. What indigenous information/reports/database is drawn on by the organisation? Does your organisation contribute indigenous information to other organisation, state government or Commonwealth government reports?



**Table of information asset types with examples of each**

| <b>Asset type – do the following information stores exist in your organisation?</b> | <b>Examples of assets</b>  |
|---|--|
| 1. Organisation paper file records  | <ul style="list-style-type: none"> <li>• Assets register</li> <li>• Paper Files</li> </ul>   |
| 2. Electronic record management systems or shared drive                             | <ul style="list-style-type: none"> <li>• Electronic document management system (EDMS)</li> <li>• Shared drive</li> </ul>   |
| 3. Ad hoc filed material  | <ul style="list-style-type: none"> <li>• Newspaper clippings, posters and/or pamphlets put in individual bottom drawers or book cases 'in case they are useful'</li> </ul>             |
| 4. Collections of published material  | <ul style="list-style-type: none"> <li>• Books</li> <li>• Published government documents</li> <li>• Consultants reports</li> </ul>   |
| 5. Unpublished literature (also termed 'grey literature')                           | <ul style="list-style-type: none"> <li>• 'Grey literature' is material such as working documents or reports that has not been formally published or made publicly available</li> </ul> |
| 6. Electronic records   | <ul style="list-style-type: none"> <li>• Emails</li> <li>• Your organisation's shared drive</li> <li>• Personal drives</li> </ul>  |
| 7. Electronic records continued   | <ul style="list-style-type: none"> <li>• Photo collections</li> <li>• DVDs and Videos</li> <li>• CD ROMs</li> <li>• Audio recordings</li> </ul>  |
| 8. Functionality for searching electronic records                                   | <ul style="list-style-type: none"> <li>• Search facilities for shared drive</li> <li>• Naming conventions for files</li> </ul>   |
| 9. Metadata   | <ul style="list-style-type: none"> <li>• 'Metadata' is information about information, for example library index cards</li> </ul>   |
| 10. Your organisation's website and its content                                     | <ul style="list-style-type: none"> <li>• Archiving policies</li> <li>• Accessibility</li> <li>• Search capability</li> </ul>   |
| 11. Data sets and collections   | <ul style="list-style-type: none"> <li>• GIS</li> <li>• Data sets from consultants work</li> </ul>   |
| 12. Map collections   | <ul style="list-style-type: none"> <li>• Maps, for example in map drawers or map cabinets</li> </ul>   |
| 13. Decision making tools   | <ul style="list-style-type: none"> <li>• Decision Support Tool software</li> </ul>   |
| 14. Learning software   | <ul style="list-style-type: none"> <li>• Mind mapping software or other specific learning applications</li> </ul>  |



| <b>Asset type – do the following information stores exist in your organisation?</b> | <b>Examples of assets</b>   |
|---|---|
| 15. Governance arrangements   | List of people within your organisation responsible for: <ul style="list-style-type: none"><li>• Copyright</li><li>• Legal deposit (see <a href="http://www.rkrk.net.au">www.rkrk.net.au</a> for information on legal deposit and copyright)</li><li>• Records management</li></ul> |
| 16. Lost corporate information  | <ul style="list-style-type: none"><li>• Important databases, websites, or personal collections that the organisation has lost and which may need to be regained or recreated</li></ul>  |
| 17. Information transfer  | <ul style="list-style-type: none"><li>• Induction processes for new staff</li></ul>   |
| 18. Disaster and risk management planning   | <ul style="list-style-type: none"><li>• Disaster and risk management plans</li></ul>  |
| 19. Unique sources of information   | <ul style="list-style-type: none"><li>• Specialized information resources unique to the organisation which may be held by the organisation or other agencies such as local government or State Government</li></ul>   |