

Ms Jessica Fathom
Via email: fyi-request-598-7052617a@requests.fyi.org.nz

Dear Ms Fathom

On 6 October 2012, you requested under the Official Information Act:

- information about the records management of text messages (SMS) sent/received on staff work phones and how text messages are stored and archived on a central document management system
- policy and procedure around the records management of text messages sent/received on staff work phones
- any operational documents about how Statistics New Zealand ensures all text messages sent/received on staff phones are captured on a document management system – for example, instructions given to staff on record management obligations regarding text messages
- the product description and operational set up of software installed on any staff phones to back up and store text messages to a document management system
- how many text messages sent/received on staff phones were stored on Statistics New Zealand's central document management system in the month of September 2012.

Statistics New Zealand's current policies make no explicit mention of records management for text messages. The Mobile Phone Policy focuses on reasonable and appropriate use, and does not cover recordkeeping requirements. Statistics New Zealand's Information Management policies articulate high level principles and policy statements, and do not cover the characteristics and use of specific devices.

The Information Management policy and training modules advise staff that they are to take appropriate steps to retain a record of actions and decisions within approved systems in accordance with Public Records Act 2005 requirements. Statistics New Zealand is currently reviewing its Information Management policy framework, and this includes development of supplementary guidance for staff on records management for mobile digital devices. This guidance is expected to be in place by June 2013.

Text messages on work mobile phones are not automatically synchronised or backed up to the corporate document management system. However, staff have access to their corporate email on their work mobile phones. Their email is synchronised with their work PCs, enabling filing within the corporate document management system. This meets Statistics New Zealand's corporate expectations for management of official records.

Statistics New Zealand's document management system is unable to report on the quantity of text messages stored in September 2012, as text messages are not specified as a document type. Given that no direct interface between work mobile phones and the document management system exists, it is expected that this number would be minimal.

I trust this information meets your needs.

Yours sincerely



Jeff Trevella
Deputy Government Statistician (Acting)