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## RM Tips

Stay safe when using  
public Wi-Fi

- ⇒ Browse to https:// sites where possible
- ⇒ Turn your firewall on
- ⇒ Ensure your anti-virus is up-to-date
- ⇒ Avoid online banking

For more info, visit:  
<http://www.staysmartonline.gov.au/>

## In Today's Online World, Could We Disappear?

Article Read Time: 4mins  
Author: Lee Stanford

After watching the last few episodes of Breaking Bad in September last year, it started me thinking, is it possible to simply disappear without a trace? For the Breaking Bad uninitiated, the main character (Walter White) is a drug cook on the cusp of being captured by the Drug Enforcement Agency (DEA). He consults his sleazy/dodgy lawyer (Saul) who suggests he contact a friend of his who can make Walt "disappear" (i.e. take him away with a new identity and make him untraceable). Walt ends up contacting this person, and he is driven, blind-folded, to a remote location and given a completely new identity.

So what are the logistics of this process (not that I intend to disappear any time soon)? Aside from getting a new drivers licence, passport, birth certificate, bank accounts, etc. in an alias name, what about our digital/online footprint? I currently hold multiple accounts on the cloud, all of which hold varying levels of personal information about me (some are

also interlinked). These include (as per image below):

*Note: this is certainly not an exhaustive list, but a good start.*



Furthermore, if I start to use my laptop or handheld devices, most of these accounts are all synchronised and automatically recognise that it's me.

So consideration would need to be given as to whether you

would simply create new accounts under a new name for the services above (and leave your old identity behind), or try to take the more drastic step of removing your online presence altogether.

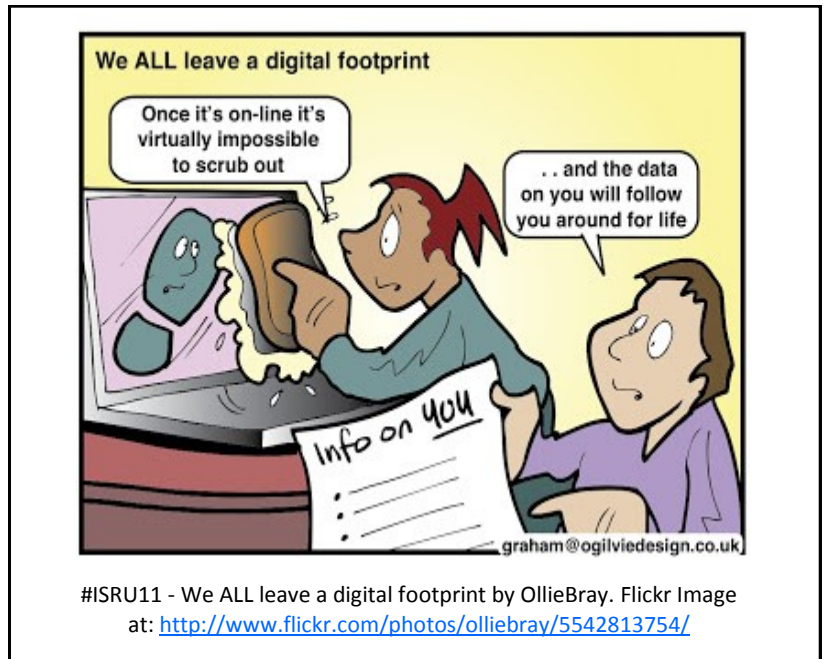
After a couple of hours referencing the web on ways and means of taking the more drastic step of removing my online presence, I came across multiple services that assist in the process (some free, some with associated costs). The most useful one that I have found is the site [justdelete.me](http://justdelete.me). This is an alphabetic listing of all sites that hold our personal information (provided we have signed up at some point) and outlines how to delete your

profile from them. [Justdelete.me](http://Justdelete.me) contains colour coded buttons for each account, indicating the degree of difficulty for deletion. As it turns out, some of these sites will not let us be removed (i.e. will never let you go).

So it seems we can only partially disappear from the online world, with several hours of solid work. I guess my next step is to e-mail the writers of Breaking Bad (wherever they may now be) and ask if they considered this for Walt. And yes, I am now Facebook friends with Walter White.

For further information on deleting your online presence, check out...

- [Justdelete.me](http://Justdelete.me)
- <http://www.wikihow.com/Delete-Yourself-from-the-Internet>
- <http://www.theguardian.com/technology/2013/apr/04/delete-online-profile-readers-panel>
- <http://www.reputation.com/reputationwatch/articles/how-remove-personal-information-online-public-records>



## Retaining Corporate Memory....Or Just Fibrous Wood Pulp? Guide to a successful records disposal program

*Article Read Time: 3mins  
Authors: Denis Comber & Ruth Butcher*

At the risk of visiting an old chestnut, but prompted by the increase in requests for assistance in addressing the perennial problem of paper based information, we will look at how an effective information appraisal and disposal program can provide significant and tangible benefits for an organisation.

Divided into 3 parts and published over the coming months, the following disposal processes will be discussed:

- Initiating a disposal program
- Disposal implementation (sentencing, culling and disposal); and
- Conformance and financial benefits

### **Part 1 – Initiating a Disposal Program**

Just when you thought that paper was making its way to the museum of obsolete objects....somebody decided to clear out the basement! Perhaps the basement once provided a cheap, quick and easy storage solution... 'out of sight, out of mind'; although with many agencies facing backlogs of unsentenced records,



the burden of excessive paper weighs heavily over time.

For many agencies, dealing with the backlog is initiated only when the agency is planning a move, budgets are strained, or the proverbial hits the fan...at which stage the financial and business costs have already begun their march out the front door.

When delivering disposal courses, an all too frequent comment from participants is “management should come along to this”, or “we just can’t get resources allocated to deal with the issue”. So how can we convince management or the chief financial officer (CFO) to invest a few more resources into initiating a disposal implementation program and continuing this as a rolling program rather than a panicked project?

Now, you don’t need to be a good salesperson for this, as perhaps the simplest way to convince management/the CFO is to highlight the issues of inaction. What are the implications associated with retaining current practices and failing to implement a disposal program?

Conducting a comprehensive information audit is a good starting point to identifying issues. The records audit should identify (at least):

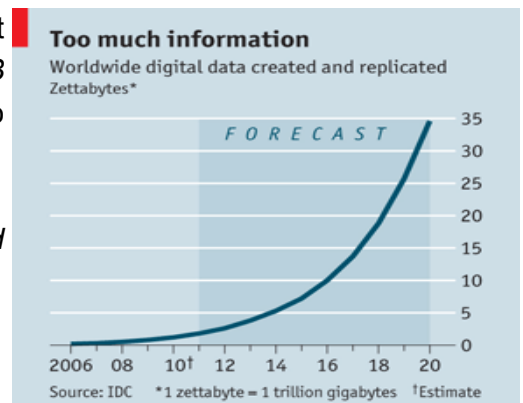
- current information resource holdings, including records;
- quantities of inactive material;
- estimated material generated weekly/monthly/annually; and
- current storage and retrieval costs.

Once you have analysed the audit results, you are likely to be in a better position to project future financial costs and storage requirements, and begin to assess the implications for their ongoing management in terms of lost business productivity and efficiency, excessive storage and retrieval fees, space inefficiencies and non-compliance. With a list of issues and implications duly noted, the benefits of implementing a disposal program can be readily deduced and formally documented.

A comprehensive report/business case to management which clearly and concisely identifies these issues and offers a solution that is capable of realising tangible benefits (inclusive of a financial return that will outweigh the cost of the disposal program...or at least be cost neutral) will determine whether disposal implementation will be your next step.

And, if the International Data Corporation’s (IDC) 2013 prediction that *the total of all digital data created (and replicated) — will reach 4ZB in 2013*’ is anything to go by (Gens, 2013), now might be the time to start making some headway on your digital information holdings!

*Next issue: Part 2 - Disposal implementation (sentencing, culling and disposal).*



## References

Gens, F. (2012). *Top 10 predictions : competing on the 3rd platform*. Retrieved from <http://www.idc.com/research/Predictions13/downloadable/238044.pdf>

## FOOD FOR THOUGHT

An interesting article from wired.com on the future of how we will access work and personal digital information (from our various devices).

*“In the not so distant future, imagine you arrive at work and sit at any open office, use biometrics to log into the desktop computer to access your work profile and complete your work tasks. When you leave that evening, you hop onto the subway and with the integrated seat screen you message your partner that you will be home shortly. As you wait for the bus you play a multi-player videogame on your mobile phone with your best friend in Spain who is at home on his tablet. You arrive home and take the tablet that your son used earlier and, based on the pre-configured sensors, the tablet recognizes you (not your son) are using it and all your profiles and accounts are automatically opened and useable.”*

<http://www.wired.com/insights/2013/11/digital-bottlenecks-the-case-for-a-true-cross-platform-user-experience/>

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## Upcoming Training

Training dates for *Retention and Disposal of Public Health Sector Records* in 2014 are as follows:

- 27 May 2014—Sydney
- 19 August 2014—Grafton
- 14 October 2014—Sydney

For more details on the courses above or to find out about SSA's tailored training courses, visit [www.siller.com.au](http://www.siller.com.au)

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## Our Services

SSA offers a full array of information management services, including (but not limited to):

- records management systems performance and compliance reviews
- compilation of classification schemes/thesauri, disposal authorities, policy and procedure manuals
- information management training (including HP TRIM training)
- information management technology needs analysis, including software specification and evaluation
- information systems configuration, design and implementation
- a.k.a.® Training



To find out more about SSA's services (including our new services) , visit our website at [www.siller.com.au](http://www.siller.com.au), email us at [siller@siller.com.au](mailto:siller@siller.com.au), or contact one of our consultants on (02) 9979 9974.

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