

Submission No. 01.2

AO (NAA Mitchell)

Date: 23/05/12

Reference: 2011/2270

Ms Janelle Saffin MP
Chair, Joint Standing Committee on Public Works
Parliament House
Canberra ACT 2600

Dear Ms Saffin

**Parliamentary Standing Committee on Public Works (PWC) consideration of the National Archives
Preservation Facility and Mitchell refurbishment projects**

Questions on notice from the hearing on Monday 9 July 2012

During the hearing for the above projects on Monday 9 July 2012 three questions were taken on notice.
These were:

1. What is the status of level 1 vinyl floor tiles adjacent to the window that were taped over?
2. How many records are accessed annually?
3. How many shelf kilometres of paper storage will the Mitchell digital repository replace?

Floor repair

There are four full and four half tiles in the level 1 corridor adjacent to a window that have been affected by water ingress from the external wall. The water has caused the edges of the tiles to lift slightly and the joints had been taped over as an interim safety precaution. Most importantly, the tiles are not broken or cracked as they contain asbestos and while they remain undamaged the asbestos is contained and poses a negligible risk during normal building occupation as detailed in the Mitchell Asbestos Management Plan.

A work order was raised for the affected tiles and in accordance with the Asbestos Management Plan, a specialist asbestos removal contractor was on site on Wednesday 18 July to assess the damage and recommend the best course of action for the repair. The assessment confirmed that although the tiles are not damaged it is best to remove them and replace with new non-asbestos containing vinyl tiles. Staff will be kept informed and the work will be done out of hours by the end of August.

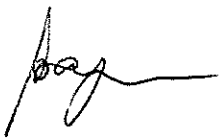
Access to records

3,554,463 records were accessed by the public and Australian government agencies in 2010-11. This includes records accessed on line, in reading rooms, via the National Reference Service and on requesting agency's premises.

Digital archive

The current digital archive capacity is 48 terabytes which is the equivalent of approximately 8.3 to 12.5 shelf kilometres of standard format paper storage. This is roughly equivalent to the room seen by the Committee members during the site inspection where the digital archive is located in the corner. The digital/paper relationship is very much an estimate based on averages and assumptions that can vary widely such as the formats of the records and their printable equivalents.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Daley', with a long horizontal flourish extending to the right.

Alison Daley
Acting Assistant Director-General
Corporate Services

19 July 2012