



PRACTICE GUIDELINE 2

PRODUCING MATERIAL TO THE ROYAL COMMISSION UNDER SUMMONS OR NOTICE TO PRODUCE

PURPOSE OF THIS DOCUMENT

1. This Practice Guideline sets out the way the Royal Commission will receive electronic material produced under Summons or Notice to Produce and nominates that the Royal Commission prefers to receive material in electronic format.
2. Persons producing large numbers of documents should refer to the Document Management Protocol, Federal Court Practice Guideline, CM6, attached, for more technical information.
3. Persons who produce material to the Royal Commission voluntarily are encouraged to comply with this Practice Guideline.
4. This Practice Guideline does not prevent material from being produced to the Royal Commission in hard copy format or as objects.

PROTOCOLS FOR PRODUCING ELECTRONIC MATERIAL TO THE ROYAL COMMISSION

5. Where possible, persons should produce electronic material rendered directly to searchable Portable Document Format, ie either by PDF or PDF/A.
6. Where possible, electronic materials that do not lend themselves to conversion to PDF (for example, complex spreadsheets, databases, etc.) may be produced to the Royal Commission as Native Electronic Documents or in another format agreed by the Royal Commission. Listed below are some of the preferred formats:
 - a. Text for plain text records
 - b. TIFF for images such as plans
 - c. JPEG2000 or JPEG for photos
 - d. MPEG4 for video
 - e. XLSX or XLS for complex spreadsheets.

Optical Character Recognition is encouraged.

7. Where possible, persons should avoid converting native electronic material to paper.

8. Production of electronic material in these formats will ensure that electronic records can be archived and managed for the long-term.

MANAGEMENT OF MATERIAL PRODUCED TO THE ROYAL COMMISSION

9. The Royal Commission will maintain an electronic database using Ringtail software which will contain copies of all material produced to the Royal Commission under Summons or Notice to Produce. All documents produced under Summons or Notice to Produce and other documents will be scanned and uploaded on to the database where this will assist the operation of the Royal Commission.
10. Documents maintained using Ringtail software will be allocated a Document ID or Document Identifier which will be an alphanumeric sequence which uniquely identifies a document within a collection of documents. Documents will be objectively coded based on the objective elements of the document.
11. Persons wishing to produce electronic material to the Royal Commission in a format compatible with Ringtail to ensure that they are able to use their own software to view their own documents, should contact the General Counsel to the Royal Commission to discuss arrangements.

QUERIES

12. For any enquiries or to discuss the application of this Practice Guideline please contact solicitor@childabuseroyalcommission.gov.au.

Revised Guidelines Issued: 9 September 2013