**\*Insert organization name\*** **: RECORDS MANAGEMENT POLICY**

Insert Logo

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| --- | --- | --- | --- |
| Policy Name |  | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

This policy is designed to ensure that the records of **\*insert name of organization\*** are appropriately stored, protected and retrieved in a way that maintains appropriate confidentiality.

**\*insert name of organization\* will act in accordance with relevant guidelines in the South Australian Government Management Strategy 2019 – 2022.**

If disposing of any sensitive or official documentation or records, **\*insert name of organization\*** will seek the guidance of State Records of South Australia and, where required, will develop a Records Disposal Schedule.

**\*insert name of organization\*** will observe the following protocol:

* Records Management must be systematic and comprehensive
* Records Management is everyone’s responsibility
* Records must be full and accurate and the systems that make, manage or keep them reliable and secure
* Records must be retained for as long as they are required and disposed of in a lawful, planned and approved manner
* Information is treated as an asset of the agency: its value, both current and future, is determined, understood and leveraged to improve business outcomes.
* **\*insert name of organization\*** employees and volunteers will be trained to understand what information needs to be created, and kept, to support business objectives, meet compliance obligations and mitigate risk.
* **\*insert name of organization\*** will ensure that the governance of information is assigned appropriately in order to ensure information is managed for the best outcomes of the agency, its customers and broader community.
* Records created, received or discovered which contain information that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage will be protected and made accessible
* All records made or received by the **\*insert name of organization\*** are the corporate property of **\*insert name of organization\***
* All records that staff, consultants and contractors make, receive and maintain as part of their duties belong to the **\*insert name of organization\***  and no records belong to individual employees.
* **\*insert name of organization\*** retains control of all records in accordance with State Records Records, Information and data, and ownership of records and/or the intellectual property they contain are clearly specified in every outsourcing contract.

**Managers and supervisors** **of \*insert name of organization\***  at all levels are responsible for ensuring that staff under their direction, including consultants and contractors, meet all the requirements of this policy and the associated procedures. Records management is an equally important part of supervisory and management functions as any other part of managers and supervisors’ functional responsibilities.

**Definitions**

**Records:** are information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business (AS ISO 15489).

**Records Management:** is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (AS ISO 15489).

**Records System:** is an information system that captures, manages and provides access to records through time

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| **Dated:** | **Chairperson** | Signed: |
| **Dated:** | **Chief Executive** | Signed:  |
| **Related & Linked Documents:*** State Records Act <https://www.legislation.sa.gov.au/LZ/C/A/STATE%20RECORDS%20ACT%201997.aspx>
* Freedom of Information Act <https://www.legislation.sa.gov.au/LZ/C/A/FREEDOM%20OF%20INFORMATION%20ACT%201991.aspx>
* State Records Disposal Schedule <https://archives.sa.gov.au/managing-information/archiving-transfer-and-disposal/appraisal-and-disposal/general-disposal-schedules-gds>
* State Records <https://archives.sa.gov.au/finding-information/information-held-sa-government>
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