

Draft Records Management Corporate Standard

Summary of Proposed Changes

Amendment from a policy to a corporate standard.

Simplification of Purpose and Scope sections.

Removal of definitions:

Business Classification Scheme, Document, Metadata.

New definitions:

Activity, Administrative Release, Defensible Digitisation Process, High Risk Record, High Value Record, Leader, Permanent Record, Personal Information, Public Record, Recordkeeping Business System Owner, Source Record, Transaction.

Amendment to definitions:

Record, Retention and Disposal Schedule, Vital Record.

New Principles section replacing Introduction and Record Management Program sections.

Staff Responsibilities section renamed to Responsibilities and extended to include Leaders, Information Communication and Technology, and Recordkeeping Business System Owners. The Employee Responsibilities section has been reworded to provide greater clarity of responsibilities. The new Recordkeeping Business System Owners section may also attract some new responsibilities for some system owners.

Approved Recordkeeping Business Systems proposed to be included in the corporate standard with the existing standalone document to be repealed.

New sections:

Creating a Record, Employee Access to Records, Administrative Release of Information, Administrative Delegations.

Retention and Disposal section extended to include the circumstances under which an employee may dispose of/delete a record and the records which must not be disposed of.

Rename of Audit for Compliance section to Quality Assurance. This section has been reworded to remove the focus on Technology One ECM only and to provide applicability to all approved recordkeeping business systems.

General wording amendments including the reordering of sections/content to improve readability, succinctness, and provide clarity of intent.