RECORDS MANAGEMENT POLICY

AFTRS

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1   PURPOSE

AFTRS records provide evidence of the School's actions and decisions, and are a repository of corporate memory that is a vital asset of support to its functions and operations. Records support consistency of decision-making, continuity, efficiency and productivity in program delivery, management and administration. Additionally, AFTRS archival records reflect the history of the School as a significant federal cultural organisation with heritage value.

The Records Management Policy aims to ensure that records are properly created, managed, maintained and destroyed in the interests of corporate accountability, transparency, orderly administration and cultural history.

2   SCOPE

This policy applies to all employees. The policy applies to all aspects of AFTRS business, including business information created and received in all formats, and the business information systems used to create, manage and store information and records.

3   POLICY STATEMENT

AFTRS will manage its records in accordance with the *Archives Act 1983* (the Act) and any policies, standards, codes of best practice and other requirements issued by the National Archive of Australia (NAA) under the Act.

AFTRS will capture and maintain full and accurate records in order to:

- Support the School's day to day business activities
- Provide evidence to ensure accountability
- Preserve the School's corporate memory
- Support AFTRS information compliance obligations under legislation, in particular, the *Public Governance Performance and Accountability Act 2013*; the *Freedom of Information Act 1982*; and the *Privacy Act 1988*.

The Head of Facilities is responsible for overseeing the design, implementation, and maintenance of recordkeeping activities, including training and recordkeeping procedures and for monitoring compliance with this policy, and related documents.

3.1   **Record creation, capture, control and storage**
Employees are responsible for creating, capturing and managing records in relation to their duties in accordance with this policy, and related documents.

Managers are responsible for ensuring that:

- Full and accurate records are kept in relation to the key functions of their unit

- Records for which their unit has responsibility are managed effectively
- Records management practices are in accordance with this policy and related documents.

Paper and electronic records must be stored in accordance with the AFTRS Records Management and Archiving Manual.

The Head of Facilities is responsible for the storage and management of records to be retained permanently by the NAA.

3.2 **Records Disposal**
The Head of Facilities is responsible for the development and maintenance of the AFTRS Records Disposal Authority, the implementation of the NAA's Administrative Functional Disposal Authority (ADFA) and the Normal Administrative Practice Guideline (or NAP drawn from the *Archives Act 1983*),.

4 DEFINITIONS

Business information system: A business system used for storing records relating to a particular function, for example people & performance, finance records, student records, or teaching materials.

Employee:
individual engaged by AFTRS on a casual, temporary, fixed term or ongoing basis.

NAA: National Archives of Australia

Managers: a Divisional Director, Head of Department, Manager or Supervisor at AFTRS

Record: A record is information created, sent or received in the course of carrying out AFTRS business. Records are in many formats, including paper, electronic and digital. Records provide proof of what happened, when it happened and who made decisions. Not all records are of equal importance or need to be kept (refer to Disposal Authorities and Normal Administrative Practice Guideline).

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