

Records management

From report 17: 2018/9 – Records Management in Local Government

The following table provides a high level summary of the State Records Commission (SRC) Standard 2 for Recordkeeping Plans. The 6 principles represent good practice expectations of the SRC. They were also the basis for our assessment of recordkeeping practice at the LGs we reviewed. Our listed expectations are not exhaustive and do not cover all of the SRC minimum compliance requirements in Standard 2.

Principles	SRC expectation	Our expectation
Principle 1 Proper and Adequate Records	<ul style="list-style-type: none"> records are created and kept which properly and adequately record the performance of the organisation's functions records are consistent with any written law to which the organisation is subject when performing its functions 	<ul style="list-style-type: none"> recordkeeping plan approved records of important business decisions or activities can be easily found
Principle 2 Policies and Procedures	<ul style="list-style-type: none"> recordkeeping programs are supported by policy and procedures 	<ul style="list-style-type: none"> policy and procedures are up-to-date policy and procedures are in place for each business area
Principle 3 Language Control	<ul style="list-style-type: none"> appropriate controls are in place to identify and name government records 	<ul style="list-style-type: none"> an appropriate tool is used to systematically and consistently identify and name records
Principle 4 Preservation	<ul style="list-style-type: none"> records are protected and preserved 	<ul style="list-style-type: none"> Records disaster recovery plans are developed and tested storage facilities are assessed in line with SRC Recordkeeping Maturity Model
Principle 5 Retention and Disposal	<ul style="list-style-type: none"> records are retained and disposed of in accordance with an approved disposal authority 	<ul style="list-style-type: none"> an approved disposal authority is adopted and regularly used
Principle 6 Compliance	<ul style="list-style-type: none"> employees comply with the recordkeeping plan 	<ul style="list-style-type: none"> staff receive regular records refresher training staff receive business area specific records training staff record keeping practice is monitored

The SRC Policies and Standards are available on the SRO website: [Recordkeeping Policies and Standards](#).