

OFFICIAL



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Management performance indicators for Records Management staff and other key

Authorisation

In accordance with Section 8 of the *Territory Records Act 2002*, I Christine Robertson, being the Interim Chief Executive Officer of the Canberra Institute of Technology, hereby certify that this Records Management Program in combination with the CIT Records Management Policy and CIT Records Management Procedure addresses all elements as set out in Section 16 of the Act and meets all the requirements set out in Standards and Codes released by the Director of Territory Records under the Act.

In accordance with my responsibilities I:

- Approve the Canberra Institute of Technology Records Management Program and in doing so provide a copy to the Director of Territory Records in accordance with Section 17 (3) of the Act;
- Delegate the role of principal officer as detailed in the Act tw 0.231 Tf-8.33 -1.46ait007 Tw -22 1 Tf0

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Record Disposal Arrangements

The Records Disposal Schedules used by the Canberra Institute of Technology are reviewed annually and published as part of the Director of Territory Records' Annexed report to the [Chief Minister, Treasury and Economic Development Directorate \(CMTEDD\) Annual Report](#).

Records may only be destroyed in accordance with one of the schedules or Canberra Institute of Technologies accepted normal administrative practice. Additional arrangements are in place to protect records, information and data that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage and for records, information and data that is to be retained in perpetuity for cultural and historical purposes. In all cases a proper review should be undertaken with the assistance of the Records Manager prior to the completion of any disposal.

Details of all record disposal activities completed by the Canberra Institute of Technology are provided to the Territory Records Office in accordance with provisions of the Act.

Storage Arrangements

Appropriate storage arrangements are critical for the long-term preservation, security and future access of the Canberra Institute of Technology records.

Suitable storage conditions ensure that records are protected, accessible and managed in a cost-effective way. The purpose served by the record, its physical form and its use and value will dictate the nature of the storage facility and services required to manage the records for as long as it is needed.

It is important to determine efficient and effective means of maintaining, handling and storing records before they are made, and then re-assess storage arrangements as the record's requirements change. Storage options must take into account access and security requirements, limitations and physical conditions.

All Canberra Institute of Technology staff must ensure the safekeeping and proper preservation of records. This includes ensuring records that are stored with contractors and consultants are held under arrangements that provide for the safekeeping, proper preservation and return of the records.

The Canberra Institute of Technology adheres to Territory Records Office Standard and Guideline *No 7 Physical Storage of Record* for the proper management and storage of its records.

Definitions

Activities reflects tasks performed within the business classification function and reflect the second level of the scheme.

Structured units of recorded information, published or unpublished, in hard copy or electronic form, managed as discrete units in information systems.

Natural language that is used in a file title and is not controlled. Free text is used after a subject descriptor if further specification is needed or in place of a subject descriptor. It can take the form of any related terms, numbers, names and dates.

Functions are the largest unit of business activity in an agency and are the highest level in the nt(()Tj0.00 To

The NAP provision of the Act allows for the destruction of ephemeral material. The following are examples of documents that can be destroyed under NAP:

- Working papers i.e. rough notes, calculations, statistical and research data used in the preparation of correspondence;
- Draft versions of documents that show no significant changes or annotations relating to the formulation of policy or procedures and legislation (i.e. draft charts, minutes);
- Duplicate documents (i.e. information copies of records already held on file or internal and external publications held for information);
- Facilitating instructions (i.e. general instructions on formatting rather than content);
- Personal notes and messages; and

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References

Australian Standard for Records Management AS ISO 15489 Council of Federal, State and Territory Archives (COFSTA)

[Copyright Act 1968](#)

[Evidence Act 2011](#)

[Freedom of Information Act 2016](#)

[Information Privacy Act 2014](#)

[Public Sector Management Act 1994](#)

[Whole of Government Record Disposal Schedules](#)

[Territory Records Act 2002](#)

[Territory Records Office Standards and Guidelines for Records Management](#)