Records Management Procedure

1. Associated Policy

The CIT Records Management Procedure has been developed in conjunction with the Records Management Policy.

2. Purpose

This document provides guidance for CIT staff on appropriate record keeping while ensuring compliance with the applicable Territory and Federal legislation and regulations.

3. Enabling Legislation and Guidance

3.1 This procedure is based on, and support, Federal or Territory legislation and guidance including:

- ACTPS Digital Records Policy
- Archives Act 1983
- CIT Records Management Program
- Copyright Act 1968
- Discrimination Act 1991
- Electronic Transactions Act 2001
- Evidence Act 2011

6.2 Other endorsed systems are:

a) Physical files stored with the Records Management Unit
b) E-Learn (Moodle) for training and assessment records
c) Student Management System (Banner) for student enrolment records
d) CRM (Oracle) for student support records

6.3 The following are not endorsed for formal record keeping requirements:

a) Email accounts
b) Local network drives
c) Sharepoint
d) Microsoft Teams
e) Portable devices
f) Unapproved commercial systems
g) Personally owned computers
h) Any other location that could reasonably be considered as a risk to CIT record keeping.

6.4 Staff may store records temporarily in the non-endorsed systems outlined above, corporate records must be retained and managed on an appropriate file in the endorsed corporate system from the list in 6.2.

6.5 Document control measures must be put in place for all documents regardless of storage location, where those documents are used by multiple areas or managed via CIT-wide templates.

8.3 Groups or types of records that may require alternate procedures include those whose unauthorised access, disclosure, loss of integrity, or unavailability may:

a) Seriously damage, or compromise, the success or adversely affect the viability, of a commercial venture or law enforcement process;
b) Cause distress to, or threaten, an individual (i.e. records containing personal information, e.g. HR personnel files, medical records, Aged or Youth records);
c) Have specific legislative restrictions or requirements;
d) Cause serious financial damage to and/or lead to litigation against the agency; and/or
e) Cause serious loss of public confidence.

9. Public Use and Access

All requests for records are processed in accordance with the appropriate act.

10. Performance Measurement

10.1 Record keeping performance measures managed by the Audit, Risk and Corporate Governance team include but are not limited to:

a) Audit of record keeping systems to ensure compliance
b) Assessment of any new and monitoring oni of anym co1ne2-2 (er)3.2 (f)2.7 (7.54.9 (e)- c 0 Tw 34.609 0 Td