



Title:

Records Management Policy

Version	2.0
TRIM file number	06/88
Short description	A policy on the creation, maintenance, storage and disposal of University records
Relevant to	All employees
Authority	Executive Committee of Council
Responsible officer	Manager, University Records
Responsible office	Division of Information Technology
Date introduced	10 October 1996
Date(s) modified	TBA
Next scheduled review date	April 2009
Related University documents	Vital Records Policy
Related legislation	State Records Act 1998 (NSW) State Records Regulations 2005 (NSW)
Key words	Policy, records, management, creation, storage, disposal, destruction, protection

1. PURPOSE

- 1.1 This policy sets out Charles Sturt University's (CSU's) management principles on the creation, maintenance and disposal of University records.
- 1.2 The objective of the Records Management Policy is to establish a records management program in accordance with relevant legislative and regulatory requirements, standards and best practices to ensure that records are properly created, managed and maintained in the interests of corporate accountability, orderly administration and memory.

2. SCOPE

- 2.1. This policy applies to all employees of the University, and all records of the University.

3. REFERENCES (optional)

Vital Records Policy

4. DEFINITIONS

Records

A record is information created, received and maintained by Charles Sturt University and its employees in the transaction of official business or the conduct of affairs, and kept as evidence of such activity.

State Records

Records created by public offices in NSW (including universities) are State records under the *State Records Act 1998 (NSW)*, and subject to the provisions of both the *State Records Act 1998* and the *State Records Amendment Act 2005 (NSW)*.

5. RESPONSIBILITIES

5.1. Vice-Chancellor

- a) As Chief Executive Officer, the Vice-Chancellor is responsible for ensuring compliance with the requirements of the *State Records Act 1998 (NSW)* and the *State Records Amendment Act 2005 (NSW)*.
- b) The Vice-Chancellor has delegated operational responsibility for the University's records management program to the Division of Information Technology
- c) The University Records Manager is accountable to the Executive Director, Division of Information Technology for the implementation of the policy and for ongoing management of the records management program.

5.2 University Records Manager

- a) Developing, monitoring and reviewing University-wide records management policy, procedures, standards and guidelines for the creation, management, storage and disposal of University records.
- b) Dissemination of information in relation to these activities, in consultation with the University Secretary, the Executive Director, Division of Information Technology, the Director, CSU Regional Archives, and the heads of University organisational units.
- c) Provision of advice to University employees regarding the creation and maintenance of University records and the systems in which they are maintained.
- d) Provision of records management training to University employees.

5.3 Heads of University Organisational Units

- a) Managers of all University organisational units are responsible for ensuring that they create and maintain full and accurate records of official University business that they transact.

5.4 All University employees

- a) All employees of Charles Sturt University are responsible for ensuring that they create and maintain full and accurate records of official University business that they transact.

6. CREATION OF RECORDS

- 6.1 All employees are obliged to create full and accurate records that adequately document the official business activities of the University in which they take part, and to ensure that information and processing systems that support business activities create appropriate records as part of supporting those activities.

7. PROTECTION OF RECORDS

- 7.1 Under the *State Records Act 1998* (NSW), University records are State records. Employees are obliged to handle records sensibly and with care and respect so as to avoid damage to records and to prolong their lifespan.
- 7.2 Employees must not alienate, relinquish control over, damage, alter or destroy Charles Sturt University records.

8. DISPOSAL AND DESTRUCTION OF RECORDS

- 8.1 Employees who wish to initiate the archiving and/or disposal of records are required to contact the University Records Manager or the University's Regional Archives, which is an official regional archives repository of the State Records Authority of NSW.

Table of Amendments

Version number	Date	Short description of amendment
1.0	10 October 1996	Introduction of policy
1.1	11 January 2001	Amended by University Secretary to reflect changes consequent upon the approval of the <i>State Records Act</i> 1998 and the disestablishment of the Records Management Committee
2.0	TBA	Review and update