



Recordkeeping Policy

A handwritten signature in black ink, appearing to read 'Daryl Karp', is positioned above the printed name.

Daryl Karp
Director

June 2021

Due for review June 2023

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Version control

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V3.3	June 2021	Director	Endorse/Signature	Final

Team responsible for overview and updates of the policy:

People & Strategy Team

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1. General information

The Museum of Australian Democracy (MoAD) is a living museum of social and political history.

MoAD focuses on researching, interpreting, conserving and presenting social and political history

Scope

In 2011, The Department of Prime Minister and Cabinet developed and approved the Australian Government Digital Transition Policy. The Digital Transition Policy applies to all Commonwealth agencies and dictates that agencies records must be created, stored and managed digitally. Incoming paper records will be scanned to ensure no new paper files are created.

The Digital transition will ensure that all information supporting the MoAD's core business functions is stored and archived within an Electronic Document Recordkeeping Management system (EDRMS). MoAD will use Records Manager 8 (RM8) as the chosen EDRMS.

Description

This policy applies to all MoAD employees, contractors, consultants which is used to support business activities and applications. All Records Management practices and supporting procedures and guidelines implemented by MoAD will be in accordance with this policy.

Purpose

Information Management (IM) is the collection and management of information from one or more sources and the distribution of that information to one or more audiences. MoAD must be capable of managing its information throughout the recordkeeping lifecycle, in order to be delivered to internal and external stakeholders using a variety of delivery platforms.

The MoAD's IM Principles define the way that MoAD manages information assets for the benefit of the MoAD's business. It provides direction for MoAD employees and managers, so that:

- information can be readily accessed and shared;
- the quality of information is fit for purpose;
- MoAD employees understand and enact their responsibilities relating to information.

2. MoAD's Information

MoAD's information is stored in a variety of formats, including paper/hardcopy, unstructured electronic files, databases, content management systems and business systems. Key information assets (and their related systems) include collection databases, hardcopy, electronic administrative files and CRM systems. The Information Management Framework set out in this policy details how MoAD employees and contractors should manage information in accordance with relevant National Archives of Australia guidelines.

3. Legislation and Standards

MoAD complies with all laws related to Records Management including the:

- *Archives Act 1983*
- *Privacy Act 1988*
- *Freedom of Information Act 1982*
- *Evidence Act 1995*
- *Public Governance Performance and Accountability Act 2013*
- *Electronic Transactions Act 1999*

MoAD understands and follows all responsibilities including being accountable for its actions within the *Public Service Act 1999*. MoAD will continue to develop and maintain agency records management systems with appropriate standards in accordance with relevant legislation.

4. Principles or guidelines

The following principles guide MoAD and instructs related decision-making. They have been developed based guidance material from the National Archives of Australia, and through consultation with internal stakeholders:

Principle 1: MoAD's information is a trusted and strategic asset that is of intrinsic value underpinning/essential to our effective engagement with the community.

Principle 2: MoAD's information will be managed with consideration given to the whole organisation, to ensure consistent and cohesive processes are followed for all information and the databases they shall be archived in.

Principle 3: MoAD will meet its responsibilities by managing information consistent with legal and ethical obligations.

Principle 4: MoAD's core business processes will be designed to embed good information management practices, reducing duplication and re-work.

Principle 5: MoAD will prioritise digital information management practices.

Employees must also assign appropriate security classifications to the records they create, by following the guidelines specified in MoAD's Security Management Procedures.

5. Definition or terms

Information - Information is any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

Information asset - An information asset is an identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling the MoAD to perform its business functions, thereby satisfying a recognised MoAD requirement.

Information Lifecycle - Stage through which every (written or computerized) record goes through from its creation to its final archiving or destruction. These stages may include change of format or recording media for easier access or more secure storage.

Records Authority - Under the *Archives Act 1983*, before you can destroy a Commonwealth record, an agency requires the authority of the National Archives of Australia. The National Archives of Australia issue a legal document called a records authority to authorise the disposal of Commonwealth records. The disposal authority specifies classes of records and the minimum length of time they should be kept.

Retention period - The minimum amount of time a record must be kept before it can be destroyed or transferred out of the MoAD's custody.

Business system owner - The section primarily responsible for making decisions about the design, implementation, usage and maintenance of a business system.

Capture - A deliberate action which results in the registration of a record into a recordkeeping system.

Compliance - To ensure that the requirements of law, regulations, and organisation standards are met.

Corporate Record - Any record that is created or captured that provides evidence of the functions, activities and obligations of the MoAD.

Create - The act of making a record of a document or information originating in or received by an organisation.

Disposal - A range of processes associated with implementing records retention, destruction or transfer decisions which are documented in records authorities or other instruments.

Metadata - Data describing context, content, structure of records and management through their lifecycle.

Normal administrative practice (NAP) - The Archives Act 1983 includes a 'normal administrative practice' provision which allows agencies to dispose of certain records without formal authorisation, where it is obvious that no valuable information will be lost if records are destroyed.

Record - Information created, received, and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business. The information can be recorded in any form, including paper, data in computer systems, photographs, CDs and electronic files in any format.

Recordkeeping - Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping system - Information system that captures, manages and provides access to records through time.

6. Responsibilities

People and Strategy Coordinator

The People and Strategy Coordinator is responsible for creating and maintaining an effective digital information management environment and will initiate the development of plans and

procedures as required. This includes procedures for conducting Harradine checks which indexes a list of all files relating to policy advice, development of legislation and other matters of public administration. Check-up Digital is completed to measure improvements and progress against the Digital Continuity 2020 Policy. The People and Strategy Coordinator reports to the Head People and Strategy.

MoAD Records Services employees

MoAD Employees are responsible for creating and maintaining Records Management procedures documenting the MoAD's records management requirements and containing Records Management rules and practices that all employees are obligated to follow. Records Services will also promulgate the MoAD's Records Management policies and procedures to all Employees. The Senior Digital Records Manager reports to the Information Manager.

7. Supporting documentation

[National Archives of Australia](#)

- [Records management information](#)
- [Guidelines on Normal Administrative Practice](#)
- [Standard for the Physical Storage of Commonwealth Records](#)

[AS ISO 15489 Records management concepts and principles](#)

[Archives Act 1983](#)

[Privacy Act 1988](#)

[Electronic Transactions Act 1999](#)

[Evidence Act 1995](#)

[Freedom of Information Act 1982](#)

[Public Service Act 1999](#)