

RECORDKEEPING POLICY

Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.

Purpose:

The purpose of this policy is to provide a framework to facilitate the management of Murdoch University's records in all formats.

The University is committed to sound recordkeeping practices as they ensure that information is available to support its business functions and operations. Good recordkeeping supports accountability and transparency, and ensures that records of ongoing historical and cultural significance are retained. This policy also will assist all those performing activities on behalf of the University to comply with the requirements of the *State Records Act 2000*.

All records in all formats and media, including, but not limited to administrative records, student records, research records, staff records and financial records are subject to this policy and any supporting guidelines, procedures and standards.

Audience:

Staff, Authorised Contractors, consultants, organisations and volunteers performing work on behalf of Murdoch University, public

Objectives:

- To ensure support for business functions in the short- and long-term through the appropriate management of records;
- To ensure awareness and understanding of recordkeeping responsibilities;
- To ensure accountability, transparency and good governance by providing an audit trail of decisions and evidence of due process; and
- To ensure that statutory recordkeeping obligations are met.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

There are no terms.

Policy Statement:

1. Murdoch University will establish and resource a recordkeeping program and system.
2. The recordkeeping program will support sound corporate governance and compliance with legislative requirements and standards.
3. The recordkeeping program and system are based on a decentralised model.
4. Records management operations are to be carried out in accordance with centrally approved procedures, guidelines and standards.
5. All staff, authorised contractors, and consultants, organisations and volunteers performing work on behalf of Murdoch University have a responsibility to ensure business records are collected, captured and managed within the University's recordkeeping system.
6. Ownership of any record received or created by staff, authorised contractors, consultants, organisations or volunteers in the course of their work for the University resides with the University, and not the individual.

Performance Indicators:

- The University has developed, maintained and uses a recordkeeping program and a recordkeeping system; and
- The University has a current recordkeeping plan approved by the State Records Commission, in accordance with the *State Records Act 2000*.

Related Documents:

[State Records Act 2000 \(WA\)](#)

[State Records \(Consequential Provisions\) Act 2000 \(WA\)](#)

[State Records Commission Standards and Principles](#)

[Archives and Archival Records Policy](#)

[Email Recordkeeping Guideline](#)

[Recordkeeping Guideline](#)

[Recordkeeping Plan 2012](#)

[Records Management and Archives Procedures Manual](#)

[Research Data and Materials Recordkeeping Guideline](#)

[Web Content Recordkeeping Guideline](#)

[Auditor General Act 2006 \(WA\)](#)

[Copyright Act 1968 \(Cth\)](#)

[Copyright Amendment \(Digital Agenda\) Act 2000 \(Cth\)](#)

[Criminal Code Act Compilation Act 1913 \(WA\)](#)

[Electronic Transactions Act 2011 \(WA\)](#)

[Evidence Act 1906 \(WA\)](#)

[Financial Management Act 2006 \(WA\)](#)

[Freedom of Information Act 1992 \(WA\)](#)

[Limitation Act 1935 \(WA\)](#)

[Parliamentary Commissioner Act 1971 \(WA\)](#)

[Privacy Act 1988 \(Cth\)](#)

[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012 \(Cth\)](#)

[Public Sector Management Act 1994 \(WA\)](#)

References:

Australian/International Standard AS ISO 15489 2002 Records Management Parts 1 and 2

Australian/International Standard AS ISO 23081.1-2006 Information and Documentation – Records Management Processes – Metadata for Records

Australian Standard AS 5090 2003 Work Process Analysis for Recordkeeping

Charles Sturt University. *Records Management Policy*.

<https://policy.csu.edu.au/view.current.php?id=00165>

University of Technology Sydney. *Records Management Vice Chancellor's Directive*.

<http://www.gsu.uts.edu.au/policies/recordsmgmt.html>

University of Western Australia. *University Policy on Records Management*.

<http://www.igs.uwa.edu.au/policies/records-management>

Approval and Implementation:

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| Approval Authority: | University Secretary |
| Responsible Officer(s): | Manager Records Management and Archives |
| Approval Authority for supporting procedures: | There are no supporting procedures |
| Approval Authority for supporting guidelines: | University Secretary |
| Approval Authority for supporting standards: | There are no supporting standards |
| Contact Officer: | Manager Records Management and Archives |

Revision History:

| Approved/ Amended/ Rescinded | Date Approved | Effective Date | Next Review Date | Resolution No. (if applicable) |
|------------------------------------|---------------|----------------|---------------------|-----------------------------------|
| | | | | |
| Approved | 02/03/2018 | 02/03/2018 | 02/03/2021 | |

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