

Guideline 3

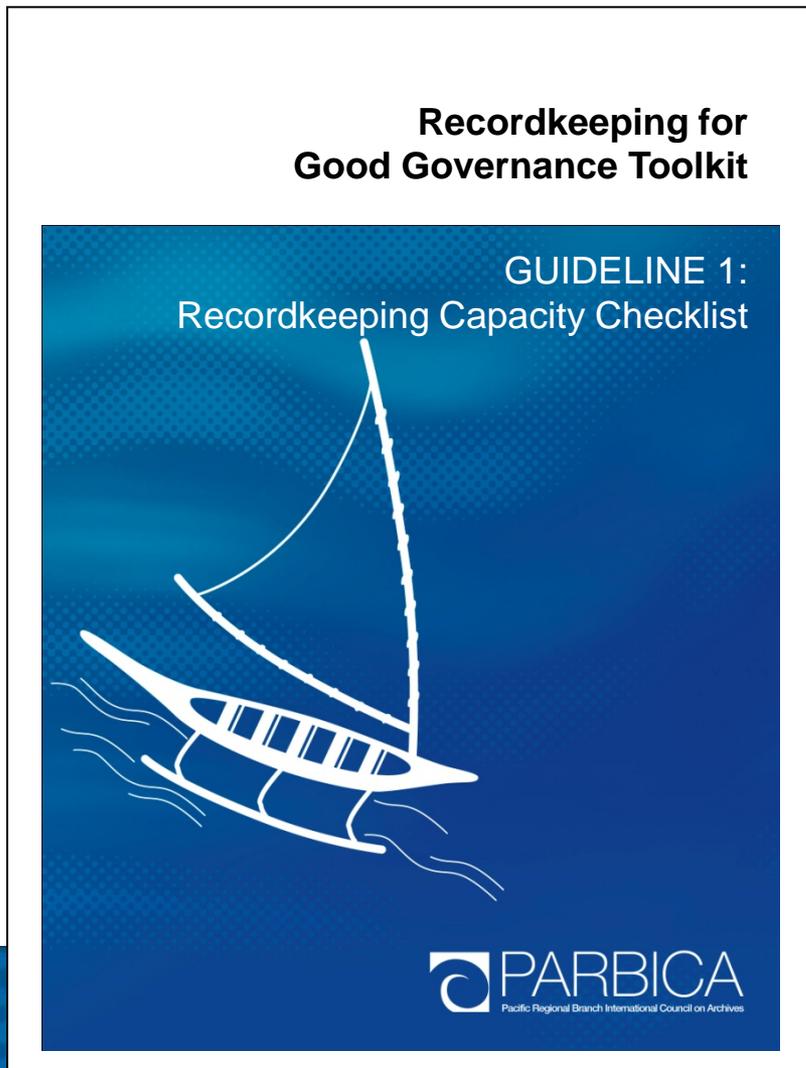
Model Recordkeeping Policy

Brisbane
August 2012





Model Recordkeeping Policy



- Model Recordkeeping Policy
- Adaption and Implementation Guidance



What is a Policy?

- A principle or rule to guide decisions and achieve rational outcomes
- Can be considered as a "Statement of Intent" or a "Commitment"



Group Discussion



Recordkeeping for Good Governance Toolkit

GUIDELINE 3: Model Recordkeeping Policy



- Why have a recordkeeping policy?



Why have a Recordkeeping Policy?

- Demonstrates high level commitment to recordkeeping
- Helps staff to understand the importance of managing records well
- Sets broad standards that staff should follow



Existing Recordkeeping Policies?





PARBICA Model Policy

Recordkeeping for Good Governance Toolkit

GUIDELINE 3: Model Recordkeeping Policy





Elements of the Model Policy

ISO 15489 states that policies should:

- include an objective to create and manage authentic, reliable and useable records
- communicated and implemented at all levels
- adopted and endorsed at the highest levels
- assign responsibilities
- recognise laws, standards and best practice
- be reviewed regularly



Elements of the Model Policy...

In addition the recordkeeping capacity checklist suggests that the policy includes:

- email and other electronic records in its definition of records
- Allow for penalties for staff who do not comply with the policy



Group Activity



In small groups
read the **Policy Statement**
and the **Responsibilities Section**

What is the purpose of each section?

What changes might need to be made for it to
apply in your jurisdiction ?



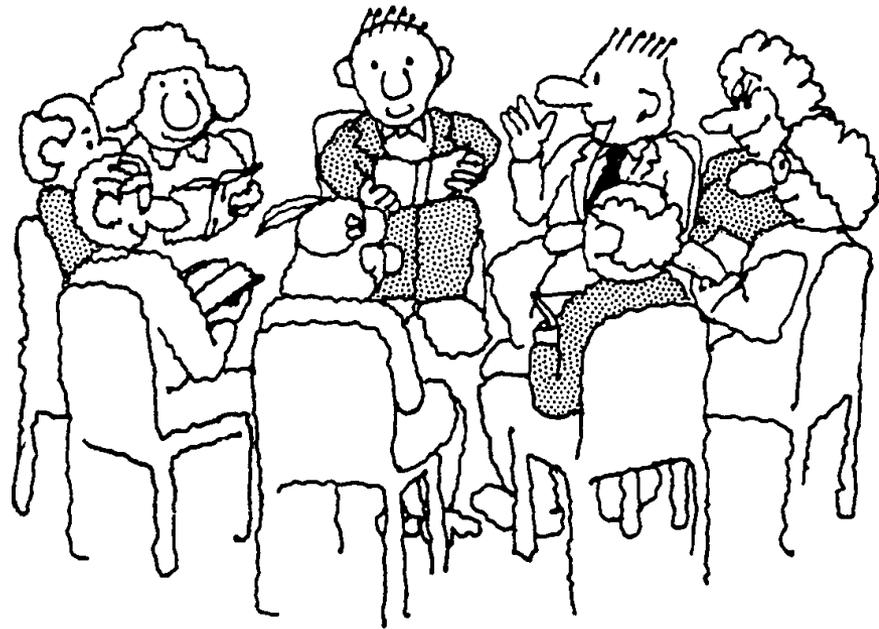
Implementing the Policy

Well drafted policies will have
no impact unless you think
about how to **implement them**



Implementing the Policy

Consultation





Implementing the Policy

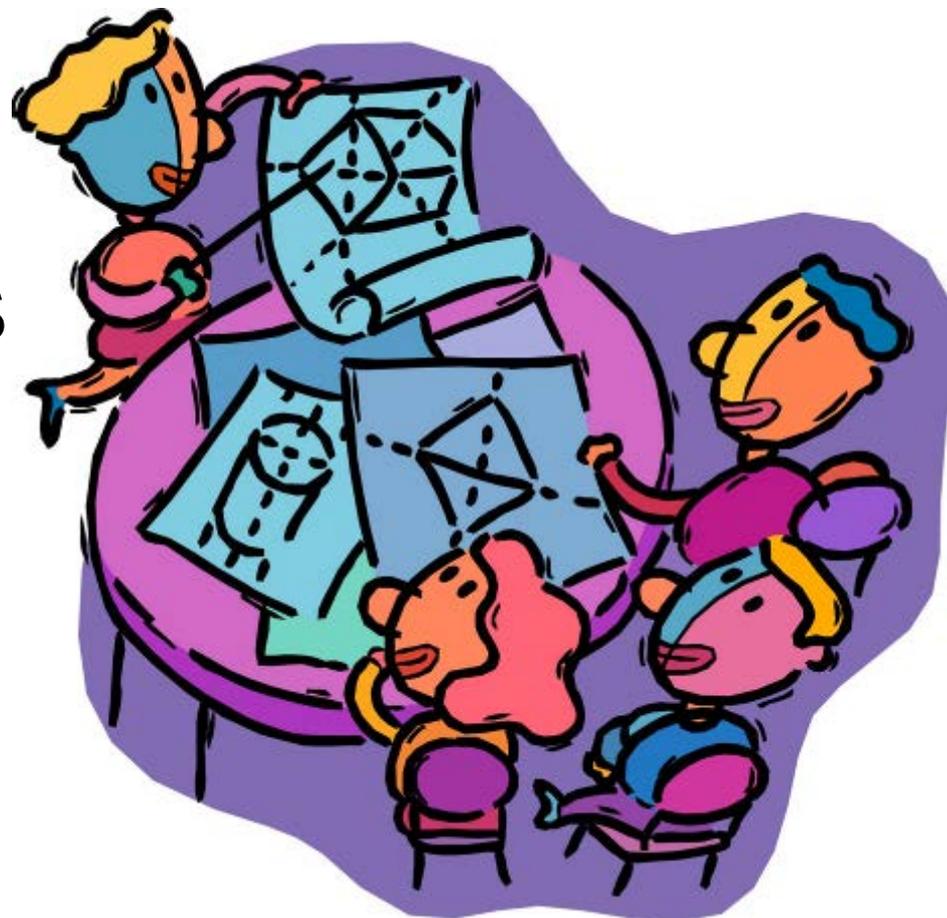
Senior
Management
Support





Implementing the Policy

Staff awareness
and training





Implementing the Policy

Other tools





Actions



Thank You

