

# Good Records – Good Governance

An office without records is like a village without a canoe. It cannot travel forward into the future. It cannot carry with it anything from its past.

Keeping good records helps you to organise the information you have about your past actions and decisions. Keeping good records helps you to account for your actions and decisions in the future. Keeping good records helps to protect the government by proving what action it has taken. Keeping good records helps to protect the whole community by protecting the information that the government has about other people.

Keeping good records is part of good governance. Are you keeping good records?



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