

## Records Management Policy

<b>Filename:</b>	Records Management Policy - DRAFT.doc
<b>Applies To:</b>	All NUSA Employees and Elected Student Members
<b>Responsible Officer:</b>	General Manager
<b>Authorisation:</b>	Approved

## Records Management Policy

### 1. Introduction

This policy provides a framework for the management of NUSA records in accordance with the legislative requirements, standards and best practices which are applicable to NUSA activities. The policy ensures that NUSA records of enduring evidential or informational value are managed, protected and preserved for future reference, contributing towards the development of efficient and effective operations.

### 2. Policy Intent

The purpose of this policy is to establish a framework for records management at NUSA in accordance with the Records Management Policy of the University of Newcastle and legislative requirements under the *State Records Act 1998 (NSW)*.

### 3. Policy Scope

This Policy applies to all records created, received or maintained by NUSA Executive, Council members, staff and/or volunteers at all times while engaged in NUSA business or otherwise representing NUSA.

### 4. Relevant Definitions

In the context of this policy:

**Act** means the *State Records Act 1998 (NSW)*

**NUSA** refers to the Newcastle University Students' Association, Inc

**disposal** means the process by which records are either destroyed or retained as permanent State Archives

**electronic records** means records communicated and maintained by means of electronic equipment this is including but not limited to emails and electronic documents and spreadsheets

**record** means any document or source of information compiled, created, sent, received recorded or stored by any manner or by any other means, in the course of carrying out the business of NUSA. A record may include, but is not limited to, any paper based records, emails, or electronic documents

## **5. Policy Principles**

### **5.1. Obligations under the State Records Act 1998 (NSW)**

The Act provides for the creation, management and protection of the records of public offices of the State and for public access to those records. NUSA is committed to meeting its responsibilities under this Act as an incorporated entity and an affiliated entity of the University of Newcastle and to implement best practice in its records management practices and systems.

### **5.2. The establishment of a records management procedure**

NUSA will aim to meet its requirement to establish a records management procedure under the Act and any associated standards, policies and guidelines. Creation and implementation of this procedure is the responsibility of the General Manager in consultation with the Executive and Council.

### **5.3. Management of records**

The creation, storage and management of records is to follow the records management procedure, with the goal of maintaining accessibility and accuracy throughout the life cycle of a record.

### **5.4. Disposal**

Records will be retained for the minimum retention timeframe as specified in the general retention and disposal authorities issued by the State Records Authority of New South Wales. Additional retention timeframes may apply to satisfy NUSA's administrative, legal or financial needs. Retention requirements specified or implied in other legislation must also be satisfied.

## **6. Document History**

<b>Version</b>	<b>Date</b>	<b>Modified By</b>	<b>Details</b>
0.1	04/07/2017	GM	Initial Draft
1	31/10/2017	Council	Adopted by Council