Purpose

This procedure is in place to define the record management policies and procedures in relation to the establishment, integrity, accuracy, management, maintenance, collection, storage, retrieval, security and disposal of the organisation's client, staff and third party records and information.

Record keeping policy

The organisation's administrative records management specifications are determined by regulatory requirements, the business functions, the organisation's technologies, risks, evidence requirements, retention and archiving, compliance requirements for external and internal reporting, security, storage and retrieval of information.

The organisation's maintains records of program development, program delivery, clients, human and physical resources, and financial and management activities.

The Principal has responsibility and the delegated authority for the organisation's record keeping policies and procedures. This policy reflects the integrity, management, monitoring and maintenance of record keeping procedures.

While this position has overall responsibility, the organisation continually reviews these procedures with other senior staff members and all staff to ensure record keeping procedures are maintained, implemented, reviewed and continually reviewed.