



UniSA

You and Your Records Management Obligations

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State Records Act 1997

The University is an Agency under the act as it is:

- established for a public purpose by or under an Act

Legislative Requirement

It is everyone's responsibility within the University to manage and maintain the records and documents that they create, collect & receive. Everyone has their own role to play, from senior management, to the temporary employee.

State Records Act 1997

Maintenance of official records

- subject to this Act, every agency must ensure that the official records in its custody are maintained in good order and condition.



Definition of a Record and an Official Record

Under the act **A *Record*** means—

- (a) a written, graphic or pictorial matter; or
- (b) a disk, tape, film or other object that contains information or from which information may be reproduced



Definition of a Record and an Official Record

Under the act an *Official record* means a record made or received by an agency in the conduct of its business

- To help determine whether a document or email you are creating is an Official Record ask yourself the following questions:
 - Does it form part of a University transaction?
 - Does it add value to or support an existing document?
 - Does it show how a transaction was processed?
 - Does it show how a decision was made?
 - Does it document a change to policy, procedure or methodology?
 - Does it fall within the functions and activities contained in the University's records disposal schedules?
 - Does it show when or where a University event happened?
 - Is it a formal draft of a submission, agreement or legal document?
 - Is there a statutory requirement to keep the document?
 - Is this document essential for the rapid re-establishment of business in your area?

State Records of SA is the recordkeeping and archival authority for the South Australian Government which:

- Ensure Agencies Adhere to the Act
- Store Permanent Records
- Provide Training and Advice
- Audits Agencies (every 4 years)

UniSA's Records Management Office helps the University comply with its obligations under the Act by:

- Providing advice and guidance to staff
- Provide training in the use of our Records Management System
- Archiving of inactive Official Records
- Search and retrieve archived Records
- Destruction of Official Records



Destruction of Official Records

UniSA

Only the Records Management Office can dispose of Official Records. To do this the Records Management Office use the following disposal schedules that have been approved by State Records:

- General Disposal Schedule 30
 - general administrative records created and maintained by State Government Agencies of South Australia
- General Disposal Schedule 24
 - operational records commonly created or received by South Australian Universities
- General Disposal Schedule 21
 - disposing of source records and their digitised counterparts after the source documents have been rendered into digital format



Destruction of Official Records

If a person, knowing that he or she does not have proper authority to do so, intentionally—

- (a) damages or alters an official record; or
- (b) disposes of an official record or removes an official record from official custody,

the person commits an offence. Maximum penalty: \$10 000 or imprisonment for 2 years.

Other Acts and Guidelines

Other than the State Records Act, the University use the following acts and guidelines to help guide our Records Management Policies and Procedures:

- Freedom of Information Act 1991
- Information Privacy Principles (IPP)
- Evidence Act 1929
- Public Finance and Audit Act 1987
- AS ISO 15489 Australian Standard Records Management

What do I need to know?

- We all have a responsibility to practice good Records Management
- You're Legally Obligated to Keep Records
- Emails are Records
- Do Not Destroy Official Records

We Are Here To Help

- When in doubt contact the Records Manager, Douglas Pitt
 - Email – douglas.pitt@unisa.edu.au
 - Phone – ext. 25598
 - Website - <http://w3.unisa.edu.au/cha/staffinfo/recmgmt/default.asp>