

Recordkeeping Policy

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The University's records are its corporate memory, provide evidence of actions and decisions and represent a vital asset to support its daily functions and operations.

Principles and objectives	1
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2. Recordkeeping Framework	2
3. Governance	

- b. establish corporate standards for recordkeeping including UNSW recordkeeping standards, procedures and guidelines
- c. measure performance of business units and workgroups against those standards
- d. provide consulting services to business units
- e. work with other managers of information resources to develop a coherent information architecture across the organisation, and
- f. work with other accountability stakeholders, including auditors, Government Information (Public Access) (GIPA) officers and executive management, to ensure that recordkeeping systems support organisational and public accountability.

4. Archival records

- 4.1. The State Archives and Records Authority of NSW is entitled to control records identified as State Archives and no longer in use for official purposes. The Authority takes control by taking records into its possession or custody or by entering into an agreement, understanding or other arrangement for custody of those records. The University has such an understanding with the Authority for the University's archives.
- 4.2. The University Archives provide for the care, management and servicing of State archives and other State records in line with the environmental conditions specified in the [NSW Standard on the Physical Storage of Records](#).
- 4.3. Other records that have been determined to have continuing administrative, fiscal, legal, evidential or historic value to the University will also be retained permanently in the University Archives.

5e Responsibility

,evidentnp.

assessment.

5.9. University records must be captured to, and managed by, a University System of Record.

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