

Records Management Policy

Section 1 - Purpose

(1) This Policy sets out Charles Sturt University's management principles on the creation, maintenance and disposal of Charles Sturt University records.

(2) The objective of the Records Management Policy is to establish a records management program in accordance with relevant legislative and regulatory requirements, standards and best practices to ensure that records are properly created, managed and maintained in the interests of corporate accountability, orderly administration and memory.

Scope

(3) This Policy applies to all employees of Charles Sturt University (the University), and all records of the University.

Section 2 - Glossary

(4) In this Policy:

- a. Records - means a record is information created, received and maintained by the University and its employees in the transaction of official business or the conduct of affairs, and kept as evidence of such activity.
- b. State Records - means a records created by public offices in NSW (including universities) are State records under the State Records Act 1998 (NSW) , and subject to the provisions of both the State Records Act 1998 and the State Records Amendment Act 2005 (NSW).

Section 3 - Policy

Part A - Responsibilities

Vice-Chancellor

(5) As Chief Executive Officer, the Vice-Chancellor is responsible for ensuring compliance with the requirements of the State Records Act 1998 (NSW) and the State Records Amendment Act 2005 (NSW).

(6) The Vice-Chancellor has delegated operational responsibility for the University's records management program to the Executive Director, Division of Information Technology.

(7) The Manager, University Records is accountable to the Executive Director, Division of Information Technology for the implementation of the Policy and for ongoing management of the records management program.

Manager, University Records

(8) Developing, monitoring and reviewing University-wide records management policy, procedures, standards and guidelines for the creation, management, storage and disposal of University records.

(9) Dissemination of information in relation to these activities, in consultation with the University Secretary, the Executive Director, Division of Information Technology, the Director, CSU Regional Archives, and the heads of University organisational units.

(10) Provision of advice to University employees regarding the creation and maintenance of University records and the systems in which they are maintained.

(11) Provision of records management training to University employees.

Heads of University Organisational Units

(12) Managers of all University organisational units are responsible for ensuring that they create and maintain full and accurate records of official University business that they transact.

All University employees

(13) All employees of the University are responsible for ensuring that they create and maintain full and accurate records of official University business that they transact.

Part B - Creation of Records

(14) All employees are obliged to create full and accurate records that adequately document the official business activities of the University in which they take part, and to ensure that information and processing systems that support business activities create appropriate records as part of supporting those activities.

Part C - Protection of Records

(15) Under the [State Records Act 1998 \(NSW\)](#), University records are State records. Employees are obliged to handle records sensibly and with care and respect so as to avoid damage to records and to prolong their lifespan.

(16) Employees must not alienate, relinquish control over, damage, alter or destroy Charles Sturt University records.

Part D - Disposal and Destruction of Records

(17) Employees who wish to initiate the archiving and/or disposal of records are required to contact the Manager, University Records or the University's Regional Archives, which is an official regional archives repository of the State Records Authority of NSW.

Section 4 - Procedures

(18) Nil.

Section 5 - Guidelines

(19) Nil.

Status and Details

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