



State Archives  
& Records



# Records Management Fundamentals

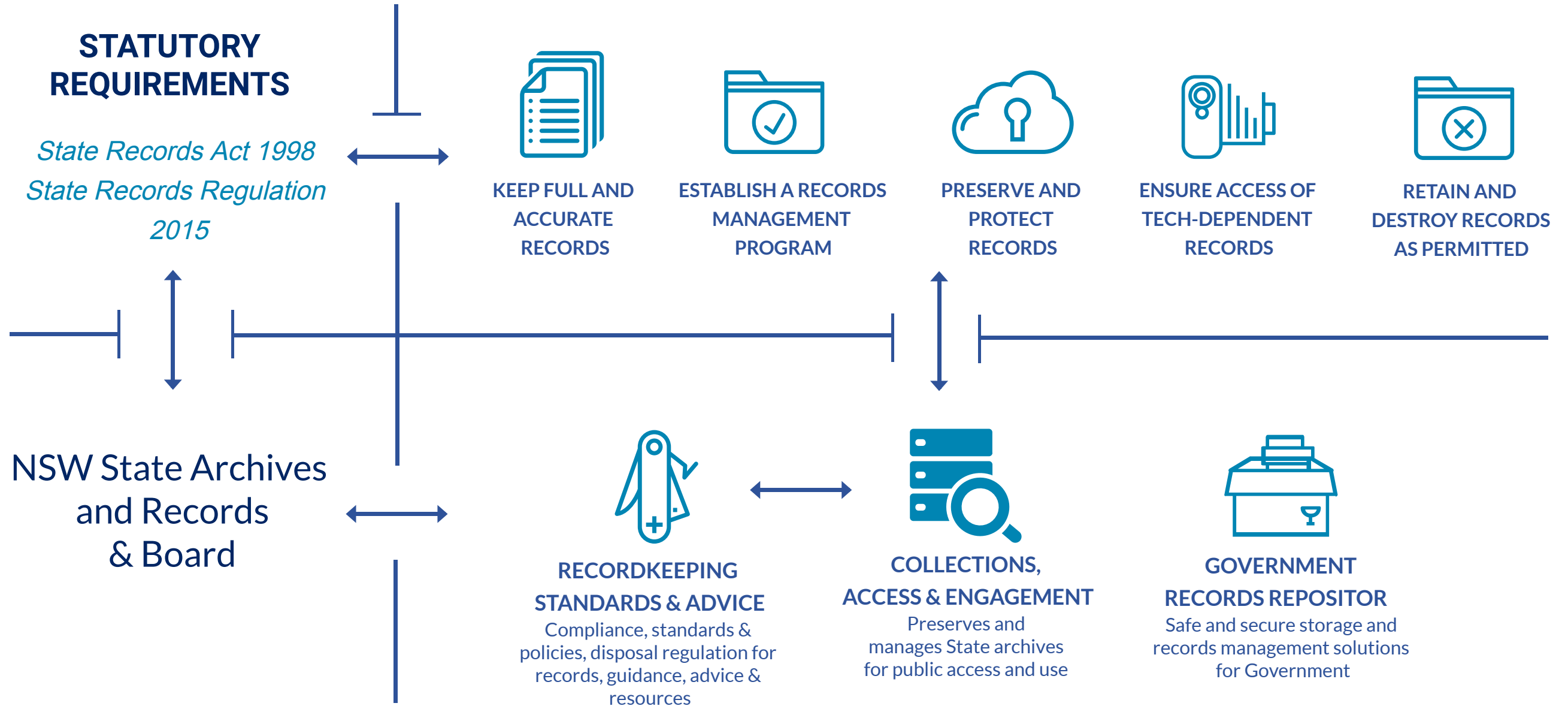
# About State Archives and Records Authority of NSW

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The Authority is the custodian of the nation's oldest archives collection and the largest collection of records documenting the history of NSW. The Authority was established to document, preserve and provide public access to this collection. Measuring 85 linear kilometres, containing 14 million items and dating from 1787, the State Archives Collection has a financial value of around \$1 billion.

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# NSW records regulatory regime



# Overview



**01**

Why records?  
What are records?



**02**

Who is  
responsible for  
them?



**03**

Recordkeeping  
Reminders



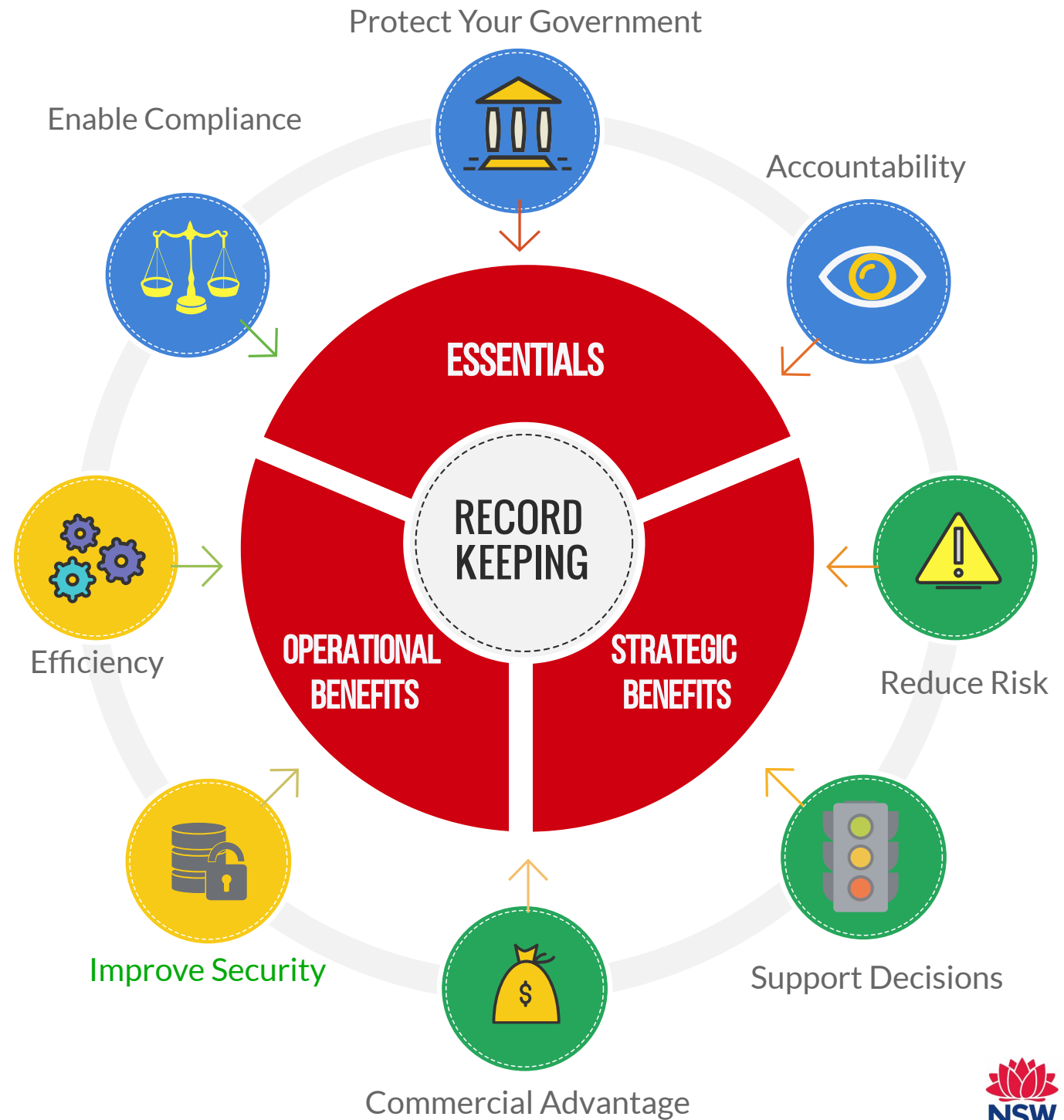


# Why records?

“The creation of detailed and accurate records and the exercise of good recordkeeping practices are important elements of good governance. They help promote consistency of practice, retention of organisational memory and institutional accountability. They also help institutions to maintain descriptions of their processes, decisions, activities and responses to critical incidents, providing a level of transparency and evidence of practices that can be relied on in the future.”

Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse: Volume 8:  
Recordkeeping and information sharing p.38

# BENEFITS OF GOOD RECORDKEEPING





# Your Recordkeeping Obligations



## What is a record?

Information created or received by a person in the **course of official duties**.

## Why is it important?

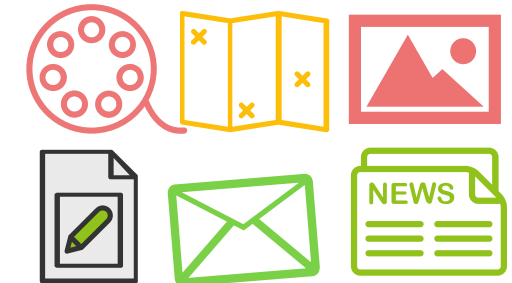
Records are evidence of **WHAT, WHERE and WHEN** something was done or **WHY** a decision was made & **WHO** was involved and under what authority.



Digital

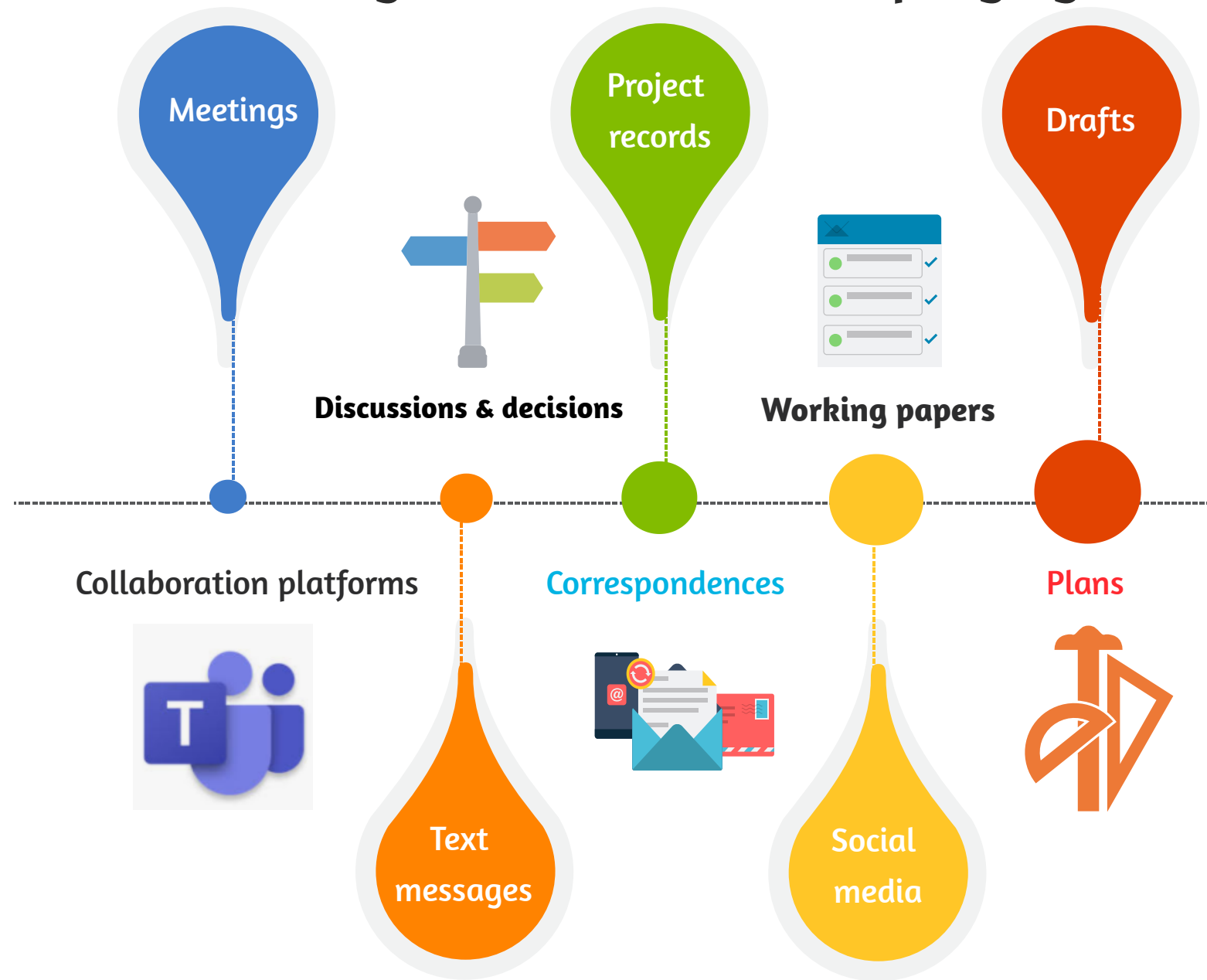


Physical





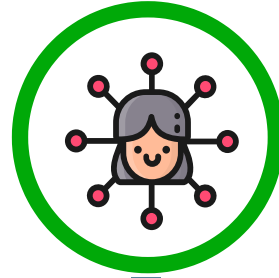
# Common situations where you should create & save records in official business systems or recordkeeping system



# Recordkeeping Reminders



CREATE AND SAVE  
RECORDS AS SOON AS  
PRACTICABLE



GET TRAINED & USE  
OFFICIAL BUSINESS  
SYSTEMS



LOOK AFTER ANY  
PHYSICAL RECORDS  
THAT YOU ARE  
TEMPORARILY  
STORING



KNOW AND FOLLOW  
YOUR POLICY,  
PROCEDURES AND  
PRACTICES



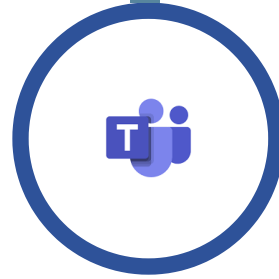
SAVE KEY DRAFTS & FINAL  
VERSIONS, DECISIONS,  
INTO OFFICIAL  
RECORDKEEPING  
SYSTEMS



PREVENT  
UNAUTHORISED  
ACCESS AND ALLOW  
LEGITIMATE ACCESS



AVOID USING YOUR  
PRIVATE EMAIL,  
MESSAGING APPS OR  
SOCIAL MEDIA  
ACCOUNTS FOR WORK



USE COLLABORATIVE  
SYSTEMS FOR  
COLLABORATION ONLY



APPROVE  
DESTRUCTION ONLY



*Thank You*

**For further information or advice:**  
**RECORDKEEPING STANDARDS & ADVICE**  
[govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)  
<https://www.records.nsw.gov.au/recordkeeping>

Additional resources:

- Senior Executive Fundamentals: Senior Executive Obligations – Records management / Public Service Commission
- Good conduct and administrative practice: Guidelines for state and local government / NSW Ombudsman