



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

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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 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
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 - Phone – ext. 25598
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