*[Reference]*

Mr Damian Shepherd

Director State Records

Alexander Library Building

Perth Cultural Centre

PERTH WA 6000

*[Date]*

Dear Mr Shepherd

# Recordkeeping Plan for <Name of Organisation>

This representation letter is provided in connection with the assessment of the Recordkeeping Plan (RKP) of <Name of Organisation>required to be submitted to the State Records Commission before *[Insert date RKP is/was due]*. The purpose of this letter is to provide assurance that the RKP meets the requirements of SRC Standard 2: Recordkeeping Plans and fairly reports the policies, procedures and activities which are or will be implemented by <Name of Organisation>to comply with the *State Records Act 2000.*

I acknowledge my responsibility for the preparation of the RKP (under the terms of the *State Records Act 2000*).

I confirm, to the best of my knowledge and belief, the following representations:

1. We have addressed all the Principles in Standard 2: Recordkeeping Plans and Standard 6: Outsourcing.
2. Where the <Name of Organisation>does not, in my estimation, meet the minimum requirements of Standard 2 and Standard 6 at the present time, I have given:
   1. The reasons for non compliance,
   2. The strategies or actions we intend to undertake to meet compliance, and
   3. The proposed timeline for completion.
3. In completing the Self Evaluation Checklist, I have indicated fairly and accurately the current performance of the organisation, adding comments as necessary and noting any attached documentation.
4. I have attached to this letter:
   1. The completed Checklist;
   2. This organisation’s revised RKP; and
   3. Supporting documentation, where necessary.

Yours sincerely

*Signature of Chief Executive Officer or Principal Officer, or delegate.*