



STATE RECORDS COMMISSION

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## **SRC Standard 1**

# **GOVERNMENT RECORD KEEPING**

**A Record Keeping Standard for State Organizations**

**State Records Commission of WA  
Perth, Western Australia  
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## **SRC Standard 1 – Government Record Keeping**

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## SRC Standard 1 – Government Record Keeping

### DEFINITIONS

**Government record** – is a record created or received by a government organization or a government organization employee or contractor in the course of the work for the organization.

**Government organization** – is an organization listed in Schedule 1 or Schedule 3 of the State Records Act 2000.

**Parliamentary department** – is a department that is deemed to have been constituted in relation to the administration of Parliament for the purposes of the *Financial Administration and Audit Act 1985* by regulations made under Section 3(2) of that Act.

**Parliamentary record** – is a record created or received by a parliamentary department or a person in the course of their work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise.

**Record** – means any record of information however recorded and includes:

- a) any thing on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e) any thing from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.

**Record keeping plan** – is the plan required under Parts 2 and 3 of the State Records Act 2000. State Records Commission Standard 2 provides details about the plan.

**State organization** – is a parliamentary department or a government organization.

**State record** – is a parliamentary record or a government record.

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### **PURPOSE**

The purpose of this Standard, established under Section 61(1)(a) of the State Records Act 2000, is to define principles and standards governing record keeping by State organizations.

### **BACKGROUND**

The State Records Act 2000 is an Act to provide for the keeping of State records and for related purposes. Section 61(1) of the Act requires that the State Records Commission is to establish principles and standards for record keeping.

The State Records Commission will recommend and encourage the adoption of principles and standards to enhance and support record keeping in State organizations.

Existing policies and standards produced by the State Records Office remain current. The *Australian Standard AS15489 Records Management* is the accepted Australian Standard for all aspects of record keeping in Australia. It is a useful guide to supplement existing standards produced by the State Records Office.

### **SCOPE**

The principles and minimum compliance requirements in this Standard apply to all State organizations as defined in Section 3 of the State Records Act 2000.

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### **Principle 1 – Record keeping by State Organizations**

**State organizations ensure that State records are created, managed and maintained over time, and disposed of in accordance with principles and standards issued by the State Records Commission.**

#### **Rationale**

The implementation of record keeping principles and standards established by the State Records Commission will:

- provide an effective means of accountability across Government;
- provide for an effective flow of information through and across State organizations;
- increase the efficiency of State organizations by ensuring that information is readily identifiable and available;
- promote consistency in record keeping across Government;
- provide an effective means of complying with the legislative requirements, especially the State Records Act 2000; and
- lead to better record keeping practices.

#### **Minimum Compliance Requirements**

The minimum compliance requirements may be demonstrated in the record keeping plan developed by each State organization. That plan enables State organizations to provide evidence to adduce that:

1. The principles and standards established by the State Records Commission have been implemented by the organization.
2. *Australian Standard AS15489 Records Management* has been adopted as the model for best practice record keeping within the organization.

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### **BIBLIOGRAPHY**

Standards Australia. (2002) *Australian Standard AS15489 – Records Management*. Homebush. Standards Association of Australia.

State Records Office of Western Australia. (1992) *Policies and Standards Manual: Records Management*. Perth. Library Board of Western Australia.

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