Oyster Harbour Catchment Group Inc

Records Management Policy

**Document Number:** OHCG 010

**Custodian:** OHCG Inc. Chair

**Relates to:** OHCG Committee, Office Holders, Staff, Volunteers and Contractors

**Adoption Date:** 26/5/2022

**Next Review:** May 2024

**Version:** 1

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# OBJECTIVE

The purpose of this policy is to define the principles that underpin the OHCG record keeping functions and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Group.

## COMMENCEMENT AND REVIEW OF POLICY

This policy will commence from the day it is adopted by the OHCG Committee. It is to be reviewed every two years from the date of commencement.

This policy may be amended or rescinded by agreement of the OHCG Committee at any time.

# POLICY STATEMENT

## Scope

This policy applies to all records created or received by a OHCG committee member, office holder, staff member, volunteer, or contractor, regardless of the record’s physical format, storage location or date of creation.

## Implementation principles

All decisions and actions that occur in the implementation of this policy must reflect OHCG’s commitment to:

* Upholding the highest standards of transparency in its financial dealings and decision-making processes.
* Ensuring organisational knowledge is retained for the benefit of the broader community, OHCG stakeholders, and current and future OHCG committee members, office holders, staff members, volunteers, and contractors.
* Fulfilling all legal and ethical obligations of confidentiality that apply to the Group; and
* Protecting the privacy of all people whose personal information it holds.

## Record Management System

All OHCG records must be stored on an electronic records management system (ERMS) that:

* meets the requirements of this policy;
* meets the legal obligations of OHCG; and
* meets the operational needs of OHCG.

Email applications and email archives, unsecured hard-drives, unsecured shared network drives and unsecured cloud applications are not appropriate systems for the storage and management of OHCG records.

The details of the OHCG’s approved ERMS are to be appended to, but do not form part of, this Policy.

## Creation of Records

OHCG committee members, office holders, staff members, volunteers and contractors will create full and accurate records, in the appropriate format, of the OHCG’s business decisions, policy decisions and financial transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

## Capture and Control of Records

All records created and received in the course of OHCG business are to be captured with required metadata and saved into the OHCG ERMS.

OHCG records are to be managed in accordance with sound record keeping principles.

OHCG must develop and implement naming conventions that will be applied to records saved in the Group’s ERMS. These conventions are to be appended to, but will not form part of, this policy. All naming conventions and any subsequent modifications must be approved by the Secretary prior to implementation.

## Security and Protection of Records

All records are to be categorised according to their level of sensitivity.

Records are to be secured and protected from violation, unauthorised access or destruction and kept in accordance with necessary retrieval, preservation and storage requirements commensurate with their assigned level of sensitivity.

## Access to Records

The access, use and disclosure of OHCG records are subject to the operational requirements of the Group, the rights of members under the *Associations Incorporations Act 2015* (WA), the obligations established under the *Privacy Act 1998* (Cth), and any other legal obligations the OHCG is subject to.

OHCG committee members, office holders, staff members, volunteers and contractors may only access those records necessary for the proper fulfilment of their duties or that they are lawfully entitled to access.

## Appraisal, Retention and Disposal of Records

All records kept by the OHCG are to be retained and disposed of in accordance with the *Associations Incorporation Act 2015* (WA), the *Privacy Act 1998* (Cth) and any other legal obligations the OHCG is subject to.

OHCG is to develop and implement a Rention and Disposal Schedule specifying the minimum period for which certain classes of records are to be retained, and the conditions under which they may be disposed of. This Schedule is to be appended to, but will not form part of, this policy.

# ROLES AND RESPONSIBILITIES

# All OHCG committee members, staff, volunteers and contractors are responsible for creating, capturing, using, retaining, and disposing of OHCG information within their area of responsibility in accordance with this policy.

# The OHCG Committee is responsible for approving any changes to and overseeing the implementation of this policy.

# Responsibility for the development of appendices required by this policy will be assigned by the Secretary. The name and position of the person given these responsibilities, along with the date of implementation, date of review and date on which subsequent updates were implemented, are to be noted in each appendix of this nature.

# POLICY VERSION AND REVISION INFORMATION

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| **Policy Number:** |  OHCG010 |
| **Policy Title:** |  Records Management Policy |
| **Current version:** |  1 |
| **Policy Authorised by:** |  Heather Adams |
| **Title:** |  Chair |
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| **Policy Maintained by:** |  OHCG Secretary |
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| **Approved by:** |  OHCG Management Committee |
| **Approval date:** |  26 May 2022 |
|  |
| **Review date:** |  May 2024 |

#  WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

*I acknowledge:*

* *receiving the OHCG Records Management Policy.*
* *that I must comply with the policy and that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.*

Name:

Signed:

Date: