

THE GLIDING FEDERATION OF AUSTRALIA INC, TRADING AS GLIDING AUSTRALIA

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www.glidingaustralia.org



RECORDS MANAGEMENT POLICY

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REVISION RECORD

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1 PURPOSE

The purpose of the Records Management Policy is to provide a framework which ensures that full and accurate records of all activities and decisions of Gliding Australia are created, managed and retained or disposed of appropriately, and done so in accordance with recognised standards. This will enable Gliding Australia to ensure evidence of its business activities are available and accessible for as long as required for operational, accountability and compliance purposes.

This policy will provide Gliding Australia with the guidance necessary to ensure that the organisation meets its obligations for record management and protects individual rights and interests to ensure a fair and equitable outcome for involved parties.

2 SCOPE AND APPLICATION

This policy applies to obligations for capturing business transactions as records and includes business applications that create records for Gliding Australia

This policy is applicable to GFA office locations of Gliding Australia, including locations utilised by Key Persons (CEO, SM, EMO, EMA). Regional Officers performing functions prescribed by CASR legislation and formal delegations will also have obligations for record keeping.

This policy aligns with relevant standards as set out in section 4.

This policy applies to all records regardless of their format. Electronic documents have the same status as paper documents. Both electronic and paper documents are bound by the same standards and are subject to the same degree of confidentiality and care.

3 POLICY STATEMENT

3.1 Principles

A Gliding Australia record is any form of recorded data or information, paper or digital, both received and created, that provides evidence of the decisions and actions of Gliding Australia while undertaking its business. Gliding Australia business encompasses all forms of members, aircraft, organisational and commercial data.

Examples of records as described in this Policy include, but are not limited to:

- membership
- agreements and legal documents
- qualifications
- credentials, ratings and privileges
- authorities
- directives
- correspondence
- meetings and attendances
- complaints and disciplinary matters

All Gliding Australia activities are appraised to identify what records are created and the life of these records determined in order to:

- Protect the rights and interests of individuals at Gliding Australia
- Explain and justify the actions of Gliding Australia and its employees
- Document and explain the decision-making of Gliding Australia

- Provide the history of an activity
- Determine that the policies and procedures of Gliding Australia were followed during the conduct of that business.

Therefore, a record must show what occurred; when it occurred; how it occurred; what the transaction was; who participated and what was the outcome.

Business messages with limited, information-only value and purely private transactions that do not provide a record of a business transaction are considered short lived and do not need to be captured into an approved recordkeeping system.

A document or an email in a physical or digital form created but not transmitted or submitted is not considered a record.

A conversation only becomes a record if a written note of that conversation is made. The relevant employee or volunteer should use their judgment as to whether a written note of a conversation should be made, bearing in mind the foregoing explanation of what constitutes a Gliding Australia record.

3.2 Vital Records

Vital Records are records that are essential for the ongoing business of Gliding Australia, without which Gliding Australia could not continue to function effectively or protect its interests. These include, but are not limited to, contracts, deeds, memoranda of understanding, licences, evidence of ownership of physical and intellectual property, and other records documenting the legal authority or rights of Gliding Australia.

It is critical that these vital documents are managed and retained in accordance with this policy.

3.3 Roles and Responsibilities

3.3.1 CEO

Overall responsibility for records management rests with the Chief Executive Officer who has ultimate responsibility to ensure that Gliding Australia aligns with the standards specified in section 4 of this Policy.

3.3.2 Executive

Executive members are responsible for implementing and maintaining sound record keeping practices within Gliding Australia administrative procedures.

Managers must ensure that records are created, maintained and stored in accordance with the standards outlined in this policy, and that records are not destroyed except as per Normal Administrative Practice.

3.3.3 Employees, contractors and volunteer officers

Record keeping is an essential role of all employees, contractors and volunteer officers. Each of these is responsible for making and keeping such records as may be necessary to fully and accurately record the functions, activities, transactions, operations, policies, decisions, procedures, affairs, administration and management of Gliding Australia.

All employees, contractors and volunteer officers must follow authorised procedures in carrying out records management functions, and must observe security, privacy and confidentiality at all times.

3.4 Creation of Records

All employees, contractors and Gliding Australia officers and volunteers are required to create full and accurate records which adequately document the business activities in which they take part.

Records should be full and accurate to the extent necessary to:

1. facilitate action by employees, contractors and volunteers, and by their successors;

2. make possible a proper scrutiny of the conduct of businesses by anyone authorised to undertake such scrutiny;
3. protect the financial, legal and other rights of Gliding Australia, its clients and any other people affected by its actions and decisions.

3.5 Control of Records

3.5.1 Version Control

Earlier versions (ie drafts) of a document may be deleted once the previous versions are no longer needed to create future records. However, drafts that must not be disposed of are those that document significant decisions, policy changes and contain significant information that is not contained in the final form of the record. This applies to both paper and electronic drafts.

3.5.2 Security

Records must be made accessible to authorised users.

Personal information about employees and members of Gliding Australia must be secured within all levels of Gliding Australia records and kept confidential. Refer to the Gliding Australia IP & Confidentiality Agreement.

http://doc.glidingaustralia.org/index.php?option=com_docman&view=document&layout=default&alias=2878-ip-confidentiality-agreement-2020-1&category_slug=admin-forms&Itemid=101

3.5.3 Storage

Paper records are stored in conditions that are clean and secure, with low risk of damage from fire, water, dampness, mould, insects and rodents. They should also be kept away from direct sunlight and other sources of light and heat. The preference is to digitise all records where possible.

Digital records are to be stored on Google Drive or other systems introduced for this purpose. (Not on personal computers).

Paper records from e.g. Specified Records from Regional Officers shall be scanned and retained as per this policy.

3.6 Disposal and Destruction of Records

Records may only be destroyed or disposed of in accordance with Gliding Australia administrative procedures practice.

Where records are scheduled for destruction this should be undertaken by methods appropriate to the confidentiality status of the records.

Destruction as a normal administrative practice usually occurs because the records are duplicated, unimportant or for short-term use only. This applies to both paper and electronic records.

The following categories of records may be destroyed as normal administrative practice:

- letters of appreciation or sympathy, or anonymous letters;
- address lists and change of address notices;
- calendars, office diaries and appointment books (other than those for senior management as covered in a Retention and Disposal Schedule);
- facsimiles where a scanned copy has been made;

3.7 Archiving

Standard record keeping practices usually state that records be archived for a period of five to seven years. Some records should be archived with no disposal date. Records that should be archived for seven years include, but are not limited to:

- superseded manuals, instructions, policies, procedures;
- membership records
- superseded airworthiness directives
- superseded operations directives
- National meeting minutes (Board, Executive, Operations, Airworthiness, Safety)
- Regional meeting minutes (Operations, Airworthiness, Safety)

4 LEGISLATION AND STANDARDS

Gliding Australia is committed to developing and maintaining records in accordance with the legislative framework within which it operates, and it endeavors to meet government and international standards for recordkeeping.

The standards and procedures that align with this Records Management Policy are as follows:

- a. Australian Standard AS ISO 15489 – Records Management, <https://committee.iso.org/sites/tc46sc11/home/projects/published/iso-15489-records-management.html>
- b. AGLS metadata element set AS 5044. <https://agls.gov.au/>