

THE GLIDING FEDERATION OF AUSTRALIA INC

ABN 82 433 264 489

www.glidingaustralia.org



Records Management Policy

DOCUMENT NUMBER ADMIN0029

Version 0, June 2022

UNCONTROLLED WHEN PRINTED

Copyright © The Gliding Federation of Australia Inc

REVISION RECORD

Prepared	Approved	Version	Date	Revision Notes
CXO, EO		0	20/06/22	

TABLE OF CONTENTS

1	Purpose	3
2	Scope and Application	3
3	Policy Statement	3
4	Legislation and Standards	5

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 the GFA are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation. This will enable GFA 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 the GFA with the guidance necessary to protect the organisation and individual rights and obligations 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 GFA.

This policy is applicable to all areas and locations of GFA.

This policy complies with relevant legislation.

This policy applies to all records regardless of their format. Staff should be aware that electronic documents have the same status as paper documents. Both electronic and paper documents are bound by the same legislative requirements and are subject to the same degree of confidentiality and care.

3 Policy Statement

3.1.

Principles

A GFA 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 GFA while undertaking its business

All GFA 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 GFA
- Explain and justify the actions of GFA and its employees
- Document and explain the decision-making of GFA
- Provide the history of an activity
- Determine that the policies and procedures of GFA 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. Employees, contractors and volunteer officers should use their judgement as to whether a written note of a conversation should be made bearing in mind the foregoing explanation of what constitutes a GFA record.

3.2. Vital Records

Vital Records are records that are essential for the ongoing business of GFA, without which GFA 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 GFA.

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 GFA complies with the legislation and 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 GFA administrative procedures.

Managers must ensure that records are created, maintained and stored in accordance with the standards outlined in this policy, and that no records are 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 GFA.

All must follow authorised procedures in carrying out records management functions, and must observe security, privacy and confidentiality requirements at all times, in accordance with privacy and confidentiality requirements.

3.4. Creation of Records

All employees, contractors and GFA 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 GFA, its clients and any other people affected by its actions and decisions.

3.5. Control of Records

3.5.1. Version Control

Earlier versions (i.e. 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 GFA must be secured within all levels of GFA records and kept confidential. Refer to the GFA 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.

Digital records are to be stored on Google Drive or other systems introduced for this purpose. (Not on a desktop or folders on a computer).

3.6. Disposal and Destruction of Records

Employees, contractors and volunteer officers may only destroy or dispose of records in accordance with GFA administrative procedures practice.

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

3.7. Normal Administrative Practice

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:

- superseded manuals or instructions;
- 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 the Retention and Disposal Schedule);
- facsimiles where a scanned copy has been made;

4 Legislation and Standards

GFA 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 following standards and procedures relate to recordkeeping:

- 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/>