



# Information and Records Management Policy

## Purpose

This policy identifies the principles and establishes a framework for the creation and ongoing management of information and records within the Australian Public Service Commission.

These principles will ensure that information and records are created, protected and disposed of appropriately and in accordance with the *Archives Act 1983* and other Commonwealth legislative requirements.

## Scope

This policy applies to all APSC staff, including contracted personnel, and all aspects of the APSC's business operations, including those outsourced and statutory organisations falling under the APSC's responsibility.

This policy applies to any information and records in any format created, received or maintained by the APSC in the course of carrying out an APSC function or activity.

## Principles

APSC recognises that information and records are its corporate memory and vital assets for ongoing accountability, which requires appropriate protection and management. The information and records management principles contained in this policy will guide APSC in managing and using information and records appropriately. The overarching principles for information and records management at the APSC are:

1. Information and records are managed in accordance with the Commonwealth statutory requirements
2. Information and records are secure yet accessible
3. Information and Records Management is a core staff competency
4. Information and records are classified to increase utility
5. Information and records are easy to retrieve
6. Information and records management architecture is designed for simplicity.

APSC is committed to the principles and practices set out in whole-of-government policies and best-practice standards of information and records management. These in turn are influenced by the principles from the Australian Government Digital Continuity 2020 Policy, Secure Cloud Strategy policy, Protective Security Policy Framework and Cyber Security Strategy.

These principles are designed to work together; they need to be applied to all APSC initiatives or processes involving information and records. Excluding one or more principles will rapidly undermine APSC's ability to supply information and records of consistent and measurable quality for decision-makers.

## **1. Information and records are managed in accordance with the Commonwealth statutory requirements**

Complete and accurate information and records must be collected, stored, used, shared, managed, disclosed and disposed in compliance with the statutory requirements governing APSC information and records.

This principle applies to all aspects of the Commission's business, all information and records created during business transactions, and all business applications used to create records including email, database applications including word and excel.

## **2. Information and records are secure yet accessible**

Information and records (regardless of format and location) must be classified at the point of creation to inform appropriate security measures for storage and access.

Information systems must include minimum metadata requirements to support identification, useability, accessibility and context of records and information in accordance with the Archives Act and the Australian Government Recordkeeping Metadata Standard (AGRkMS).

Access should be provided (upon approval by the relevant information and records owner, or staff member with delegated authority) when the records and information are required to complete a legitimate APSC function. Staff are required to comply with Privacy legislation and APSC ICT policies when accessing information.

## **3. Information and Records Management is a core staff competency**

All APSC staff must understand the information and records management obligations and responsibilities relating to their position. Team Leaders are responsible for promoting a culture of information and records management practice within their business area.

By capturing and creating records and information individuals demonstrate that they have not only fulfilled their obligations under this Policy, but also obligations under the APS Values and APS Code of Conduct, as well as Commonwealth administrative legislation and other Commission specific legislation.

## **4. Information and records are classified to increase utility**

Classification of information and records leads to improved search capabilities for users, saving time and effort in locating information.

Increased utility means people will make greater use of information and records to improve information maturity across the Commission.

This principle is key to improving the ability of the Commission to fulfil strategic objectives by promoting effective information and records management.

## 5. Information and records are easy to retrieve

This principle will ensure that complete and accurate information and records of APSC business activities are available and accessible for as long as required for operational, accountability and compliance purposes.

Staff have simple and effective access to the information and records needed to perform their duties. This means information and records are widely shared across business functions and activities whilst still maintaining the relevant business function security classification profile of the records.

## 6. Information and records management architecture is designed for simplicity

This principle provides guidance on how the application and information architecture of APSC can be optimised to balance technology investment with the use of APSC knowledge assets.

There are as few applications per information sector as possible and as few information stores as possible.

## Authority

This policy is endorsed by the Group Manager, Enabling and Digital Services and authorised by the First Assistant Commissioner of the Australian Public Service Commission.

## Supporting documents

[The Archives Act 1983](#)

[Archives Regulations 2018](#)

[APSC Information and Records Management Procedure](#)

[APSC Information and Physical Security Instructions](#)

[ICT Security Policy](#)

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