

# Information and records management policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

The department is legally required under the [State Records Act 1997](#) to create, capture, classify, retain, preserve, dispose of and manage documents and records for specific periods identified in approved disposal



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# Detail

## Records management objectives

The objectives of this policy mirror those outlined in the:

- [South Australian Government Information Management Strategy](#)
- [Information Management Standard](#)

The 5 objectives are:

### Digital first

Information created digitally is managed digitally, not printed. This gives government employees and customers better access and cuts costs. Information created on paper is scanned (if needed) and the source document is destroyed in line with General Disposal Schedule 21, or other similar legislation and policies. The source document can be kept if a hard copy is legally required.

### Data is shared and easily accessed

Departments share information across a connected government, and with the community, ~~and~~ sensitive information when needed.

### Governed well

Information is managed as an asset. Agencies know what information they hold, where it's located, and what its value is to their business, the government and the community. Roles and responsibilities ~~for~~ managing information are identified, assigned and monitored.

### Managed according to risk

Agencies understand what information is needed to operate effectively and comply with their obligations. Risks to their business of not making or keeping information ~~are~~ assessed. Information is destroyed when no longer needed or preserved as part of the State's archive.

### Transparency

Processes and systems are implemented to make sure records are made and kept that can be relied on as trusted and authentic evidence ~~of~~ decisions made and actions taken.

## Records management principles

The State Records of South Australia (SRS) [Information Management Standard](#) identifies 5 principles with associated behaviours. The principles form a comprehensive and structured records management framework to achieve compliance with the [State Records Act 1997](#)

The 5 principles are:

- The value of information is known.
- Information is created and managed appropriate to risk.
- Ownership of information is assigned.
- Information can be relied on.

Information is available as required.

## Delegations

The Chief Executive is responsible for delegating and authorising including:

- determining access for records transferred to State Records custody
- approving proposals to transfer records to State Records custody

South Australia and represents records management interests on the Executive Committees.

## Executive directors, directors, education directors, managers and school principals (responsible for individual functions, processes or projects)

Keep appropriate records and make sure employees under their leadership are aware of individual

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# temporary record

A record with no archival value that can be sentenced (determine the disposal action) for destruction.

## Supporting information

### Related legislation

[Education and Children's Services Act 2019 \(SA\)](#)

[Education and Children's Services Regulations 2020 \(SA\)](#)

[Electronic Communications Act 2000 \(SA\)](#)

[Freedom of Information Act 1991 \(SA\)](#)

[State Records Act 1997 \(SA\)](#)

[Public Sector \(Data Sharing\) Act 2015 \(SA\)](#)

### Related policies

[Code of Ethics for the South Australian Public Sector](#)

[Department of the Premier and Cabinet Circular PC0112 Information Privacy Principles Instruction](#)

[Department of the Premier and Cabinet Circular PC0355 Proactive Disclosure of Regularly Requested Information](#)

[Department of the Premier and Cabinet Circular PC0255 Disclosure Logs for Non-personal Information Released through Freedom of Information](#)

[South Australian Cyber Security Framework](#)

[State Records of South Australia: Information Management Standard](#)

[State Records of South Australia: South Australian Government Information Management Strategy](#)

[State Records policies and guidelines](#)

## Record history

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### Approvals

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Policy Officer: Team Leader, Information Management  
Policy sponsor: Director, Customer and Information Services  
Responsible Executive Director: Chief Operating Officer  
Approved by: Director, Customer and Information Services  
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## Revision record

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Amendment(s): New document

## Contact

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