

# Records Management



CATHOLIC ARCHDIOCESE OF PERTH

Policy Category	Archives and Information Governance
Policy Sub-category	Records Management
Approving Authority	Executive Director, Finance and Administration
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# Table of Contents

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<b>Introduction .....</b>	<b>01</b>
<b>Objective .....</b>	<b>01</b>
<b>Scope .....</b>	<b>01</b>
<b>Policy Statement.....</b>	<b>02</b>
<b>Supporting Guidelines .....</b>	<b>03</b>
<b>Supporting Procedures .....</b>	<b>03</b>
<b>Related Policies .....</b>	<b>03</b>
<b>Relevant Legislation and Standards .....</b>	<b>03</b>
<b>Responsible Officer .....</b>	<b>03</b>
<b>Appendix 1: Standards and Legislation .....</b>	<b>04, 05</b>

# Records Management

## Introduction

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The Archdiocese is committed to sound records management practices as they ensure that information is available to support its ecclesiastical, canonical, parish and business activities, functions and operations. Good records management enhances accountability and transparency, and ensures that records of ongoing administrative, historical and cultural significance are retained.

The purpose of this records management policy is to ensure that complete and accurate records of all the ecclesiastical, canonical, parish and business activities and decisions of the Archdiocese are created, captured, managed and retained or disposed of appropriately. This policy, together with a records management program, will support the strategic directions of the Archdiocese and assist its operational capacity and capability. It will ensure compliance with its various legislative and regulatory obligations.

## Objective

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This policy aims to:

- Ensure support for ecclesiastical, canonical and business functions in the short term and long term through the appropriate management of records;
- Ensure awareness and understanding of records management responsibilities;
- Ensure accountability, transparency and good governance by providing an audit trail of decisions and evidence of due process; and
- Ensure that legislative records management obligations are met.

## Scope

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This policy applies to:

- Employees and Volunteers; (referred to in this Policy as Staff/Staff Members)
- All Archdiocese-owned agencies, offices and organisations belonging to the Roman Catholic Archbishop of Perth Corporation Sole, who create, capture, store and use records and data in the Archdiocese.
- and Consultants and Contractors

All records, irrespective of medium or format, must be subject to this policy. For example, hardcopy and digital records, including, but not limited to, emails and websites, and records in all business systems, mobile devices, databases, social media and voicemail.

## Policy Statement

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The Archdiocese will establish and resource a records management program.

The records management program will support sound governance and compliance with legislative requirements and standards.

The records management program will be developed and maintained so as to:

- Support day-to-day business activities;
- Enable informed decision-making;
- Provide evidence of accountability and transparency; and
- Keep custody of the Archdiocese's memory.

The records management program and its elements and operations are guided by the relevant Australian records and information standards, including, but not limited to, AS ISO 15489:1:2017, Information and documentation - Records management.

Records management operations are to be carried out in accordance with centrally approved procedures, guidelines and standards.

The records management program is based on a decentralised model. That is, the staff must take responsibility for the records they create and use in accordance with centrally approved procedures, guidelines and standards.

All staff, including contractors and consultants and volunteers, have a responsibility to ensure that records are created, captured and managed within the Archdiocese's records management system.

Ownership of any record received or created by staff, including contractors, consultants and volunteers in the course of their work for the Archdiocese, belongs to the Archdiocese, and not the individual.

## **GOVERNANCE FRAMEWORK**

Serving the Church in the Digital Age: The Archdiocese of Perth's Information Governance Strategy

## **SUPPORTING PROCEDURES**

Not applicable

## **RELATED POLICIES**

Archives Management Policy

Records Management Policy

Privacy and Confidentiality Policy

Storage and Maintenance of Records Policy

## **RESPONSIBLE OFFICER**

Director of the Archives and Information Governance Office

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## Appendix 1: Standards and Legislation

Key standards and pieces of legislation applicable to records and information management are presented below. (Sources: Standards Australia, <https://www.standards.org.au/>, and Archives Office Retention and Disposal Research and Recommendations, 2020.)

Standards	Brief Description
AS 5044:2010	AGLS metadata standard
AS 5090:2003	Work process analysis for recordkeeping
AS ISO 15489.1:2017	Information and documentation - Records management, Part 1: Concepts and principles
AS ISO 23081.1:2018	Information and documentation - Records management processes - Metadata for records
AS/NZS ISO 16175.1:2012	Information and documentation - Principles and functional requirements for records in electronic office environments
AS/NZS ISO 30300-30302:2012	Information and documentation - Management systems for recordkeeping
Legislation	Relevant Records or Other Comment
Australian Charities and Not-for-profits Commission Act 2012 (Cth)	particular financial records, statements for audit, records of operations
Child Support (Registration and Collection) Act 1988 (Cth)	records and explanations of all amounts deducted or required to be deducted from salaries or wages for child support
Copyright Act 1968 (Cth)	records relating to copyright compliance
Disability Discrimination Act 1992 (Cth)	proof of compliance with this Act
Evidence Act 1906 (WA)	
Fair Work Act (Cth)	This Act does not impose any document retention requirement, but, significantly, it defines the terms business record and document.
Fair Work Regulations 2009 (Cth)	various employee records
Fringe Benefits Tax Assessment Act 1986 (Cth)	records relating to fringe benefits tax liability

<p><b>Legal Deposit Act 2012 (WA)</b></p> <p><b>Legal Deposit Regulations 2013 (WA)</b></p>	<p>Publishers are required to deposit copies of their hardcopy publications in the State Library of Western Australia. The Act applies to material published in Western Australia by a person who is resident in Western Australia, or whose principal place of business is in Western Australia. A publication is any work that has been made available to the public.</p>
<p><b>Long Service Leave Act 1958 (WA)</b></p>	<p>records of employment used to determine long-service leave entitlements</p>
<p><b>Minimum Conditions of Employment Act 1993 (WA)</b></p>	<p>contains some specifications about employment records</p>
<p><b>Occupational Safety and Health Act 1984 (WA)</b></p>	<p>records about informing and training employees about hazards, notification of accidents and medical information, employees' reporting of hazards</p>
<p><b>Paid Parental Leave Act 2010 (Cth)</b></p> <p><b>Paid Parental Leave Rules 2010 (Cth)</b></p>	<p>records about paid parental leave</p>
<p><b>Payroll Tax Assessment Act 2002 (WA)</b></p> <p><b>Payroll Tax Assessment Regulations 2003 (WA)</b></p>	<p>stipulate the returns required on specifying the amount of the WA taxable wages paid or payable by the employer</p>
<p><b>Privacy Amendment (Private Sector) Act 2000 (Cth)</b></p>	<p>The Act has strict standards about the way in which private sector organisations should manage personal information.</p>
<p><b>Sex Discrimination Act (Cth)</b></p>	<p>records proving compliance with the Act</p>
<p><b>Taxation Administration Act 1953 (Cth)</b></p>	<p>records proving compliance with tax law</p>
<p><b>Taxation Administration Act 2003 (WA)</b></p>	<p>records that are necessary to establish a person's tax liability under a taxation law</p>
<p><b>Work Health and Safety Regulations 2011 (Cth)</b></p>	<p>Involves information, training and instruction provided to workers; information about workplace risks and risk assessments; records about emergency planning and other records related to the employee, equipment and the workplace</p>
<p><b>Workplace Gender Equality Act 2012 (Cth)</b></p>	<p>reporting information relating to gender equality indicators</p>



Version	Date Issued	Approved By	Amendments Undertaken
2.0	16.05.23		Align visual style with other documents, minor text changes, Text changes, removal and adding of pages

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