

# Web Content Records Management



CATHOLIC ARCHDIOCESE OF PERTH

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## INTRODUCTION

The Archdiocese uses its website and intranet as key communication mechanisms. They provide services and information, and enable it to conduct certain ecclesiastical, canonical and business functions. Records of these web-based activities are organisational records that must be captured and managed.

Appropriate management of these key communication mechanisms for the benefit of the Catholic community, which contain web-based records, protects and enhances the Archdiocese's reputation, credibility and rights. It ensures the meeting of organisational accountability and transparency requirements, and legislative compliance. An additional benefit from this policy is that it will better enable the Archdiocese to respond to any enquiries or complaints about its web content.

## OBJECTIVE

This policy aims to:

- Ensure that web content is managed as a record of the Archdiocese;
- Ensure awareness and understanding of the managing of records associated with web content;
- Maintain evidence of the ecclesiastical, canonical and business activities associated with web content;
- Ensure that legislative and regulatory obligations are met;
- Protect the Archdiocese's reputation and credibility; and
- Minimise the risk of legal liability in relation to web content/records.

## SCOPE

This policy applies to all paid and unpaid staff, including contractors, consultants and volunteers associated with the Archdiocese and all Archdiocesan-owned agencies, organisations and parishes belonging to the Roman Catholic Archbishop of Perth Corporation Sole (the Archdiocese), who create, capture, store and use records in the Archdiocese.

The information contained in this policy is particularly relevant to those staff who produce, maintain and/or publish content for the website and intranet, and staff with responsibility for managing and authorising content for the website and intranet.

This policy focuses on content of the website and intranet and the associated ecclesiastical, canonical and business records. It does not address the software applications that support or enable the content.

It applies to any existing, proposed and future:

- External websites;
- Intranets;
- Extranets; and
- Collaborative online spaces, for example, SharePoint.

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## POLICY STATEMENT

The Archdiocese's website and intranet are considered official records of the Archdiocese. As such, they must be considered and managed in the same manner as hardcopy records and/or digital records.

The records management policy, procedures and guidelines will apply to web content, including, but without being limited to, retention and disposal.

All staff with responsibility for managing and authorising web content are required to be aware of, and to apply, sound records management practices in relation to the content under their control.

All staff who produce, maintain and/or publish web content are required to be aware of, and to apply, sound records management practices in relation to this content.

All web pages must incorporate metadata that complies with records management requirements. The metadata must be captured in the records management system.

All web pages must comply with the requirements of the Copyright Act 1968 (Cth) and the Privacy Amendment (Private Sector) Act 2000 (Cth).

A version control register will be established to record updates to the information published on the website and intranet. It will be maintained in the approved records management system. Staff responsible for authorising web content are responsible for recording updates in the register.

The Archdiocese will make and manage records that accurately document the web content over time. Doing so will enable the Archdiocese to reliably establish the content of its website and/or intranet at any particular point of time.

Change logs and activity/audit logs will be used to capture and record alterations, activities and transactions. These records should be captured and maintained in the records management system.

Full and accurate records of web transactions must be captured in the records management system or appropriate business systems that can guarantee the authenticity, reliability, integrity and accessibility of the records.

Capturing adequate web records may be achieved using a variety of means, including, but without being limited to, snapshots, change logs, activity/audit logs, management of contents and objects separately.

## SUPPORTING GUIDELINES

Refer to the Information Management Implementation Plan

## SUPPORTING PROCEDURES

Refer to the Information Management Implementation Plan

## RELATED POLICIES

Archives Management Policy  
Privacy and Confidentiality Policy  
Records Management Policy  
Retention and Disposal Policy

## RELEVANT LEGISLATION AND STANDARDS

Copyright Act 1968 (Cth)  
Privacy Amendment (Private Sector) Act 2000 (Cth)

## RESPONSIBLE OFFICER

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