

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



RECORDS MANAGEMENT POLICY

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THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES

RECORDS MANAGEMENT POLICY

Records Management Policy

1. Compliance with this policy

All staff, consultants, contractors and Members of the Rice Marketing Board for the State of New South Wales (the Board) must comply with this policy and any procedures issued in accordance with this policy.

2. Purpose of this policy

The purpose of this policy is to ensure that full and accurate records of all activities, decisions and transactions of the Board are created and managed to meet the Board's business needs and accountability requirements. The policy will achieve this aim through the establishment of a Records Management Program for the Board. The policy provides a framework and outlines responsibilities for the operation of the Records Management Program.

Establishment of a corporate records management program is a requirement under section 12.2 of the *State Records Act 1998* (NSW). The Act provides that each public office must ensure the safe custody and proper preservation of the state's records that it has control of.

3. Records Management Program

The Board recognises that its records are valuable information resources that are necessary for the effective and accountable conduct of its business. The Records Management Program is a coordinated set of policies, procedures and activities that are required to manage the records of the Board. The objectives of the Records Management Program are that:

- The Board has the records it needs to support:
 - ✓ ongoing business activity,
 - ✓ customer services,
 - ✓ accountability requirements, and
 - ✓ the expectations of the general public.
- The records of the Board are managed as effectively as possible, in order to best meet business needs
- The records of the Board are able to be easily retrieved when required, and
- The Board complies with all external requirements concerning its records and record management practices.

The Board's records management program will be regularly reviewed against these objectives, to ensure it is meeting business needs.

5. Responsibilities for records management

Chairman

The Chairman of the Board is ultimately responsible for ensuring that the Board is compliant with its records management requirements and that it adequately manages the records necessary to sustain its business operations.

Corporate Records Manager

As the Board is a small statutory body, the Secretary to the Board will assume the role of Corporate Records Manager.

As Corporate Records Manager, the Secretary will be responsible for the development of recordkeeping procedures, training of staff and monitoring and analysis of the Record Management Program. The Corporate Records Manager will also have overall responsibility for records management operations.

All RMB staff, including consultants and contractors

All staff are responsible for making and keeping adequate records of their business activities. This includes making records in situations where they otherwise would not be created, such as making records of meetings, phone conversations and verbal decisions.

Staff have a responsibility for ensuring that all records are adequately managed, according to the Board's procedures, and accessible where appropriate as corporate information resources to other Board staff. All staff should also be aware of the following records management rules:

- Records must be stored efficiently, to enable their accessibility and safely, to protect them against damage,
- Records must only be destroyed when authorised under the *State Records Act 1998* (NSW), and
- Records must be stored securely to maintain the confidentiality of information, having regard to the Board's Privacy Policy and Codes of Conduct.

6. Electronic records

The Board creates and receives both paper and electronic records. Electronic records are stored on the Board's server and on external hard-drives that are backed-up regularly in accordance with the Board's Computing Security Policy.

7. Administrative setting of the Records Management Program

As the Board is a small organisation with a small number of staff working in the same location, it has adopted a centralised records management structure. This means there is one central records management system that is used by all staff of the Board.

8. Legislative requirements for recordkeeping

The following legislation and best practice requirements affect or govern the Board's records management program:

- State Records Act 1998
- Government Information (Public Access) Act 2009
- Privacy and Protection of Personal Information Act 1998
- Evidence Act 1995
- Public Finance and Audit Act 1983
- Public Authorities (Financial Arrangements) Act 1987
- NSW Treasurer's Guidelines
- NSW Ombudsman's Good conduct and administrative practice: guidelines for public authorities and officials
- Australian Standard AS ISO 15489 on Records Management

9. Planning and monitoring

This policy will also be reviewed at regular intervals to ensure it continues to reflect best practice and the Board's business needs.

10. Periods of Retention

It is the policy of the Board to retain the following records indefinitely: Board minutes, assets register, land ownership records, annual audited financial statements, annual reports.

It is the policy of the Board to retain the following records for twenty years: Capital Equity Rollover Scheme contribution details and banking details.

It is the policy of the Board to retain the following records relating to the Capital Equity Rollover Scheme, for seven years: certificates, applications for redemption, statutory declarations, rollover payment details and grower correspondence.

It is the policy of the Board to retain the following general records for seven years: Accounts receivable and accounts payable invoices and receipts, financial management reports, finance facility and investment documents, crop audit and export audit documents and general correspondence.

11. Historic documents

Documents that are deemed by the Board to be historic documents are to be stored in accordance with best practice conservation methods and are to remain the property of the Board.

12. Further Information

For further information concerning the Board's records management policy, please contact:

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