



CULTURAL FACILITIES CORPORATION

name of Policy/Plan/Program

Description eg. This policy is to be used in conjunction with

Authorised by:

Signature

Name

Title

Cultural Facilities Corporation

Date endorsed:

Date

Board approved: *(optional)*

Date

Date for review:

Date

Version:

Version 1.0

DOCUMENT PROPERTIES**Schedule of Amendments**

New features (insertions)	
	Date
Enhancements (changes)	
	Date
Deletions	
	Date

Amendment History

Version No.	Issue Date	Author
Version 1.0	<i>Date</i>	<i>Name</i>

Details *example*

Area responsible for Policy/Plan/Program	CFC – Corporate (<i>example</i>)
Stakeholders	All Cultural Facilities Corporation Staff (<i>example</i>)
Document location	G:\CFC\Staff\Records Management Program\20150930 Cultural Facilities Corporation Records Management program.pdf (<i>example</i>)
Record number and name	TRIM No - 2015/633 – Information Management – Policy – Records Management Program (<i>example</i>)
Strategic Plan aligned	
<i>Freedom of Information Act 2016</i> compliant	Document linked to the Open Access Information website? No ☐ (the document is not appropriate for public viewing) Yes ☒ (the document is appropriate for public viewing)