

CULTURAL FACILITIES CORPORATION

Records Management Program

Authorised by : Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation

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Authorisation

In accordance with the [Territory Records Act 2002](#) and as Principal Officer of the Cultural Facilities Corporation, I:

- authorise this Records Management Program (the Program);
- certify that this Program addresses all elements contained within section 16 of the [Territory Records Act 2002](#); and
- certify that this Program meets all the requirements set out in the Standard for Records, Information and Data released by the Director of Territory Records.

This Program provides a framework to ensure records, information and data management requirements are met and includes :

- the [Territory Records Act 2002](#);
- the Standard for Records, Information and Data released by the Director of Territory Records;
- other applicable legislation and standards;
- other applicable policies;
- other administrative directions of the ACT Government and broader ACT public service;
- this Program;
- records, information and data management :
 - CFC Records, Information and Data Management Policy;
 - CFC Records, Information and Data Management Standard Operating Procedures (SOP); and
 - CFC Records, Information and Data Architecture Register.

I authorise the appropriate resourcing of this Program, which includes the :

- promulgation of this Program and the associated framework to all full-time and part-time staff, volunteers, consultants, contractors and outsourced providers;
- appropriate management of records, information and data;
- assessments of records, information and data management capabilities; and
- planning for, and continual improvement of, records, information and data management capabilities.

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1. Introduction (Strategy Principle)

The [Territory Records Act 2002](#) obliges the Principal Officer, Cultural Facilities Corporation (CFC) to ensure the organisation and its staff comply with the [Territory Records Act 2002](#), including through the development, approval and implementation of this Program.

2. Scope

This program is in direct reference to the Standard for Records, Information and Data outlined by the Territory Records Office (TRO). The Principles outlined in the Standard are intended as a minimum requirement to assist in achieving a robust, accessible and well communicated records management program and practice in the CFC.

3. Compliance with the *Territory Records Act 2002*

This Program addresses all elements set out in section 16 of the [Territory Records Act 2002](#) and meets the requirements set out in the Standard for Records, Information and Data released by the Director of Territory Records.

4. Responsible Senior Manager

The Chief of Staff (COS) is responsible for the active support and ongoing maintenance of records, information and data management, including the implementation and review of this Program. A key responsibility includes ensuring all full-time and part-time staff, volunteers, consultants, contractors and outsourced providers understand their obligations with the policy and procedures for records, information and data management.

5. Relationship with the Director of Territory Records

The Director of Territory Records oversees the administration of the [Territory Records Act 2002](#), provides an advisory and compliance monitoring service, may provide reports to the relevant Minister on records, information and data management capabilities, and issues notifiable instruments (standards) that relate to the management and retention of records, information and data.

Therefore, arrangements are in place to liaise with the Director of Territory Records for :

- examining the operation of this Program and compliance with the [Territory Records Act 2002](#);
- advising on the outsourcing of any aspect of records, information and data management responsibilities;
- requesting assistance, advice and training in relation to records, information and data management;
- reporting on compliance with the [Territory Records Act 2002](#), the Program, and records, information and data management capabilities; and
- resolving disputes regarding compliance with the [Territory Records Act 2002](#) and the Program.

6. Capability assessment and maturity development (Capability Principle)

The Principal Officer, in association with the COS, will report annually to the Director of Territory Records on its records, information and data management capabilities as required by the Annual Report Directions.

Records management practices will be reviewed by the CFC to build capability-maturity that can include improvement planning, communication and training.

7. Creating and managing full and accurate records (Assess Principle)

The CFC will liaise with the TRO as required in establishing classifications and Record Disposal Schedules that identify the records the CFC must create and keep as a full and accurate record of its activities. The CFC is committed to identifying its records, and their significance, through processes that are accountable, consistent, objective, comprehensive, contextualised and documented.

Requirements to create records of the CFC's activities are contained in the CFC Records, Information and Data Management Policy and CFC Records, Information and Data Management SOP.

The business systems in use in the CFC that create records are identified in the CFC Records, Information and Data Architecture Register.

8. Metadata management (Describe Principle)

The CFC complies with recordkeeping metadata standards endorsed by the TRO. The CFC uses the [Business Classification Scheme](#) to classify its records according to the business functions and activities they represent. The CFC aims to ensure appropriate and sufficient descriptive elements (metadata) are incorporated into the systems managing records, information and data.

9. Protecting records, information and data (Protect Principle)

Arrangements are in place to protect records, information and data. This includes ensuring the continued access to records, information and data for as long as they are required to be kept in accordance with the [Territory Records Act 2002](#) (as defined by Record Disposal Schedules). This includes the identification of endorsed locations for records storage, both in hard copy and digital form.

Instructions to staff and others on how to protect the CFC's records, information and data are contained in the following documents :

- ACT Government Cabinet Handbook;
- the CFC Records, Information and Data Management Policy; and
- the CFC Records, Information and Data Management SOP.

Arrangements are in place to protect records, information and data in the custody of volunteers, consultants, contractors and outsourced providers to ensure the assets are returned or managed in accordance with the [Territory Records Act 2002](#).

10. Records disposal arrangements (Retain Principle)

The following Records Disposal Schedules are authorised for use by the CFC :

Records Disposal Schedule Name	Effective	Year and Instrument No.
Arts and Cultural Development Records	18 June 2004	NI2004-179
Business Development Records	9 January 2009	NI2009-9
Finance and Treasury Management Records	27 February 2017	NI2017-83
Community Development Records	14 July 2006	NI2006-257
Corporate Governance Records	9 January 2009	NI2009-10
Human Resources Records	27 February 2017	NI2017-79

Information and Communications Technology Records	27 February 2017	NI2017-85
Government and Stakeholder Relations Records	27 February 2017	NI2017-84
Procurement Records	9 October 2007	NI2007-312
Property Equipment and Fleet Records	27 February 2017	NI2017-86
Records and Information Management Records	27 February 2017	NI2017-87
Security Coordination Records	11 September 2009	NI2009-452
Solicitor and Legal Services Records	27 February 2017	NI2017-88
Strategy and Governance Records	27 February 2017	NI2017-89
Waste Management Records	7 September 2004	NI2004-336
Workplace & Safety Policy Records	8 March 2011	NI2011-96

This list should not be considered exhaustive. All current and future Record Disposal Schedules notified by the Director of Territory Records, which contain appropriate coverage to the CFC should be adopted.

CFC records may only be destroyed in accordance with relevant Record Disposal Schedules or accepted Normal Administrative Practice (NAP). NAP for the CFC is defined in the CFC Records, Information and Data Management SOP.

Additional arrangements are in place to protect records, information and data that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage, and for records, information and data that are to be retained in perpetuity for cultural and historic purposes.

CFC staff members understand the sensitivities relating to records about Aboriginal and Torres Strait Islander people and the need for these records to be preserved for possible future access and reference. The Canberra Museum and Gallery (CMAG) owns a number of works of art by Indigenous artists. Records of these works of art are kept both on Territory Records files and on a database.

The CFC's arrangements for the authorisation of the disposal of records, information and data, and for their proper destruction, are contained the CFC Records, Information and Data Management SOP.

11. Public access to records, information and data (Access Principle)

Arrangements are in place to provide public access to records, information and data under the authority of the [Territory Records Act 2002](#). These arrangements also allow for the exemption of certain information, data and record assets, and the regular review of the exemption (as defined by section 28 of the *Territory Records Act 2002*). A list of CFC exemptions are available on the CFC's Section 28 register located in the CFC internal shared drive.

The [CFC website \(http://www.culturalfacilities.act.gov.au\)](http://www.culturalfacilities.act.gov.au) and the [ACT Open Access Information website \(http://www.act.gov.au/open-access\)](http://www.act.gov.au/open-access) provide open access information released by the CFC under the [Freedom of Information Act 2016](#).

12. Implementation, compliance and reporting

Arrangements are in place to implement this Program.

To monitor compliance with this Program, performance measures for records, information and data management activities have been established and include:

- information, data and records are created or captured in a full and accurate way and in endorsed locations;
- information, data and records are appropriately managed;
- metadata requirements are implemented; and
- capability improvement measures are planned and implemented.

Compliance with this Program is reported in the Territory Records Annexed Report to the [Chief Minister, Treasury and Economic Development Directorate \(CMTEDD\) Annual Report](http://www.cmd.act.gov.au/functions/publications) (<http://www.cmd.act.gov.au/functions/publications>) as required by the Annual Reports Directions.

13. Availability for public inspection

Arrangements are in place to ensure this Program is available for inspection by the public free of charge.

14. Review

A review of this Program will be undertaken at least every five years or as required. Reviews may result in the replacement or amendment of this Program.