Model Recordkeeping Policy

- Model Recordkeeping Policy
- Adaption and Implementation Guidance
What is a Policy?

• A principle or rule to guide decisions and achieve rational outcomes

• Can be considered as a "Statement of Intent" or a "Commitment"
GUIDELINE 3: Model Recordkeeping Policy

- Why have a recordkeeping policy?
Why have a Recordkeeping Policy?

- Demonstrates high level commitment to recordkeeping
- Helps staff to understand the importance of managing records well
- Sets broad standards that staff should follow
Existing Recordkeeping Policies?
Elements of the Model Policy

ISO 15489 states that policies should:

• include an objective to create and manage authentic, reliable and useable records
• communicated and implemented at all levels
• adopted and endorsed at the highest levels
• assign responsibilities
• recognise laws, standards and best practice
• be reviewed regularly
Elements of the Model Policy…

In addition the recordkeeping capacity checklist suggests that the policy includes:

• email and other electronic records in its definition of records

• Allow for penalties for staff who do not comply with the policy
Group Activity

In small groups read the Policy Statement and the Responsibilities Section.

What is the purpose of each section?

What changes might need to be made for it to apply in your jurisdiction?
Implementing the Policy

Well drafted policies will have no impact unless you think about how to implement them.
Implementing the Policy

Consultation
Implementing the Policy

Senior Management Support
Implementing the Policy

Staff awareness and training
Implementing the Policy

Other tools
Actions
Thank You