



Adequate Records Management in Perspective - Introduction

Introduction

According to the *State Records Act 1997*, State Records of South Australia is responsible for a governance role in the recordkeeping practices of state and local government agencies and authorities. It is also responsible for providing advice and guidance to these agencies in the area of records management. The Adequate Records Management Framework¹ grew out of the directive in the *State Records Act 1997*, which states:

If the Manager [Director of State Records] is of the opinion that the records management practices of an agency are inadequate, the Manager [Director] must report the matter to the Minister.

Part of State Records' role is to define what "Adequate Records Management" means and to ensure that agencies meet these standards.

What is the scope of Adequate Records Management?

Adequate Records Management is an overarching framework for the South Australian Government. It is an outcome-based regime for the records management practices of all state and local government agencies and authorities. It has been developed with reference to the Australian Standard for Records Management *AS ISO 15489-2002*.

Owing to the diverse nature of business covered by the South Australian Government, this is not a prescriptive standard but rather outlines the minimum requirements that agencies and authorities need to meet, and ideally, exceed.

What are the Adequate Records Management Outcomes?

There are eleven Adequate Records Management outcomes for agencies. These are:

- official records are created
- official records are captured
- official records are disposed of systematically
- access to official records is managed
- official records can be found
- official records can be relied upon
- the management of official records is planned
- records management training is provided to staff

¹ The Framework consists of: *Adequate Records Management - Meeting the Standard: Adequate Records Management - Improvement Matrix, Adequate Records Management - Implementation Plan, the Adequate Records Management In Perspective Information Sheets, and Adequate Records Management Agency Self-Assessment Tools*. State Records supports the Framework with consultancy services, training and other standards and guidelines.

- records management reporting mechanisms are implemented
- policies, procedures and practices exist for the management of official records
- sufficient numbers of skilled records management resources are allocated.

What are the Adequate Records Management Benchmarks?

The benchmarks set the minimum requirements for adequate records management and underpin the ten outcomes. State Records encourages agencies to aim beyond this minimum level.

Agencies will be required to undertake regular self-assessments of their records management policies, practices and programs. These assessments, accompanied by formal monitoring by State Records, will ensure that agencies progressively meet the benchmarks.

Who is affected by the Adequate Records Management regime?

Adequate Records Management is a new regime for all South Australian government agencies and authorities, state and local and is applicable throughout the workplace.

As part of the Adequate Records Management outcomes, all staff needs to be provided with training regarding records management principles and practices (see [Adequate Records Management in Perspective - Records Management Training](#) for further information).

What are the benefits of Adequate Records Management?

Benefits of adequate records management practices include:

- informed policymaking, decision-making and planning for the delivery of services
- good risk management and corporate governance
- enhanced operational effectiveness
- increased client satisfaction
- better management and delivery of services
- increased productivity
- increased accountability
- improved access to and sharing of corporate information
- improved ability to meet community expectations.

By meeting and exceeding the outcomes of Adequate Records Management, agencies will be meeting the legislative imperatives outlined in the *State Records Act 1997*.

What support is available?

- State Records' Records Management Services team can give policy advice regarding the Adequate Records Management Standard and related guidelines and tools.
- State Records' Records Management Services team provides practical advice, support and consultancies to agencies and authorities (on a fee-for-service basis).

- Guidelines and information sheets dealing with specific aspects of the Adequate Records Management outcomes and related benchmarks.
- Training and accreditation provided by State Records.
- Private records management consultants endorsed by State Records.

Further information

- State Records of South Australia, *Adequate Records Management - Meeting the Standard, Improvement Matrix and Implementation Plan* (2002).
- Standards Australia, Australian Standard AS ISO 15489-2002, *Records Management* (2002).
- State Records Authority of New South Wales, *Standard on Full and Accurate Records* (2004).

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