

# Record FAQ

## Recordkeeping Fact Sheet 11

Question	Answer
<b>Do I have to keep records?</b>	Yes. All staff, including contractors and volunteers, have a responsibility to keep records according to the departmental <i>Records Management Policy</i> .
<b>Are the files on my computer records?</b>	All files which provide evidence of departmental work activities are records.
<b>What are vital records?</b>	Vital records are records which are essential to business continuity.
<b>What is a Retention &amp; Disposal Authority?</b>	Retention & Disposal Authorities are legal documents which stipulate how long records must be retained.
<b>Can I save records onto a CD or DVD then send it for archiving?</b>	No. Records must be printed and placed onto corporate files or saved electronically in TRIM (if electronic recordkeeping functionality is available to you).
<b>Is there a need to keep the agenda and minutes of meetings?</b>	Yes.  The chairperson (or delegated recordkeeper) for committees that include external stakeholders is required to keep the meeting minutes and other documents as records.  For internal committees established to determine policy and for planning purposes (including meetings of senior management) the master set of minutes, agenda and related papers must be kept as records.  Other copies may be destroyed when reference to them ends.
<b>What should I do with multiple versions of a document?</b>	The final version of a document must be kept on file as a record.  Other versions are not records unless you received a copy of a document from another business unit and you are required to act on it. This version must also be kept along with a record of the action taken.
<b>Do I need to keep brochures?</b>	Only if you are the author. If you have published a brochure then you must ensure one is kept as a record.
<b>What is the policy on keeping emails?</b>	Email which documents business activities of the department must be saved as a record. Email must be printed and placed onto a corporate file or saved electronically in TRIM (if electronic recordkeeping functionality is available to you).

---

**Whose responsibility is it to keep policies and frameworks?**

It is the responsibility of the business unit which developed the policy or framework.

**When should I request a new file?**

When you create a new document, consider which file the document should be stored in. If no suitable file exists, complete a File Creation Request form to request a new file.

**How do I know if a file exists?**

Before you request the creation of a new file, always check to see if an appropriate file already exists for your business unit by:

- checking on TRIM,
- checking with your local TRIM Power User, or
- contacting the Records Service Centre.

**The F. Drive is full of documents, how do I manage them?**

Before deleting documents from the F. Drive, determine whether they are records and need to be retained.

---



**Further information:** Contact Southern Records Unit on 9213 2117.