

# *Create and Maintain Standard*

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*Government Recordkeeping  
Programme*

# What is the current *Recordkeeping Framework*?

- Making Records
- Keeping Records
- Having complete Records
- Having records that are accurate, authentic, useable, and tamper-proof

# Having in place:

- Reliable systems
- Ones that Create and Maintain records systematically
- Part of a routinely managed business process
- Identifiable records management programme

## State Records NSW *Standard on Full and Accurate Records* : review comments

- Too long
- Too complex
- The need to be usable for a wide range of audiences, not just records management professionals
- Not specific enough to be measurable from a compliance point of view

# What are our options?

- Review, consult and rewrite a new recordkeeping framework as a “Create and Maintain” standard
- Adopt ISO 15489, with implementation guide and auditing tools
- Look for another model, simplified, principles based, with implementation guide and auditing tools

# *NSW Standard on Full and Accurate Records: Five Principles*

- Records must be made
- Be accurate
- Be authentic
- Have integrity
- Be useable

# Standards Development Timeline 2006-2010

