

# R2 - RECORDS MANAGEMENT POLICY

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## 1 PURPOSE

The purpose of this policy is to outline a framework for the creation, receipt, maintenance, storage and disposal of staff, student, financial, legal and administrative records at BBI – The Australian Institute of Theological Education (BBI-TAITE).

## 2 BACKGROUND

BBI-TAITE is committed to honesty and integrity across all of its operations. In alignment with these values, the Institute is committed to maintaining confidentiality and security in records management. This policy has been developed to protect this commitment, to reflect best practice standards and in accordance with legislative requirements.

The Institute will capture and maintain records to:

- support the Institute's day-to-day business activities;
- provide administrative transparency and evidence to ensure accountability; and
- preserve the Institute's corporate memory.

## 3 SCOPE

This policy applies to all BBI-TAITE records, including student records.

## 4 DEFINITIONS

**Record** – Recorded information, in any format (eg electronic, paper, image).

**Disposal** – the process by which records are either destroyed or retained as permanent State Archives.

## 5 POLICY

### Records Creation

Records will be organised, managed and protected in conditions appropriate to their context and will be preserved so that they remain usable and accessible for as long as they are required.

All staff are responsible for creating, capturing and managing records in relation to their duties at BBI-TAITE, in accordance with this policy and related procedures.

Records must be created and indexed as close to the commencement of a business activity or issue as practical. This will ensure a full and accurate record is captured and maintained; better information accessibility; consistency and improved records management; and greater accountability in business operations.

Records should be stored in accordance with the physical storage requirements outlined in this Policy.

All electronic records must be stored on BBI-TAITE's Record Management System (O Drive), which is a secure electronic storage system and contains multiple levels of backup protections. Email correspondence must be stored electronically in the Student Management System and include all previous threads and relevant attachments to ensure it is a full and accurate record. Storing emails within email folders on an Institute's computer does not satisfy this Policy.

### **Ownership of Records**

All records created by staff, or received by staff, in the course of BBI-TAITE's operations and activities, are owned by BBI-TAITE unless otherwise specified under contract.

### **Records Storage**

All BBI-TAITE records must be stored within the Records Management System in accordance with this policy. Where records are stored in databases/systems other than the Records Management System such storage must be approved by the Executive Team. All electronic records must satisfy the requirements of the Business Continuity Plan through appropriate back up and disaster recovery practices.

### **Record Security**

All BBI-TAITE records must be allocated an appropriate security classification. Records must be secured by either password protection or locked filing cabinets with access procedures.

### **Legal Records**

Where BBI-TAITE receives legal records of significance, such as deeds of ownership, they must be lodged with the Company Secretary who will retain custody of such records.

### **Access to Records**

All access to and use of BBI-TAITE's records will comply with relevant privacy legislation and BBI-TAITE's Privacy Policy.

BBI-TAITE records will be available to staff for the purposes of their work, within the constraints of security, privacy, confidentiality and archival integrity.

All other requests for access to BBI-TAITE records will be dealt with in accordance with the relevant procedures. Where they are not provided for in the procedures, requests will be subject to the approval of the Executive Team.

### **Records Disposal**

Records will be retained for the minimum retention timeframe as specified in the general and disposal authorities issued by the State Records Authority of NSW. Additional retention timeframes may apply to satisfy BBI-TAITE's administrative, legal or financial needs.

BBI-TAITE records must not be destroyed except in accordance with the Records Management Policy and all records destruction methods will be appropriately confidential, secure and permanent.

### **Student Records Management**

BBI-TAITE maintains proper records of student information by storing all information at the registered business office, either physically or electronically. All student records and files are managed by the Student Service Team/Registry. The Team are responsible for ensuring their safety, accuracy and orderliness, and protecting the privacy of all personal information kept therein. Electronic storage is password protected and hard copy information is filed securely.

There must only be one file for each student of BBI-TAITE. These files are kept in a secure location and can only be accessed by authorised personnel. That is, relevant BBI-TAITE academic and administrative staff. Student files are not to be removed from BBI's registered business office.

Within one year of graduating, a physical student file may be transferred to a fireproof Archive location.

### **Staff Records Management**

Upon commencement of employment with BBI-TAITE, an employee file will be created for every staff member. All staff files shall be maintained in a secure location until they are disposed. Any documents relating to the employment of a staff member must be forwarded to Human Resources as the responsible office for maintaining a complete and accurate record relating to an individual's employment.

An employee's file will normally include the following information as a minimum:

- resume
- letter of offer and job application details
- employment contract
- certified copies of qualifications (if applicable)
- emergency contact information
- personal contact information
- personal banking details
- superannuation details
- variations to the employment contract
- general correspondence regarding changes to employment terms or personal details
- medical certificates
- any applications for promotions
- records of any formal disciplinary warnings or disciplinary actions, probation and performance reports
- staff review documentation

#### *Access to Information*

Staff members have a right to access information held on their file subject to the requirement that an employee is not permitted to request to see another employee's records, unless authorised by the nominated Officer.

### *Use of employee information*

BBI-TAITE is committed to ensuring that the privacy of the information contained in employee records is protected. Employee information may only be used for the purpose of employment. Providing employee information to another person or organisation without the employee's authorisation is prohibited, except where required by Australian law.

## **6 KEY RELATED DOCUMENTS**

- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998
- Fair work Act
- Educational Services (Post Secondary Education) Award 2010
- Privacy Policy
- Financial Management Policy
- Business Continuity Plan
- Records Management System

## **7 NOTES**

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Director Student Services and Operations / Student Administration Team
Approval Authority / Authorities	Executive Team / Audit and Risk Committee
Date Approved	13/10/2016
Date of Commencement	13/10/2016
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	<b>REVIEWED 20/02/2019</b> 20/02/2019 – BBI change to BBI-TAITE, include reference to both physical and electronic files.
Key Stakeholders	All staff and students