

### Recordkeeping Responsibilities of Heads of Department and CEOs

*Heads of Department and CEOs of Government Agencies have specific responsibilities for records management under the Public Records Act 1973. This Fact Sheet gives an overview of these responsibilities.*

#### What must a CEO do under the Public Records Act?

Under Section 13 of the Public Records Act 1973, the Head of a Department or Government Agency:

- must ensure that full and accurate records of the business of that office are made; and
- is responsible for the establishment of a program of records management within the office in accordance with Standards set by the Keeper of Public Records.

#### What are public records?

A Public Record is all information created, sent and received by a Victorian public sector employee in the course of carrying out the business of the agency including electronic documents, emails, websites, audio-visual records, databases and system-generated records, as well as physical documents and files.

#### What must CEOs do to manage records?

In order to fulfil these legislative obligations the Head of an agency must establish an ongoing organisation-wide records management program which is appropriate to the organisation's business needs, organisational culture, legislative and technological environment and exposure to risk.

#### What must a Records Management Program do?

A records management program must:

**Be adequately funded, resourced and staffed** by appropriately qualified and experienced staff.

**Be subject to effective governance** structures and processes.

**Be situated within an organisational area** and at a level which facilitates the forming of strategic relationships e.g. with IT, Risk Management, Information Management, Policy & Strategy, Legal and FOI.

**Be given an organisational mandate** to set and enforce policies and procedures to ensure the proper creation, management, protection and disposal of records in all formats.

**Incorporate records management strategies** into agency-wide planning.

**Include records management policy** which is endorsed at executive management level and communicated and implemented across the organisation.

**Include regular assessment** against PROV Standards and organisational policies, with results reported to the executive management level.

**Systematically address areas of non-compliance** through improvement programs supported at the executive management level.

**Develop and deliver communications and training** to ensure that staff at all levels understand their recordkeeping obligations, policies and processes.

#### Further Resources

For further information on recordkeeping responsibilities in the Victorian Government, please access the free PROV Recordkeeping Standards e-Learning course.

Fact Sheets are designed to give a brief overview of a key records management concept. For more information on records management topics see [www.prov.vic.gov.au](http://www.prov.vic.gov.au).

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