

## Recordkeeping Responsibilities for Public Sector Employees

*All Victorian public sector employees and Government Agencies must comply with mandatory Standards and Specifications, established under the authority of the Public Records Act 1973, for managing the records they create and receive in their work.*

### Who are Victorian public sector employees?

Victorian public sector employees include all staff working for Government agencies. This includes those employed on fixed term contracts and under casual or contractor arrangements.

### What are public records?

A Public Record is all information created, sent and received by a 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 public sector employees do?

To comply with mandatory requirements, all public sector employees must:

**Create full and accurate records** of all their work-related decisions and activities.

**Ensure records include information that will allow others to easily understand** when, how, where, why and by whose authority actions took place and decisions were made.

**Consider recordkeeping requirements** when planning initiatives, projects and activities, and assign responsibility to team members for creating and managing the resulting records.

**Ensure records are captured** in accordance with organisational policies and processes (e.g. by saving to the corporate electronic document management or other business system or by printing and placing in the corporate file).

**Ensure safety and security of records** and the information they contain.

**Consider the sensitivity of the information** contained in records and ensure that records with personal, sensitive or confidential information are only accessible by authorised staff with a "need to know".

**Only release records when authorised** to do so (e.g. through photocopying or email dissemination).

**Only destroy records when authorised** to ensure the records they create and receive are retained in an accessible format for as long as required (destruction and retention times for different record types should be set down in approved Retention & Disposal Authorities – check with the records management area).

**Familiarise themselves with organisational recordkeeping policies** and practices and follow these. Where possible, take responsibility for improving records management practices in the workplace.

### 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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