

Summary report (test)

Pennydale Council

Council – Metropolitan
 100-199 full-time staff
 2 dedicated record management staff

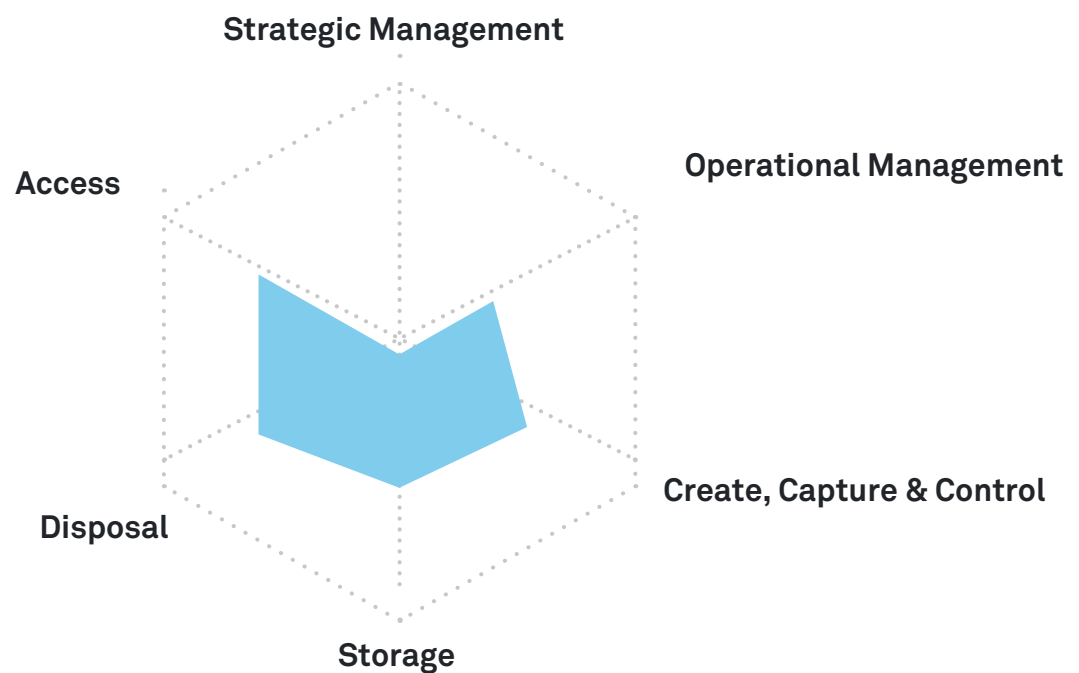
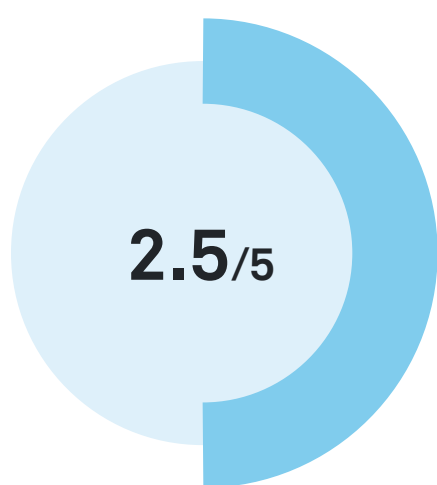
Assessment: System
System name: Facilities
Purpose of system: Facilities management covering all Pennydale assets including structures, parks, plant and ...

Assessment completed by:
Name: Peter
Role: RM
Phone:
Submitted: 5 Oct 2020

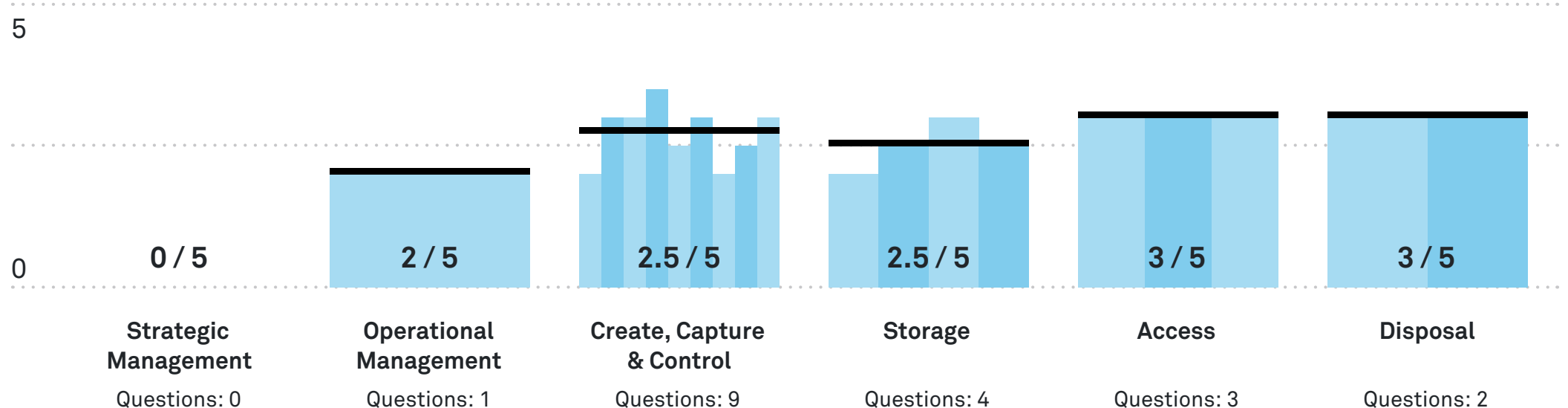
Overview

Overall rating:

This assessment has covered the high level recordkeeping requirements as they relate to the scope selected. It is not a definitive evaluation of your organisation’s performance but should be used as an aid in identifying gaps in your management of public records. The assessment, and your plans for action, provide a form of evidence that you have reviewed your management of public records, and you have continuous improvement processes in place.

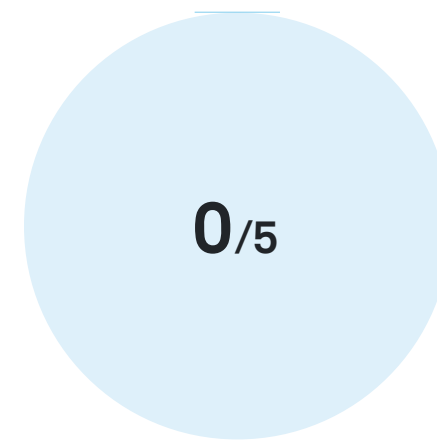


Section ratings



Strategic Management

This section assessed practices against requirements for the establishment, governance and strategic management of the records management program.



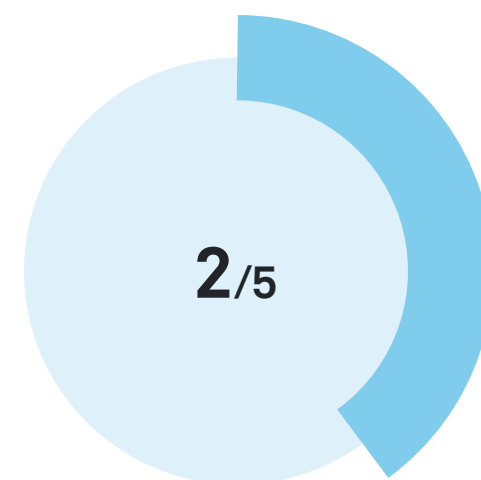
Ratings by question

0

5

Operational Management

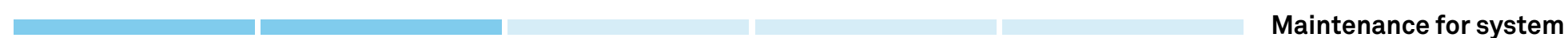
This section assessed practices for the effective management of day to day operations and processes.



Ratings by question

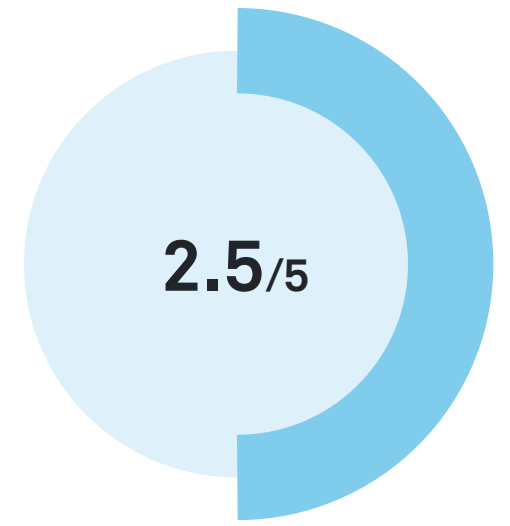
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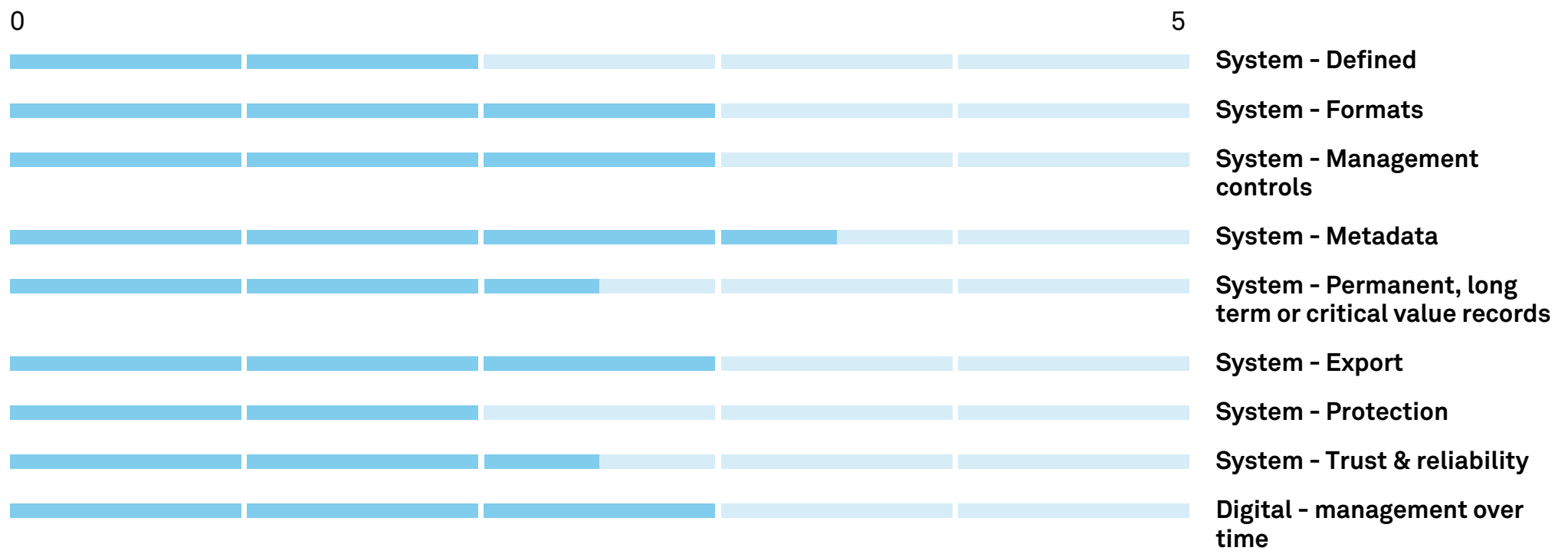


Create, Capture & Control

This section assessed practices in relation to creating, capturing and controlling records. This included assessing whether the appropriate mechanisms and controls are in place so that records will meet current and future needs.

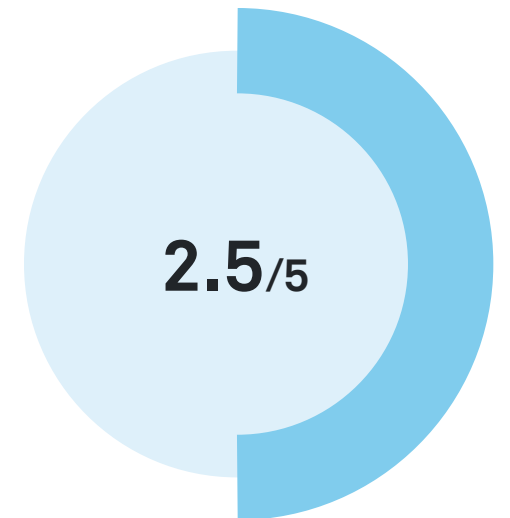


Ratings by question

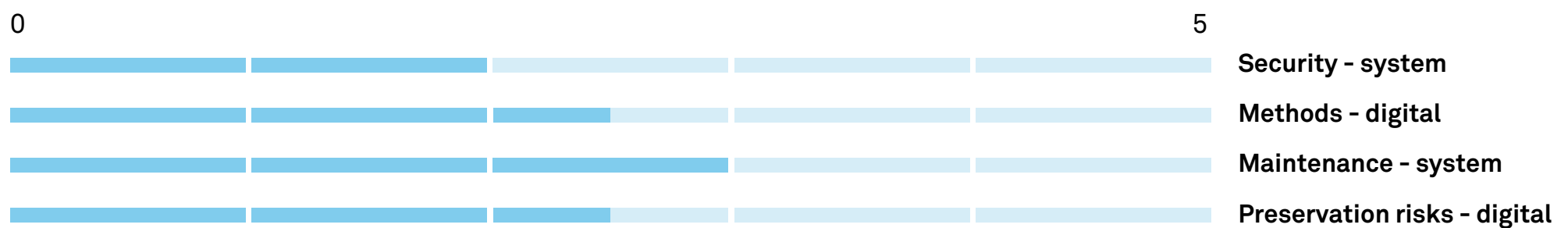


Storage

This section assessed the arrangements and methods for storing records so that they are protected and can be used for authorised purposes for as long as they must be retained.

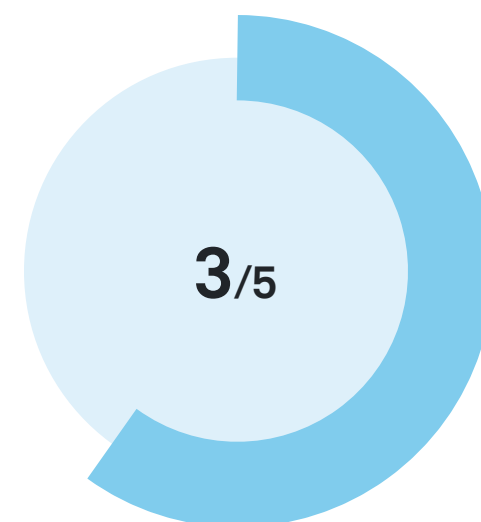


Ratings by question

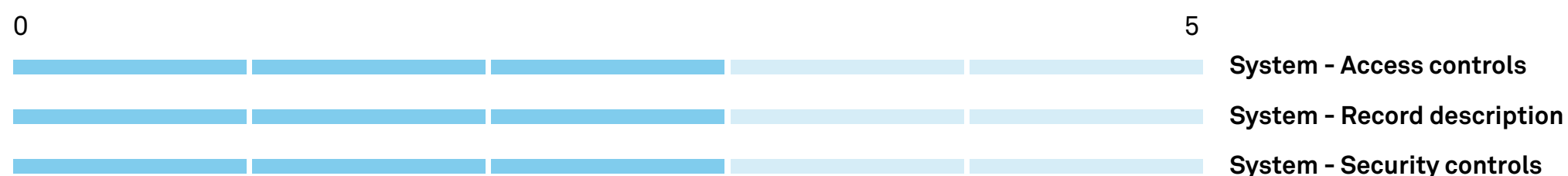


Access

This section assessed the arrangements for ensuring records are made accessible for authorised purposes, in line with relevant legislative, regulatory and policy requirements.

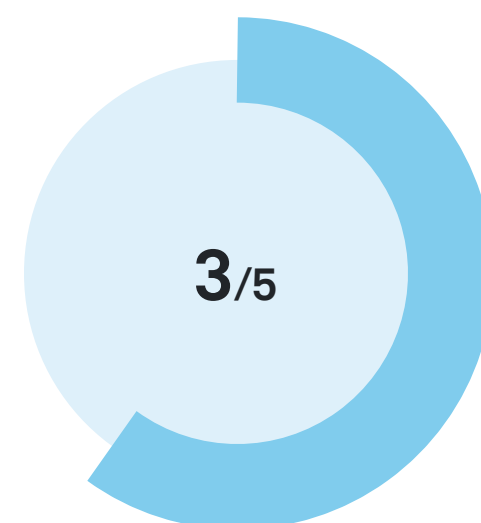


Ratings by question

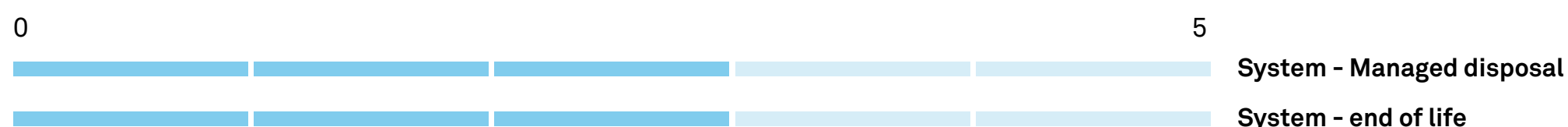


Disposal

This section assessed whether the disposal of records is being carried out in a lawful and efficient manner, as part of a planned program.



Ratings by question



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