

Records Management Policy

Wodonga Institute of TAFE will develop, implement and keep under review Records Management Procedures.

These will be based on the following principles.

- Managing the records continuum, from the design of a record-keeping system to the end of the record's existence.
- Providing a service to meet the needs, and protect the interests, of this organisation and its clients.
- Capturing complete, accurate, reliable and useable documentation of this organisation's activities to meet legal, evidential and accountability requirements.
- Managing records as an asset and information resource rather than a liability.
- Promoting efficiency and economy, both in the management of records and in the organisation's activities as a whole, through sound record-keeping practices.

The General Manager – Finance & Resources is the nominated authority responsible for compliance to external record-keeping standards, which includes legislative requirements, and will be responsible for internal practices

Michael O'Loughlin
CEO

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