Records Management Policy Framework for *Public Records Act 2023*

From 1 April 2027

REGULATION MAKING POWERS

Under s90 *PR Act 2023*

Public Records Regulation

Governor-in-Council approves standards by regulation: s8(2), s8(3), s17(5), s40 and s46(2) – *No current regulations*

STANDARDS (MUST)

State Archivist - Made under s46(1)(a) *PR Act*

Public authorities - Must comply under s12(a) *PR Act 2023*

Mandatory standards set the minimum records management requirements that public authorities must meet – *No current standards*

POLICIES (MUST HAVE REGARD TO)

State Archivist - Made under s46(1)(b) *PR Act*

Public authorities - Must have regard to under s12(b) *PR Act 2023*

RM Policy: Make and Keep

1. Records management is supported at all levels of the business with appropriate governance frameworks
2. Make accurate public records of actions and decisions
3. Make accurate metadata about a public record
4. Keep a public record

RM Policy: Disposal

1. Disposal is underpinned by appraisal
2. Public records are retained for as long as they are required
3. Disposal is managed and documented
4. Disposal is complete and secure

Ministerial Records Policy (MRP) (Refreshed)

Translates the Records Management Policies into records management requirements for Ministerial records

These policies will replace the Records Governance Policy

Will replace current MRP

GUIDELINES (MAY)

State Archivist - Made under s46(1)(c) *PR Act 2023*

Public authorities – May have regard to under s12(c) *PR Act 2023*

Issued to support standards or policies and provide further information which may assist public authorities to implement standards or policies and encourage good practices

ADVICE

Given under s44(f) *PR Act 2023*

General records management advice on making and managing public records
For example: providing information to public authorities on emerging records management issues such as AI, vulnerable Persons, Building Information Modelling, source records