



RECORDKEEPING MATTERS:

THE WHAT & WHY FOR CHIEF EXECUTIVE OFFICERS

Ensure my organisation:	What's in it for my organisation?	
<p>Makes and keeps records</p> <ul style="list-style-type: none"> • Ensure full and accurate records are created that document business decisions and activities • Have regard to QSA policies, standards and guidelines. • Ensure the safe custody and preservation of records • Allocate resources for recordkeeping systems, including people and technology. • Ensure records are available, able to be produced and managed appropriately. <p>Does not dispose of records unlawfully</p> <ul style="list-style-type: none"> • Support and endorse the disposal of records when no longer needed for business purposes in accordance with authorisations issued by Queensland State Archives. 	<p>Records support:</p> <ul style="list-style-type: none"> • Good governance and public administration by: • Informing sound and consistent policy and business decisions • Protecting the interests of the government and your agency • Providing evidence of actions and decisions • Supporting the principles of open data • Creating trusted information that builds the reputation of your agency • Maintaining the corporate memory of your agency • Aiding research and development activities • Protecting the rights of employees and citizens • Enabling the review of processes and actions • Promoting effective and efficient service delivery to improve client outcomes • Providing an opportunity to demonstrate and measure performance and success • Driving collaboration and communication 	<p>Good recordkeeping:</p> <p>Saves money through improved efficiencies:</p> <ul style="list-style-type: none"> • Information can be found when required • Enables information sharing • Records are kept only for as long as required <p>Helps meet legislative and reporting obligations such as:</p> <ul style="list-style-type: none"> • <i>Financial Accountability Act 2009</i> • <i>Public Service Act 2008</i> • <i>Right to Information Act 2009</i> • <i>Workplace Health and Safety Act 2011</i>