

DELEGATION OF RECORDKEEPING RESPONSIBILITIES

A guide for CEOs

The CEO can delegate recordkeeping responsibilities. Here's what you can delegate, to whom and how.

Destruction

- can delegate authorisation to **endorse the destruction** of records
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- can be made to an **appropriate position** or to a **named officer**
- can be to an **appropriate position within a service provider** if the service provider manages records on your behalf
- you do not need to inform us if you have chosen to delegate responsibilities around the destruction or transfer of records

Transfer

- can delegate authorisation to **transfer permanent records** to QSA
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- can be made to an **appropriate position** or to a **named officer**
- can be to an **appropriate position within a service provider** if the service provider manages records on your behalf
- you **do not need to inform us** if you have chosen to delegate responsibilities around the **destruction** or **transfer** of records

Restrict Access

- can delegate **authorisation to set or change restricted access periods**
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- **must be to a position** within your agency rather than a named officer
- can be to an **appropriate position within a service provider** if the service provider manages records on your behalf
- you must **let us know** through an delegation of authority (records access) form
- an delegation of authority (records access) form is **needed for each person authorised by your agency**

Authorise Access

- can delegate authorisation to **approve authorised access** to any closed records of your agency
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- **must be to a position** within your agency rather than a named officer
- can be to an appropriate position within a service provider if the service provider manages records on your behalf
- you must **let us know** through an delegation of authority (records access) form
- an delegation of authority (records access) form is **needed for each position authorised by your agency**