

SAMPLE LEGISLATIVE MAPPING

Public Records Act 2002

Based on reprint No. 2B (as in force on 1 July 2012)

NOTE: For help in completing this template, consult [Identifying legislative recordkeeping requirements](#) and [How to complete a legislative mapping template](#).

Section	Description	Recordkeeping requirements	Covered by record class
Part 1	Preliminary		
1	Short title	N/A	N/A
2	Commencement	N/A	N/A
3	Purposes	N/A	N/A
4	Definitions	N/A	N/A
5	Act binds the State	N/A	N/A
Part 2	Public records		
Division 1	Preliminary		
6	What is a public record	N/A	N/A
Division 2	Making, managing, keeping and preserving public records		
7	Making and keeping of public records	A public authority must make and keep full and accurate records of its activities; and have regard to any relevant policy, standards and guidelines made by the archivist about the making and keeping of public records.	N/A
8	Custody and preservation of public records	An arrangement between a public authority and another person for the person to have custody of a record of the public authority must include arrangements for the safe keeping, proper preservation and return of	GRDS 1004

Section	Description	Recordkeeping requirements	Covered by record class
		the record.	
9	Ownerships of public records	N/A	N/A
10	Public records more than 25 years old	If a public record in a public authority's possession is more than 25 years old, the public authority must give written notice of the record's existence to the archivist and if the public authority no longer needs the record to be readily available in its own custody, may, if authorised by the archivist, give the record to the archives.	
11	Transfer of other public records to archives	If a public authority no longer needs a public record to be readily available in its own custody, it may, if authorised by the archivist, give the record to the archives.	GRDS 1281
12	Special protection of public records over 30 years old	N/A	N/A
13	Disposal of public records	A person must not dispose of a public record unless the record is disposed of under an authority given by the archivist or other legal authority, justification or excuse.	
14	Public authority must ensure particular records remain accessible	N/A	N/A