

Introduction

The Inspiring Brighter Futures Foundation (IBFF) is committed to meeting its record keeping obligations to make and keep full and accurate records under the Public Records Act, 2002 (QLD).

Purpose

Policy aims to ensure:

Accountability and increased efficiency including reducing time spent finding records and enhancing information sharing within the agency, where possible.

- Compliance with legislative, administrative and business requirements.
- Consistent application of the principles within relevant information standards.
- That all employees are aware of their record keeping responsibilities.

Statement

IBFF will implement appropriate strategies, processes, applications and tools to ensure record of business activities are made, captured and kept for as long as required.

Legislation

Under the Public Records Act 2002, IBFF is required to make full and accurate records of all its activities. Full and accurate records are those records that provide reliable, complete and authentic evidence of business activities and decisions.

Vision

IBFF's information vision is that:

Information is valued and treated as a strategic asset enabling all business functions and outcomes with an emphasis on working digitally regardless of the original information format.

Objectives

- Full and accurate records must be created and maintained for as long as required for legislative, business and accountability purposes.
- Records must be captured in an approved record keeping system.
- Records must only be disposed of with authorisation of the Director-General or delegated position.

Scope

For the purpose of this policy, a record is,

"Any recorded information created or received by an organisation in the course of their business or conduct of their affairs. A record provides evidence of activities. This is irrespective of the technology or medium used to generate, capture, manage, preserve and access those records". Public Records Act, 2002

The policy covers public records created, commissioned, received IBFF or which IBFF has a legislative responsibility.

This policy applies to all IBFF employees, volunteers, directors, and contractors.

Roles and responsibilities

A summary of the roles and responsibilities of IBFF in relation to the management of records.

The CEO and Operations Manager are responsible for:

- Ensuring IBFF makes and keeps full and accurate records of business activities.

Records / Information Management is responsible for:

- Managing record keeping activities to ensure compliance with legislative and best practice requirements.
- Developing and implementing a record keeping program for IBFF, including development of a record keeping framework and disposal program.
- Developing and implementing record keeping training and awareness programs.
- Undertaking disaster preparedness to ensure identification and management of vital records.

Managers are responsible for:

- Ensuring employees under their supervision are aware of their record keeping responsibilities and undertake training to ensure records are created and managed appropriately.
- Ensuring that their business area captures records in an appropriate application.
- Ensuring that their business area complies with this policy

Employees are responsible for:

- Creating records of their business activities.
- Capturing records in an appropriate application.
- Ensuring records are kept for the required retention period in accordance with an authorised retention and disposal schedule.
- Securing records from unauthorised access.
- Complying with this policy.