



# **Records and Information Management Policy**

## **About this policy**

This policy identifies how LPAB will meet its obligations under the State Records Act 1998 (NSW) and how it will manage its records, information and data and manage the risk in relation to that.

## Scope

1. This policy applies to all of LPAB, its committees, sub-committees, employees, and contractors.

## Purpose

2. This policy identifies how LPAB will meet its obligations under the State Records Act 1998 (NSW) and how it will manage its records, information and data and manage the risk in relation to that.

## Definitions

3. In this policy:
  - **Chief Executive** means the Executive Officer appointed by LPAB
  - **DCJ** means the Department of Communities and Justice
  - **LPAB** means the Legal Profession Admission Board
  - **Business Unit Heads** means the officers employed by LPAB to report to the Chief Executive and manage and oversee the areas under their control
  - **Senior responsible officer** is the individual within an agency who has strategic and managerial responsibility for records and information management.
  - **Shared services** means any written or informal agreement with DCJ as to how services between DCJ and LPAB will be shared.

## Principles

4. LPAB is required to establish and maintain a records management program.
5. In designing and managing any such program, LPAB will satisfy the requirements of the State Records Act and any standards set out thereunder.
6. Systems should ensure that activities undertaken by LPAB are properly recorded, managed and stored.
7. Processes should be in place to dispose of records in accordance with legislative requirements and disposal schedules approved by NSW State Records.
8. Where LPAB shares services with DCJ, the relevant DCJ policy in relation to Records Management will apply to services managed by DCJ.

## Responsibilities

9. LPAB is the accountable authority for records management. It sets the policy for records management in LPAB.

10. The Board of LPAB delegates to the Chief Executive the day to day responsibility for records management in LPAB.
11. The Chief Executive is responsible for advising the Board on policy and procedures relating to recordkeeping and for bringing to the Board's attention any significant deficiencies and risks.
12. The Chief Executive is responsible for establishing and ensuring that there are adequate controls in place.
13. The Chief Executive is the senior responsible officer. The Chief Executive may appoint a suitable employee of the Office of the Board to be the senior responsible officer.
14. Business Unit Heads are responsible for overseeing controls and ensuring that areas under their control comply with this policy and relevant record keeping legislative requirements and policies.
15. All staff are required to follow this policy, make, keep and store records of business activities in which they engage.

## Review

16. This policy will be reviewed every three years, or sooner if required by law, internal or external audit, or by LPAB's Audit and Risk Committee.

## Document information

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## Document history

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(End)