



V I C T O R I A

AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.

ADMINISTRATIVE BRANCH POLICY STATEMENT 3.07

ADAVB RECORDS MANAGEMENT POLICY

PURPOSE

To establish a framework for the management of records within the Branch.

POLICY STATEMENT

The records of the Branch are its corporate memory and are a vital asset for ongoing operations and providing evidence of Branch activities and transactions.

The Branch is committed to establishing and maintaining the best recordkeeping systems and practices to ensure protection of accurate and reliable records in order to meet business needs, accountability requirements and stakeholder expectation.

The Branch recognises its regulatory requirements as an Incorporated Association and is committed to the principles and practices set out in the Australian Standard for Records Management (AS ISO 15489).

The Branch recognises the need for records with appropriate evidential characteristics in accordance with its obligations under the following legislation:

- Associations Incorporation Reform Act 2012
- Privacy Act 1988
- Taxation Legislation
- Evidence Act 2008

SCOPE

This policy applies to any record in any format, created, received, or maintained by Branch staff in the course of carrying out their duties. All staff, consultants, and contractors performing work on behalf of the ADAVB must comply with the procedures issued in accordance with this policy.

POLICY CONTEXT

The ADAVB's recordkeeping policies and practices are integrated with the Association's broader information and knowledge management regime.

RECORDS MANAGEMENT SYSTEM

The Branch uses a centralised electronic Records Management System (RMS) for the capture and management of electronic and hardcopy documents created, stored and utilized by the Branch.

The RMS manages the:

- creation or capture of records within the recordkeeping system,

- storage of records,
- protection of record integrity and authenticity,
- security of records,
- access to records; and
- disposal of records in accordance with an approved Records Disposal Schedule.

While the RMS constitutes the preferred primary recordkeeping system for all administrative records, other Branch databases or systems operate outside the RMS. These include the membership database, website, and the accounting system.

All staff who create, receive, and keep records (including electronic documents) as part of their daily work, should do so in accordance with the ADAVB's *Records Management Guidelines*. Staff should not undertake the disposal of records from any recordkeeping system without referring to the Branch's *Records Disposal Schedule & Guidelines*.

RESPONSIBILITIES

Chief Executive Officer (CEO)

The CEO has overall responsibility for ensuring that records are managed responsibly within the Branch.

Senior Administration Officer (SAA)

The SAA is responsible for coordinating transportation of hard copy records that can no longer be stored onsite or do not need to be accessed to a storage facility.

Managers

Managers are responsible for ensuring compliance with the policy in their team.

Staff

All staff are responsible for creating and maintaining accurate and complete records of their work activities.

GLOSSARY

Disposal

Process of eliminating or deleting records, beyond any possible reconstruction.

Records

Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business.

Records Management

Responsibility for the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Records System

Information system which captures, manages and provides access to records through time.

REFERENCES

AS ISO 15489 Part 1 – 2002 Records Management – Part 1: General
AS ISO 15489 Part 2 – 2002 Records Management – Part 2: Guidelines

OTHER RELEVANT DOCUMENTS

ADAVB Records Management Guidelines
ADAVB Records Disposal Schedule and Guidelines

Enquiries/Contact Person:

Contact the CEO with any questions regarding interpretation or application of this policy.

Branch Policy Statement Number	3.07
Adopted by Council	18 October 2010
Reviewed by Constitution & Policy Committee	22 October 2013 14 March 2023
Amended by Council	24 March 2014
Amended by Policy & Research Manager	6/7/20
Relevant Rules	
Relevant By-Laws	