



Healesville Community Renewable Energy Inc

Governance04 - Records Management

Policy Id	Governance04	Version	1.1
Policy Type	Governance	Subject	Records Management
Approved	May 2020	Scheduled review	May 2023

1 Introduction

The Records Management policy describes the framework of Healesville CoRE's management of data and information, that is part of its internal, community and ongoing operations. It provides guidelines on how the organisation's record of activities and deliverables are stored and made accessible.

2 Purpose

The purpose of the Records Management Policy is to communicate to all Healesville CoRE members that we have a consistent approach for keeping documents and records. A document consists of written information that helps participants run a business. A document can be deemed to be a record. A record is created when something is done and it is evidence of a past event or deliverable (Ref: ISO 9001 2015).

Records Management enables the Central Committee and other authorised members to achieve information accessibility and meet obligations for accountability to authorities and businesses such as government bodies and sponsor institutions. It provides evidence of actions, decisions and precedents for future decision making. It promotes reliability of information retention for the organisation, when there is a change of responsible people in various business roles.

3 Policy

This policy is primarily guidelines and protocol for storage of electronic documents and records.

With regards to paper documentation, Healesville CoRE should ensure that all paper documents that are deemed as records, are scanned and kept electronically as well as being stored securely in a physical repository to avoid possible theft, misuse or inappropriate access. This responsibility extends to storing the documents and records in a concise location that can be recognised as a repository of Healesville CoRE records. The identity of the storage location for paper documents and records is itself to be documented in a file to be maintained on the Healesville CoRE G-Suite drive and minuted at a meeting of the Central Committee. The Secretary shall be responsible for maintaining this file. This will assist sharing of information and role responsibility handover if and when necessary.

3.1 Creation

Healesville CoRE is committed to the appropriate storage of all electronic documents and records in a centralised and secure data storage area that can be accessed by those with appropriate authority.

Healesville CoRE should ensure electronic folders and documents that are deemed as records, are kept manageable. This responsibility extends to following the correct naming and storage procedures of electronic folders and records on the Healesville CoRE G-Suite drive. Further information on naming standards and storage procedures is described in the [Healesville CoRE G-Suite Framework](#) document. This action facilitates access by other Healesville CoRE members who would like these records for information or for quick access to organisation memory on decisions made.

In order to effectively control different versions of documents, version control should be used for documents which are likely to be in various stages of development before the final version is complete. The **Healesville CoRE G-Suite Framework** document must be referenced to consistently manage the naming standards of electronic folders and the documents they contain.

3.2 Retention

Healesville CoRE's electronic documentation is stored on hosted G-Suite data storage locations.

To ensure the security of records, and to allow access by other staff, local drives, portable storage devices such as USB sticks, external hard drives, CDs and DVDs should not be used for the prime storage of electronic records.

It is important to establish and maintain a regular backup procedure of all the files deemed as organisation records. Google stores subscriber data (email, documents, spreadsheets, etc.) in small pieces. Each of those pieces is copied several times and stored in multiple geographic locations.

3.3 Retrieval

Access to Healesville CoRE centrally stored electronic records must be able to be restricted if required. Each Subfolder of the Healesville CoRE G-Suite model has a Healesville CoRE nominated person who is responsible for access restriction if necessary. This detail is described in the **Healesville CoRE G-Suite Framework** document.

Confidential electronic documents and folders should not be secured by passwords as they can be forgotten or lost. Passwords on documents also block virus scanning. Confidential electronic documents and folders may be secured by closed group permissions

Records created, received or used by the Healesville CoRE business in the normal course of business are the property of Healesville CoRE, unless otherwise agreed. This includes reports compiled by external consultants commissioned by Healesville CoRE

3.4 Disposal

The official disposal or destruction of any records relating to Healesville CoRE's prime functions, activities, contracts and responsibilities including financial and personnel records must be approved by the Central Committee in the first instance.

Archiving of records shall be conducted in line with good management practice as described in Communications04, Archiving and Email Retention Policy.

4 Related Documents

Communications01 – Confidentiality

Communications04 - Archiving and Email Retention

Management03 - RACI Matrix

Healesville CoRE G-Suite Framework