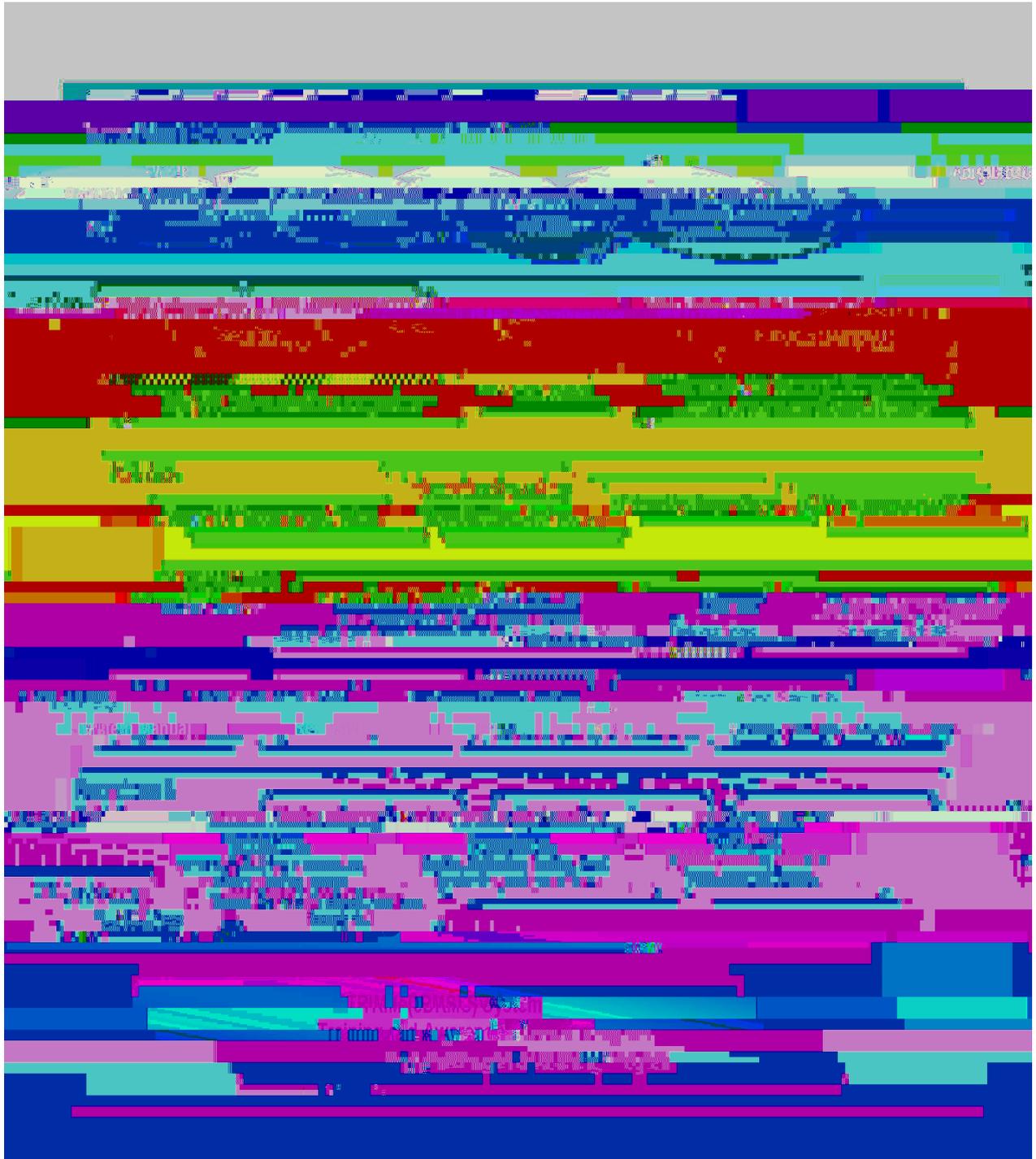


Records Management Framework

- improved compliance with legislative and statutory requirements and in particular the [Public Records Act 2002 \(Qld\)](#), the [Right to Information Act 2009 \(Qld\)](#) and the [Information Privacy Act 2009 \(Qld\)](#); and
- preservation of the University's corporate memory and cultural collections to enrich the community.

The University has developed and will continue to develop and review a framework for managing and using its records and corporate information in order to achieve the above.

Framework Diagram and Description



Some of the principles in these standards are mandated and therefore place a compliance obligation on the University.

Relevant to records management are:

- *IS18: Information Security* – this standard focuses on establishing a set of principles to protect the confidentiality, integrity and availability of information through appropriate physical, electronic and human security controls.
- *IS31: Retention and Disposal of Public Records* – this standard sets out the rules under which the disposal of records may occur. The term 'disposal' includes: keeping all or part of a record for a period of time; destroying, deleting or migrating a record or part of a record, and abandoning, transferring, donating or selling a record or part of a record. There are significant fines that can be imposed for unauthorised disposal of records.
- *IS40: Recordkeeping* – is the overarching standard for recordkeeping in Queensland. All public authorities are required to comply with the 7 principles specified

- *Records Management Policy*
- [Right to Information Policy](#)
- [Information Privacy Policy](#)
- Information Security Policy

Records Management tools support the implementation of recordkeeping policies and provide consistency of practice. These tools include:

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Application forms and further information on recordkeeping matters may be obtained from:
Corporate Information and E-Records Section, JCU, Townsville Qld 4811.
E: corporateinformation@jcu.edu.au

Approval Details

Policy sponsor: Director, Governance & Corporate Services