

Checklist: Are you a recordkeeping guru?

The following checklist summarises the recordkeeping responsibilities of supervisors and managers outlined in the [State Records NSW](#) online module *Recordkeeping and you: supervisors and managers*.

If you undertake the majority of these tasks, CONGRATULATIONS! You are a recordkeeping guru.

Questions	Yes	No
Recordkeeping requirements		
1. Have you identified the recordkeeping requirements that apply to the business that your team conducts? (Note: Your records manager can assist you to identify these). 2. Have you incorporated recordkeeping requirements into the current business rules and procedures for your team?		
Security of sensitive information		
3. Have you identified records created or received by your team that may be sensitive? 4. Are arrangements in place to ensure any sensitive information is secure (in accordance with organisational requirements)?		
Promote records management policy and procedures		
5. Do you understand and follow the organisation's records management policy and related procedures/business rules? 6. Do you promote the organisation's records management policy and related procedures/business rules to your team? 7. Do you have mechanisms in place to check that your team is following the organisation's records management policy and related procedures/business rules?		

Questions	Yes	No
Training and guidance		
8. Does your team have appropriate training to meet their responsibilities for recordkeeping?		
Support for recordkeeping		
9. Do you give your team sufficient time and resources to meet their recordkeeping responsibilities? (e.g. time for creating, saving and organising their records)		
10. Do you consider and discuss recordkeeping requirements with your staff when projects are being established?		
11. If you deal with external contractors or consultants, do you make sure they are aware of their responsibilities regarding recordkeeping?		
12. Do you consider recordkeeping functionality when you are proposing, purchasing, developing or upgrading new business systems?		
13. Have you included good records management practices in position descriptions and performance agreements and assessments?		
Monitoring		
14. Do you monitor the compliance of your team with the organisation's records management policy and related procedures/business rules for recordkeeping?		
15. Do you ensure that exiting team members save records of their work, delete unnecessary documents and handover any remaining documentation to others?		
Recordkeeping considerations in contracts		
16. When entering into contracts with service providers, do you ensure that recordkeeping provisions are included?		
17. When entering into arrangements with service providers outside of NSW, have you ensured all requirements for recordkeeping have been assessed? (see State Records NSW, Storage of State records with service providers outside of NSW for details).		