

# WHY IS RECORDKEEPING IMPORTANT?

## KEY BENEFITS OF GOOD RECORDKEEPING





### Protect Your Minister & Yourself

Records are your proof that you have considered decisions and taken appropriate actions. Records become invaluable if you are questioned.



### Support Decision-making

Trustworthy and accessible records support informed decision-making. Good recordkeeping processes ensure that you can trust records.



### Protect Your Government

Good recordkeeping assists you to comply with relevant legislation and support your Government during legal or other challenges. Without records, the Government and clients are at risk.



### Commercial Advantage

Good recordkeeping saves the Government money through routine purging of non-critical information. Information that is organised and easily found, can be applied and re-purposed in beneficial ways. This brings enormous competitive advantages and adds value to your business.



### Increase Accountability

Accountability is one of four core NSW Public Sector values. Good recordkeeping underpins accountable and transparent Government, and allows the Government to be accountable to the community.



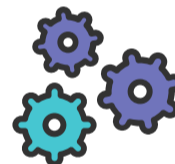
### Improve Security

Good recordkeeping involves the proactive identification of information security requirements, and the development of secure business systems so that the integrity of your records and information is protected at all time.



### Reduce Risk

Good recordkeeping prevents loss of crucial business data and information. Loss of records and data exposes you and the Government to significant risk.



### Increase Efficiency

A well functioning recordkeeping system increases efficiency of business processes such as data entry, record capture and retrieval.

## FURTHER INFORMATION



Visit our website for additional advice and resources



Our Future Proof blog has more information on digital recordkeeping



For more advice get in touch via email  
E: govrec@records.nsw.gov.au



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