



# Recordkeeping For Ministers Offices



## What is Recordkeeping?

### WHAT IS A STATE RECORD?

A State record is any record created, received and kept by any person in the course of exercising official functions of a public office.

### WHY ARE RECORDS IMPORTANT?

Records tell us **what**, **where** and **when** something was done or **why** a decision was made. They also tell us **who** was involved and under what authority.

### KEY BENEFITS OF RECORDKEEPING



#### Enable and Support Compliance

Good recordkeeping enables and assists you and your office to comply with relevant legislative and statutory requirements.



#### Support Decision-making

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



#### Protect the Government

Records are proof or evidence that you have considered decisions and taken appropriate actions. Records become invaluable for you and the 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.

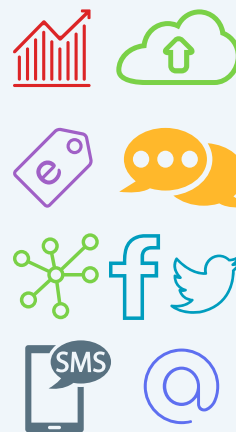


#### Reduce Risk

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

### A RECORD CAN BE ANY FORMAT

#### Digital



#### Physical





# Common Ministerial records

Ministers' offices need to retain records for certain periods of time to provide evidence of the business conducted or to meet legal or other obligations. Below are common Ministerial records required to be retained permanently as part of the State Archives Collection.



## Correspondence

Correspondence from members of the public or organisations, between government and Ministers on matters relating to the Minister's portfolio receiving further action. Includes briefing notes and other reports.



## Policy and Legislation

Records of development, implementation or review of government policy and legislation such as briefing notes. Includes records relating to the preparation of Cabinet submissions and supporting documentation.



## Diary and appointment books

Diaries and appointment books of the Premier and Ministers which have been used to record detailed information on meetings or appointments attended.



## Inquiry

Records relating to Committees, Royal Commissions or Commissions of Inquiry where the Minister has been a member, was required to give evidence or had any other association.



## Speeches and Media Releases

Final transcript of speeches or address, and presentation in their capacity as Minister or a government representative. Statements, circulars or newsletters issued by the Minister. Includes content and messages published via the Minister's social media accounts.



## Briefing notes

Briefing notes or papers maintained in the Premier's office and of other Ministers concerning portfolio specific or whole of government issues. Includes briefings prepared for parliamentary question time or for meetings with stakeholder groups.



# Your Responsibilities

Offices of New South Wales Government Ministers are 'public offices' as defined in section 3(1) of the *State Records Act 1998 (The Act)*. The *Act* establishes a number of responsibilities for every public sector organisation and employee. They can be summarised into 6 key points.

## Create Records Routinely



Records should be created as part of your daily routine. If the activity doesn't automatically create a record, then you must do so (e.g. minutes of meetings)

## Use Official Systems

Use official systems provided by the Department of Premier and Cabinet. Do not hoard records in your own private store/drive.



## Know Your Policy



Know your Office's recordkeeping policy. Every NSW Public Sector organisation is required to have one.

## Prevent Unauthorised Access

Records can contain personal and confidential information. Ensure records are kept secure and shared according to your Office's policies.



## Approved Destruction Only



Never destroy a record without approval. Consult relevant disposal authorities prior to destroying records.

## Treat With Care

Prevent loss and damage of records by storing physical records away from hazards and dampness. Store digital records with secure backups.

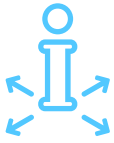


Click [www](#) for additional guidance on recordkeeping for Ministers' Offices.





## Useful Extras



### INFORMATION & RESOURCES

See our website for recordkeeping advice, guidance, and recordkeeping information.



### TRAINING & EDUCATION

We run regular recordkeeping courses, but in the mean time see our online training modules.



### NSW OMBUDSMAN

The *Good Conduct and Administrative Practice* (2017) publication, establishes detailed guidelines for proper recordkeeping practices.



### FAQ

A fantastic resource for those new to recordkeeping. It provides answers on many subjects.

## CONTACT US



Visit our website for additional advice and resources



Keep your finger on the pulse, follow us on social media



For more advice get in touch via email  
E: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)

[WWW.RECORDS.NSW.GOV.AU/RECORDKEEPING](http://WWW.RECORDS.NSW.GOV.AU/RECORDKEEPING)



State Archives  
& Records