

Information and Records Management Standard

HIGH-LEVEL SUMMARY OF REQUIREMENTS FROM THE *INFORMATION AND RECORDS MANAGEMENT STANDARD*

Develop, implement and maintain information and records management **policies and procedures**.

Assign, document and communicate information and records management **responsibilities**.

Develop **capability** to help your organisation meet its responsibilities.

Conduct **appraisal** to identify which records need to be created and/or captured and how long they need to be kept.

Ensure you create and/or capture accurate **information and records**, irrespective of format, that provide evidence of your business, and meet legal requirements and stakeholder expectations.

Use information and records management **systems** that are fit for purpose, ensuring records remain available for as long as needed.

Describe and arrange information and records adequately using **classification and metadata**.

Manage appropriate **access** to information and records.

Dispose of records accountably or formally transfer them.

CONTACT US

Office of the State Archivist | www.informationstrategy.tas.gov.au | osa@education.tas.gov.au | 03 6165 5581

This document is part of the *Tasmanian Government Information Management Framework*. It is a summary of the *Information and Records Management Standard*.



License URL: www.creativecommons.org/licenses/by/4.0/legalcode
Please give attribution to: © State of Tasmania, 2020

Document Development History

Version	Date	Comments
1	17/11/2020	Authorised release