

## Compliance timetable for the Standard on records management

	From 2 March 2015	By 1 December 2015
<b>Principle 1:</b>  <b>Organisations take responsibility for records and information management.</b>	1.1 Corporate records and information management is directed by policy and strategy.	1.5 Responsibility for ensuring that records and information management is integrated into work processes, systems and services is allocated to business owners and business units.
	1.2 Records and information management is the responsibility of senior management who provide direction and support for records and information management in accordance with business requirements and relevant laws and regulations.	1.7 Records and information management responsibilities are identified in outsourced, cloud and similar service arrangements.
	1.3 Corporate responsibility for the oversight of records and information management is allocated to a designated individual (senior responsible officer).	
	1.4 Organisations have skilled records and information management staff or access to appropriate skills.	
	1.6 Staff and contractors understand the records management responsibilities of their role, the need to make and keep records, and are familiar with the relevant policies and procedures.	
	1.8 Records and information management is monitored and reviewed to ensure that it is performed, accountable and meets business needs.	
<b>Principle 2:</b>  <b>Records and information management support business</b>	2.1 Records and information required to meet short and long term needs are identified.	2.2 High risk and high value areas of business and the systems, records and information needed to support these business areas are identified.
	2.5 Records and information management is designed to safeguard records and information with long-term value.	2.3 Records and information management is a designed component of all systems and service environments where high risk and/or high value business is undertaken.

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	2.6 Records and information are sustained through system and service transitions by strategies and processes specifically designed to support business and accountability.	2.4 Records and information are managed across all operating environments.
<b>Principle 3: Records and information are well managed</b>	3.1 Records and information are routinely created and managed as part of normal business practice.	3.6 Records and information are kept for as long as they are needed for business, legal and accountability requirements.
	3.2 Records and information are reliable and trustworthy.	
	3.3 Records and information are identifiable, retrievable and accessible for as long as they are required.	
	3.4 Records and information are protected from unauthorised or unlawful access, destruction, loss, deletion or alteration.	
	3.5 Access to records and information is managed appropriately in accordance with legal and business requirements.	
	3.7 Records and information are systematically and accountably destroyed when legally appropriate to do so.	