**Records Management Training – Staff Comprehension Check**

What is a record?

**Q:** You are sent an email containing a very funny cartoon from you colleague Penny. Is the email a record?

**A:** It depends on the purpose of the email. If it is a cartoon sent as a cheer you up then it is not an agency record, however if the cartoon is a final proof from the publicity department requiring your OK before using in your latest EDRMS campaign, then yes it is.

Why do records matter?

**Q:** How does managing records and information well help you in your everyday work?

**Q:** How does managing records and information well help your clients?

What are your recordkeeping responsibilities?

**Q:** How are you helping to meet your recordkeeping responsibilities by attending today?

**Q:** What next steps do you need to take to ensure you meet your recordkeeping responsibilities in the future?

When should you make or keep a record?

**Q:** What questions do you need to ask yourself to determine if you should create a record?

**Q:** How would you plan to make a record of a telephone or face to face conversation?

**Q:** In your agency who is responsible for capturing email, the sender or the receiver?

Can you delete or destroy records?

**Q:** Other than the Public Records Act, what other legislation needs to be considered before destroying records?

**A:** Freedom of Information Act, Crimes (Document Destruction) Act, Evidence Act, Privacy Act.

**Q:** What are the three tools that can be legally used for determining the correct disposal of records?

**A:** Normal Administrative Practice (NAP), Retention & Disposal Authority (RDA) & Single Instance Disposal Authorities (SIDA)

What about access to records?

**Q:** What is the default access status for agency records?

**A:** Records should be accessible within your agency, unless access is restricted by either law or business requirement.

**Q:** Under what basis would your agency consider restricting or limiting access to its records?