***Note: This is a sample “Statement of Responsibility” template.***

***Modify for your agency and have appropriate management or legal review prior to use.***

# Records Management Statement of Responsibility Template

As an employee of **<agency name>**, I am fully committed to meeting my responsibility to comply with mandatory records management Standards and Specifications, established under the authority of the *Public Records Act* 1973.

I understand that my duties and responsibilities include the following:

1. **Create full and accurate records** of all my work-related decisions and activities.
2. **Ensure records include information that will allow others to easily understand** when, how, where, why and by whose authority actions took place and decisions were made.
3. **Consider recordkeeping requirements** when planning initiatives, projects and activities, and assign responsibility to team members for creating and managing the resulting records.
4. **Ensure records are captured** in accordance with agency policies and processes.
5. **Ensure safety and security of records** and the information they contain.
6. **Consider the sensitivity of the information** contained in records and ensure that records with personal, sensitive or confidential information are only accessible by authorised staff with a “need to know”.
7. **Only release records when authorised** to do so.
8. **Only destroy records when authorised** to ensure the records they create and receive are retained in an accessible format for as long as required.
9. **Familiarise myself with organisational recordkeeping policies** and practices and follow these. Where possible, take responsibility for improving records management practices in the workplace.

My signature below signifies that I have read and understand this statement, and that I agree to the terms stated above.

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Print Name Signature

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Date