

OFFICIAL



Office of the  
Legislative Assembly

# Records Management Program 2026

# Contents

<b>Version information</b>	<b>2</b>
<b>Principle Officer Authorisation</b>	<b>3</b>
<b>1. Introduction</b>	<b>4</b>
<b>2. Compliance with the <i>Territory Records Act 2002</i></b>	<b>4</b>
<b>3. Responsible Senior Manager</b>	<b>4</b>
<b>4. Relationship with the Director of Territory Records</b>	<b>4</b>
<b>5. Records management guiding principles</b>	<b>5</b>
Strategic framework for records, information and data (Strategy Principle)	5
Capability assessment and maturity development (	6
Creating and managing full and accurate records (Assess Principle)	6
Metadata management (Describe Principle)	6
Protecting records, information and data (Protect Principle)	7
Records disposal arrangements (Retain Principle)	7
Aboriginal or Torres Strait Islander Heritage	8
Public access to records, information and data (Access Principle)	8
<b>6. Implementation, compliance and reporting</b>	<b>9</b>
<b>7. Availability for public inspection</b>	<b>9</b>
<b>8. Review</b>	<b>9</b>

## Version information

Owner	Date and source of approval	Version and OLARIS #	Description of changes	Next review due
Office of the Legislative Assembly	June 2026, Clerk of the Legislative Assembly	V1 27/002787	The Office of the Legislative Assembly's Records Management Program as required under the <i>Territory Records Act 2002</i>	2030-31

## Principle Officer Authorisation

In accordance with the *Territory Records Act 2002* (the Act), and as Clerk of the Legislative Assembly, I:

- authorise this Records Management Program
- certify that this Records Management Program addresses all elements contained within section 16 of the *Territory Records Act 2002*
- certify that this Records Management Program meets all the requirements set out in the [Standard for Records and Information Governance](#) released by the Director of Territory Records.

This Records Management Program provides a framework to ensure the Office of the Legislative Assembly's (the Office's) records and information governance requirements are met.

The records, information and data management framework comprises of:

- [Territory Records Act 2002](#)
- [Standard for Records and Information Governance](#) released by the Director of Territory Records and its supporting Guidelines
- this Records Management Program (this document)
- records, information and data management:
  - [Records and Information Governance Policy 2026](#)
  - [Records, Information and Data Procedures 2026](#)
- [OLA Business System Register 2025](#) which contains the metadata for the information assets for the Records, Information and Data Architecture Register.
- [Records Business Continuity and Disaster Recovery Plan 2026](#)
- [OLARIS Support Documents](#) such as Help Cards, Cheat Sheets, Tips of the Month, File Management Plans and User Guides.

This Records Management Program and associated policies and information applies to the Office of the Legislative Assembly and its staff.

I authorise the appropriate resourcing of the Records Management Program, which includes the:

- promulgation of this Records Management Program and the associated framework to all staff, consultants, contractors, volunteers and outsourced providers
- appropriate management of records, information and data
- bi-annual assessment of records, information and data management capabilities; and

- planning for, and continual improvement of, records, information and data management capabilities.



Tom Duncan

Clerk of the Legislative Assembly

Date: 25 June 2026

## 1. Introduction

- 1.1. The [Territory Records Act 2002](#) (the Act), obliges the Clerk of the Legislative Assembly of the Australian Capital Territory to ensure that the Office of the Legislative Assembly (the Office) and its staff comply with the Act, through the development, approval and implementation of this Records Management Program (the Program)

## 2. Compliance with the *Territory Records Act 2002*

- 2.1. This Program addresses all elements set out in section 16 of the Act and meets the requirements set out in the [Standard for Records and Information Governance](#) released by the Director of Territory Records.

## 3. Responsible Senior Manager

- 3.1. The Executive Manager, Business Support is the Office's senior manager responsible for records, information and data management, including the implementation and regular review of this Program. A key responsibility includes ensuring all staff, consultants, contractors, volunteers and outsourced providers comply with the policy and procedures for records, information and data management.

## 4. Relationship with the Director of Territory Records

- 4.1. The Director of Territory Records oversees the administration of the Act, provides an advisory and compliance-monitoring service, may provide reports to relevant Minister's on records, information and data management capabilities, and issues notifiable instruments

(standards and disposal schedules) that relate to the management of records, information and data.

- 4.2. The [Records, Information and Data Procedures 2026](#) (the Procedures) outline the arrangements in place to liaise with the Directory of Territory Records for:
- examining the operations of the Program and compliance with the Act
  - advising on the outsourcing of any aspect of records, information and data management responsibilities
  - requesting assistance, advice and training in relation to records, information and data management
  - reporting on compliance with the Act, the Program, and records, information and data management capabilities; and
  - resolving disputes regarding compliance with the Act and the Program.
- 4.3. While the term ‘record’ has a specific meaning, in practice it can at times be difficult to distinguish between records and other types of information or data. Although the Act only applies to records, its principles can be applied to all Office information and data holdings.

## 5. Records management guiding principles

- 5.1. The seven guiding principles of the [Standard for Records and Information Governance](#) establishes the requirements for effective records, information and data management. It is designed to assist the Office to meet its legislative responsibilities in accordance with the Act. To achieve this, the following principles apply:

### Strategic framework for records, information and data (Strategy Principle)

- 5.2. The Office must establish strategic documentation to achieve a robust state of records, information and data management.
- 5.3. The documents will include:
- Records Management Program 2026 (this document)
  - [Records and Information Governance Policy 2026](#)
  - [Records, Information and Data Procedures 2026](#)
  - [OLA Business System Register 2025](#) (Records, Information and Data Architecture Register )<sup>1</sup>

---

<sup>1</sup> The Records, Information and Data Architecture Register is incorporated into the OLA Business System Register, and the relevant information can be extracted as needed.

- [Records Business Continuity and Disaster Recovery Plan 2026](#)
- [Vital Records Register 2026](#)
- [Section 28 Register 2026](#)
- [Missing Records Register 2026](#)

## Capability assessment and maturity development (Capability Principle)

- 5.4. The Office reports annually on the records, information and data management capabilities in the Office's annual report as defined by section 7B of the [Annual Reports Act 2004](#).
- 5.5. The Office's [Strategic Plan](#) requires us to think innovatively about how we communicate and the processes and systems we use to perform our work with a focus on integration, process improvement and efficiency across the organisation.

## Creating and managing full and accurate records (Assess Principle)

- 5.6. The Office works with The Territory Records Office (TRO) to develop records disposal schedules that identify the records the Office must create and capture to keep full and accurate records of its activities. The Office is committed to the development and management of records that are accountable, consistent, objective, comprehensive, contextualised and documented.
- 5.7. Requirements to create records of the Office's activities are contained in the following specific procedures:
  - [Records, Information and Data Procedures 2026](#)
  - [OLARIS Help Cards](#), [OLARIS Cheat Sheets](#), [Tip of the Months](#) and [User Guides](#); and [File Management Plans \(FMPs\)](#)
- 5.8. The business systems used by the Office are identified in the [OLA Business System Register 2025](#).

## Metadata management (Describe Principle)

- 5.9. The Office implements the recordkeeping metadata standards endorsed by the TRO. The Office uses the certified Business Classification based on the various disposal schedules to classify its records, information and data. Requirements on metadata capture when creating records are contained in the following procedures and tools:
  - [Records, Information and Data Procedures 2026](#)
  - [OLA Business System Register 2025](#)<sup>2</sup>

---

<sup>2</sup> The Records, Information and Data Architecture Register is incorporated into the OLA Business System Register, and the relevant information can be extracted as needed.

- [OLARIS Help Cards](#), [OLARIS Cheat Sheets](#), [Tip of the Months](#) and [User Guides](#); and
- [File Management Plans \(FMPs\)](#)

5.10. The Office will document metadata requirements for business systems that contain records which have been identified in systems, FMPs, manuals, data dictionaries and other systems documentation. This includes arrangements for the ongoing preservation and management of recordkeeping metadata.

## Protecting records, information and data (Protect Principle)

5.11. Arrangements are in place to protect records, information and data. This includes ensuring the continued access to records, information and data for as long as they are required to be kept in accordance with the Act (as defined by records disposal authorities). This includes the identification of endorsed locations for records storage, both in hard copy and digital form.

5.12. All consultants, contractors, volunteers and outsourced providers are required to provide any documentation in their custody to their Office liaison, or if they have OLARIS access to register any records themselves. All assets in their possession must be returned or managed in accordance with the Act, Office policy and contractual agreements.

5.13. Instructions to staff and others on how to protect the Office’s records, information and data are contained in the following documents:

- [Records, Information and Data Procedures 2026](#)
- [File Management Plans \(FMPs\)](#)
- [Records Business Continuity and Disaster Recovery Plan 2026](#)
- [Sensitivity Markings for Emails, Documents and Records](#)
- [OLARIS Help Cards](#), [OLARIS Cheat Sheets](#), [Tip of the Months](#) and [User Guides](#); and
- [Information Handling and Security Policy](#)

## Records disposal arrangements (Retain Principle)

5.14. All records disposal schedules as approved by the Director of Territory Records, are notified on the ACT Government Legislative Register.

5.15. The following disposal schedules are authorised for use in the Office:

Schedule Name	Date Effective	Instrument No.
Arts and Cultural Development	18 June 2004	<a href="#">NI2004-179</a>
Finance and Treasury Management	27 February 2004	<a href="#">NI2017-83</a>
Government and Stakeholder Relations	27 February 2017	<a href="#">NI2017-84</a>
Human Resources	27 February 2017	<a href="#">NI2017-79</a>
Information and Communications Technology	27 February 2017	<a href="#">NI2017-85</a>
Legislative Assembly Secretariat Records	18 June 2004	<a href="#">NI2004-177</a>

Property, Equipment and Fleet	27 February 2017	<a href="#">NI2017-86</a>
Records and Information Management	27 February 2017	<a href="#">NI2017-87</a>
Solicitor and Legal Services	27 February 2017	<a href="#">NI2017-88</a>
Strategy and Governance	27 February 2017	<a href="#">NI2017-89</a>
Preserving records containing information that may allow people to establish links with their Aboriginal and Torres Strait Islander heritage	25 March 2011	<a href="#">NI2011-162</a>
Protection of Records Relevant to Cornwell-type Superannuation Claims	26 July 2016	<a href="#">NI2016-378</a>
Protection of records relevant to the Royal Commission into Institutional Responses to Child Sexual Abuse	13 December 2022	<a href="#">NI2022-620</a>
Converted or Digitised Source Records	21 July 2020	<a href="#">NI2020-435</a>
Damaged or Obsolete Media	15 July 2022	<a href="#">NI2022-350</a>

- 5.16. Records may only be destroyed in accordance with one of these schedules or the Office's accepted normal administrative practice. Normal administrative practice (NAP) for the Office is defined in the Procedures.
- 5.17. Once a record has passed its legal retention period, destruction can only occur once written approval has been sought and given by the Records and Information Manager, the senior manager of the relevant business unit, the Clerk and the TRO.

## Aboriginal or Torres Strait Islander Heritage

- 5.18. The Procedures also outline arrangements in place to protect records, information and data that must be retained in perpetuity such as those that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage.
- 5.19. The nature of the work that the Office undertakes, does not lend itself to creating or collecting information of this nature. If, however, any such records were to become part of the Office's collection of records, information and data, then they would be managed in accordance with the appropriate disposal schedule.

## Public access to records, information and data (Access Principle)

- 5.20. Arrangements are outlined in the Procedures to provide public access to records, information and data under the authority of the Act and the Legislative Assembly Standing Orders. These arrangements also allow for the exemption of certain information, data and record assets, and the regular review of the exemption (as defined by section 28 of the Act). The organisation's arrangements for providing public access to records, information and data are contained in the following documents:
- [Vital Records Register 2026](#)
  - [Section 28 Register 2026](#)

- [Records, Information and Data Procedures 2026](#)
- [Missing Records Register 2026](#)

## 6. Implementation, compliance and reporting

- 6.1. The implementation of this Program will be conducted through training, strategic communications and the suite of supporting documentation.
- 6.2. To monitor compliance with the Program, performance measures for records, information and data management activities have been established and include:
  - records, information and data, regardless of format are created or captured in a timely, full and accurate way in endorsed locations
  - records, information and data are appropriately managed for as long as legally required
  - metadata requirements are implemented; and
  - capability improvement measures are planned and implemented
- 6.3. The Records and Information Manager is to supply the Executive Management Committee a report twice a year at the end of the calendar and the financial year on records, information and data activities and staff compliance with their FMPs.

## 7. Availability for public inspection

- 7.1. Arrangements are outlined in the Procedures that detail this Program's availability for inspection by the public free of charge. A copy of the Program will also be published on the [Legislative Assembly website](#).

## 8. Review

- 8.1. A review of this Program will be undertaken at least every five years from the date of the last review, or as required. Reviews may result in the replacement or amendment of this Program.
- 8.2. The next review date is 2030-31.

Michele Walters  
Records and Information Manager  
25 May 2026