

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates 26 May-6 June 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1 Prime Minister and Cabinet

Topic: Recordkeeping

Senator: Senator the Hon Penny Wong

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Type of Question: Written

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Question:

What advice does the department provide to incoming graduates about the importance of good recordkeeping?

Answer:

The Department provides records management training to all incoming staff, including new starters and graduates.

The topics covered in these sessions include:

- the definition and scope of a 'Commonwealth Record'
- relevant legislation
- information security
- responsibility for record keeping, including: capture; creation; security; and storage
- the risks of poor record keeping to the Department and the Commonwealth
- the processes and systems used by the Department to support the record keeping function
- information on Freedom of Information and Discovery Court Order processes
- contact details for the Records and Information Management Team.

The Department also provides records management information to staff via its Intranet page, which includes a link to the National Archives of Australia's *Keep the Knowledge* online learning module. The Intranet link is provided to all new starters, including graduates.