

# DELEGATION OF RECORDKEEPING RESPONSIBILITIES

## A guide for CEOs

The CEO can delegate recordkeeping responsibilities. Here's what you can delegate, to whom and how.

### Destruction

- can delegate authorisation to **endorse the destruction** of records
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- can be made to an **appropriate position** or to a **named officer**
- can be to an **appropriate position within a service provider** if the service provider manages records on your behalf
- you do not need to inform us if you have chosen to delegate responsibilities around the destruction or transfer of records

### Transfer

- can delegate authorisation to **transfer permanent records** to QSA
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- can be made to an **appropriate position** or to a **named officer**
- can be to an **appropriate position within a service provider** if the service provider manages records on your behalf
- you **do not need to inform us** if you have chosen to delegate responsibilities around the **destruction** or **transfer** of records

### Restrict Access

- can delegate **authorisation to set or change restricted access periods**
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- **can be to a position** (preferred) or to a named officer
- can be to an **appropriate position or person within a service provider** if the service provider manages records on your behalf
- **written authorisation by the CEO** is required for each delegated position or named officer
- a **delegation of authority (records access) form** is available for CEOs to provide written authorisation

### Authorise Access

- can delegate authorisation to **approve authorised access** to any restricted records of your agency
- can **only come from the CEO**
- delegations **cannot be sub-delegated**
- **can be to a position** (preferred) or a named officer
- can be to an **appropriate position** or person within a service provider if the service provider manages records on your behalf
- **written authorisation by the CEO** is required for each delegated position or named officer for **your agency**
- a **delegation of authority (records access) form** is available for CEOs to provide written authorisation