

Records you need to keep

Records that are **made or received of all your work-related activities, affairs or business in any medium must be kept** for as long as they are required, including:



... a decision made

Records documenting decisions made during your work, including, but not limited to:

- policies and procedures
- meeting minutes
- file notes (e.g. documenting conversations or meetings)
- leave applications
- discussion papers
- plans
- authorisations
- business cases
- finance approvals
- recruitment and selection documentation
- approved CAD drawings



... actions taken

Records showing actions you've taken or received as part of your work, including, but not limited to:

- internal or external advice
- consultation reports, feedback requests, public enquiries
- invoices for payment
- interactions about the rights and entitlements of individuals and communities
- research reports and data
- drafts at key milestones (e.g. consultation, approval) that show significant changes or feedback
- legal agreements



...to meet requirements

Records to meet legal, business, or community requirements including:

- legal requirements needed for future legal/disciplinary action (e.g. licences, permits, contracts, advice, application assessments)
- business requirements such as decisions made and actions taken (e.g. service contract, general ledger, advice, expenditure approvals)
- community expectations such as value to community groups (e.g. registration forms, reports, protective clothing logs, consultation)



...in all mediums

Records exist in many mediums and locations, including, but not limited to:

- emails (sent and received)
- social media interactions
- text messages and messaging apps (e.g. WhatsApp, Snapchat)
- images, photos and videos
- reports, spreadsheets and presentations
- shared drives
- websites
- data in business systems (e.g. audit logs, metadata, system change requests)

Information linked to a record such as logs, metadata, or copies and any information connected to a public record to identify or contextualise the record is **also a public record**.

Deciding what records to keep and for how long

Ask yourself:

- Does this record provide evidence of an activity, decision or action?
- Is it needed to meet legal, business, or community requirements?
- Will it have ongoing value to someone in the future?

Remember to **check the relevant retention and disposal schedules** to confirm the minimum retention period.

Records that can be destroyed

- **Information that doesn't document your work-related activities** such as personal emails or messages, external publications (e.g. newsletters, articles), and external training materials.
- **Temporary records that are no longer needed** such as duplicate copies, routine drafts that don't show significant changes, and administrative tasks (e.g. parking/meeting logistics).