



# Transport Records Management Policy

## Transport is committed to establishing a best practice Records Management Framework

Transport agencies must keep and manage records in compliance with the [State Records Act 1998](#) and [Australian Standard AS ISO 15489](#). Records management requirements are a mandatory component of business process, operational activity and systems design.

In line with legislative requirements, Transport agencies will ensure that full and accurate records of work-related activities and decisions are created, managed, retained and disposed of appropriately.

In addition, Transport agencies will commit to a consistent approach to ensure compliance with regulatory and legislative requirements for the use of electronic approvals.

Transport staff who create or receive records in the course of their duties, irrespective of format, from any source or any media are subject to the agency's controlling directives. Records must be secured and labelled in accordance with relevant agency policies, standards and procedures.

Wherever possible, non-digital records are to be converted to a digital medium to assist agencies achieve process efficiencies. Once conversion has been successful and the digital record saved within the appropriate recordkeeping system, non-digital records are to be destroyed in accordance with the relevant [Disposal Authorities](#).

Transport agencies will support staff in regard to maintaining sound recordkeeping behaviours and practices in their day-to-day work.

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### We will create a strong records management culture through:

- Establishing a Framework for best practice records management
- Providing appropriate infrastructure to ensure that records remain accessible, readable, inviolate, complete and authentic
- Providing records management services, support and advice
- Promoting records management awareness across Transport
- Requiring compliance with the Transport Electronic Approvals Procedure

**Rodd Staples**  
Secretary  
4 December 2018

### This Policy applies to the agencies listed below and their staff:

- Transport for NSW
- Department of Transport
- Roads and Maritime Services
- Sydney Trains
- NSW Trains
- RailCorp
- State Transit Authority
- Sydney Metro

The term 'staff' is used in this Policy to cover all permanent, temporary or casual staff, staff seconded from another organisation, labour hire, professional services contractors and consultants.