



RECORDS MANAGEMENT POLICY

This Policy should be read in conjunction with the Mid West Ports Authority (MWPA) Recordkeeping Plan and Records Management Procedure.

MWPA recognises its responsibility to comply with the *State Records Act 2000* relating to the adequate management, preservation, and retrieval of records.

State records produced, received, and retained by MWPA Directors and Workers, deemed to be of enduring evidential, informational, or historical value, will be preserved for future reference.

MWPA maintains a Recordkeeping Plan that facilitates the recording, storage, and disposal of State Records.

This Recordkeeping Plan ensures that:

- MWPA's records are created, stored, protected and preserved in order to properly and adequately record the performance of its functions;
- it is supported by an appropriate Records Management Procedure;
- appropriate controls are in place to identify and name MWPA's records and documents;
- relevant security is applied to records to ensure they are not altered, removed or accessed by unauthorised persons;
- MWPA's records are retained and disposed of in accordance with the approved disposal authority; and
- MWPA provides training and awareness to ensure Directors and Workers are aware of their requirements, and records management obligations as outlined within the Recordkeeping Plan.

This Policy overrides any previous policy, procedure or agreement either written, or verbal relating to matters contained within.

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Mr Noel Hart, Chair

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Mr Damian Tully, Chief Executive Officer

Date Approved: 20 March 2024

Board Meeting Resolution Number: 24/115/001