



## POLICY NUMBER 05

# RECORDS MANAGEMENT

### 1.0 INTRODUCTION

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

MWPA recognises its responsibility to provide for the adequate management and preservation of official records in compliance with the *State Records Act 2000*.

### 2.0 POLICY

Official records created, collected and held by MWPA Directors, employees and contractors, deemed to be of enduring evidential, informational or historical value, will be preserved for future reference.

MWPA maintains a record keeping plan that facilitates the recording, storage and disposal of corporate records.

### 3.0 RELATED LEGISLATION

*State Records Act 2000*

### 4.0 ASSOCIATED DOCUMENTS

QMS-PRO-002 Records Management Procedure

### 5.0 IMPLEMENTATION

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

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**Mr John Elkington**  
Chair

A handwritten signature in black ink, appearing to read 'Rochelle Macdonald'.

**Dr Rochelle Macdonald**  
Chief Executive Officer

Date Approved: 18 December 2019

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