

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, Employees and Contractors, 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.

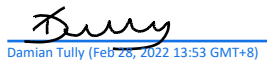
This Recordkeeping Plan ensures that:

- 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;
- MWPA's records are retained and disposed of in accordance with an approved disposal authority; and
- MWPA provides training and awareness to ensure Directors, Staff Members and Contractors are of aware of the requirements, and their records management obligations in line with the Recordkeeping Plan.

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



Mr Noel Hart, Chair



Damian Tully (Feb 28, 2022 13:53 GMT+8)

Mr Damian Tully, Acting Chief Executive Officer

Date Approved: 15 February 2022

Board Meeting Resolution Number: 22/088/008