

## Auditor-General's Report: Records Management Checklist: A tool to improve records management

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Every government agency is responsible for the management of public records. These records are used by agencies to conduct their business and to support agency communications, actions and decisions. Some of these records are historical and culturally important documents that need to be preserved as a record of significant actions and events in Victoria's history.

The Public Record Office Victoria (PROV) has legislative responsibility to ensure the effective and efficient management and preservation and use of the State's public records. It does this by establishing records management standards and assisting agencies via the provision of training, consultancy services and general advice and guidance.

The checklist has been designed to assist government agencies to fulfil their obligations under the *Public Records Act 1973* and to improve the management of their records. It was developed by my office with advice from records managers and in consultation with PROV, selected government agencies and consultants. The checklist formed the basis for undertaking my performance audit titled *Records Management in the Victorian public sector* which was tabled in Parliament in March 2008.

To maximise the value of this checklist, it should be used in conjunction with the relevant standards, guidelines and advices issued by PROV.

I hope the checklist will help agencies to assess the procedures and practices established by them to manage their records.

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### For further information:

For more information on this report, please contact:

Steve Williams, Manager, Reports and Communications  
Victorian Auditor-General's Office, Level 24, 35 Collins Street, Melbourne Vic. 3000 AUSTRALIA  
[p] 61 3 8601 7050 [m] 0423 134 202 [f] 61 3 8601 7010  
[e] [steve.williams@audit.vic.gov.au](mailto:steve.williams@audit.vic.gov.au) Website: [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

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The full text of the report is available on the Office's website: <[www.audit.vic.gov.au](http://www.audit.vic.gov.au)>