##

TEMPLATE

Information governance framework

National Archives of Australia

November 2020

This template provides a foundation Australian Government (Cwth) agencies can use to start developing their own information governance framework. The suggested headings are based on advice provided by the National Archives of Australia. More information about how content may be added to the framework can found at

<https://www.naa.gov.au/information-management/information-governance/establishing-information-governance-framework>.

## **Title *[e.g. National Archives of Australia's information governance framework]***

**Day Month Year**

**1. Overview**

**1.1 Purpose**

*Explain why your agency needs an information governance framework and how it supports its overall governance.*

*Outline the general benefits of an information governance framework that are relevant to your agency.*

**1.2 Scope**

*Broadly outline your agency’s information assets (records, information and data).*

* *Text*
* *Text*
* *Text*

**1.3 Objectives**

*Succinctly communicate the primary aims of the framework as core objectives. These should align with your agency’s corporate plan and business function to ensure your framework supports your agency’s business requirements.*

* *Text*
* *Text*
* *Text*

**2. Information Principles**

*List your agency’s information principles. These should reflect your agency’s fundamental approach to managing its information assets.*

*Information principles can be used to test your information governance. If all of the principles are met, your information governance is working.*

* *Text*
* *Text*
* *Text*
* *Text*

**3. Organisational planning**

*Explain how information governance will be built into your agency’s planning requirements. This includes linking to other corporate governance frameworks.*

* *Text*
* *Text*
* *Text*

**3.1 Key drivers and strategy**

*Summarise the key drivers for your framework.*

* *Text*
* *Text*
* *Text*

**4. Roles and responsibilities**

*Outline the information management roles and responsibilities for all staff in your agency. Clearly identify the roles accountable for information creation and capture, information governance, high-value information assets and for promoting the framework.*

*The suggested list below may be added to or rows removed to reflect the staff in your agency.*

|  |  |
| --- | --- |
| **All staff** | *Text here* |
| **Managers and supervisors** | *Text here* |
| **Data trustees** | *Text here* |
| **Information and communications technology staff** | *Text here* |
| **Information governance staff** | *Text here* |
| **Chief information governance officer** | *Text here* |
| **Enterprise data management** | *Text here* |
| **Information governance committee** | *Text here* |
| **Agency head** | *Text here* |

**5. Systems**

*Outline how information assets are governed within business systems across your agency. Include the general process for identifying, assessing and documenting a management plan for information assets in business systems.*

*Use your information asset register to easily identify systems that use or contain information assets. Summarise these systems. Use dot points if convenient.*

* *Text here*
* *Text here*
* *Text here*

**6. Risk audit and security**

**6.1 Risks to information assets**

*Outline the risks to your information assets.*

* *Text*
* *Text*
* *Text*

**6.2 Information security requirements**

*List the information security requirements your agency may need to meet.*

* *Australian Government Information Security Manual (ISM)*
* *Australian Government Protective Security Policy Framework (PSPF)*
* *Text*
* *Text*

**6.3 Controls to protect information assets**

*Outline the controls in place to ensure information assets are adequately protected.*

* *Text*
* *Text*
* *Text*

**7. Environment**

*Outline the cultural practices and relevant standards that support information governance in your agency.*

**7.1 Culture**

*Explain how your agency will encourage an organisational culture that embeds information governance into all aspects of its business.*

* *Text*
* *Text*
* *Text*

**7.2 Standards**

*Briefly outline the standards that influence how information assets are managed in your agency.*

*The suggested list below may be added to or points removed to reflect the standards that are most relevant for your agency.*

* [*Australian Government Recordkeeping Metadata Standard*](https://www.naa.gov.au/information-management/information-management-standards/australian-government-recordkeeping-metadata-standard/minimum-metadata-set) *- National Archives of Australia*
* [*Information Management Standard for Australian Government*](https://www.naa.gov.au/information-management/information-management-standards/information-management-standard-australian-government)*, National Archives of Australia*
* [*ISO 16175: Processes and functional requirements for managing records*](https://www.iso.org/standard/74294.html)*, International Organization for Standardization*
* [*Minimum metadata set*](https://www.naa.gov.au/information-management/information-management-standards/australian-government-recordkeeping-metadata-standard/minimum-metadata-set)*, National Archives of Australia*

**7.3 Policies and Strategies**

*Outline all relevant policies and strategies that are part of or directly impact your information governance framework.*

*Include internal strategies that work together to provide accountability for information asset governance across your agency.*

*Ensure to include whole-of-government policies and strategies.*

* *Text*
* *Text*
* *Text*

**7.4 Legislation**

*Describe the legislation relevant to your agency. This includes general legislation as well as agency-specific legislation that impact upon information governance.*

*The suggested list below may be added to or points removed to reflect the legislation relevant to your agency.*

* *Archives Act 1983*
* *Freedom of Information Act 1982*
* *Privacy Act 1988*
* *Public Governance, Performance and Accountability Act 2013*
* *Text*
* *Text*

**8. Promotion and review**

**8.1 Promoting the framework**

*Outline agency stakeholders who need to be aware of the framework, its key objectives and any subsequent updates.*

* *Text*
* *Text*
* *Text*

**8.2 Reviewing your framework**

*State the framework’s review cycle and the next date for review.*

**9. Senior management endorsement**

*Provide evidence of senior management endorsement. This may be a brief paragraph, dated and signed by the agency head or chief information governance officer.*