## 1

TEMPLATE

Information management policy

**National Archives of Australia**

**1 July 2021**

**Reference [Enter number here]**

Replace branding with your agency’s approved logos

This template provides an outline and examples to create an information management policy tailored to your agency’s needs. For more comprehensive examples and guidance see our [Developing an information management policy](https://www.naa.gov.au/information-management/information-governance/establishing-information-governance-framework/developing-information-management-policy) web page.

# Title [agency] information management policy

**Day Month Year**

**Version number**

# 1. Purpose

*Explain why your agency needs an information management policy and how it supports your agency’s overall governance.*

*Outline the general benefits of an information management policy that are relevant to your agency.*

# 2. Scope

*The scope should identify both who and what is covered by the policy to support the holistic management of all your agency’s information assets. For example:*

This policy applies to all [agency] staff members and to all information assets (records, information and data) in any format, created or received, to support [agency] business activities.

# 3. Policy statement

*Provide a brief statement of your agency's commitment to good information management practices. If it applies, briefly mention factors that influence information management within the agency. For example:*

[The agency] recognises information assets as valuable corporate assets and is committed to achieving appropriate and ongoing management of these assets to advance [the agency’s] strategic priorities and meet client needs.

# 4. Legislation and key mandates

*Your* [*information governance framework*](https://www.naa.gov.au/information-management/information-governance/establishing-information-governance-framework/establishing-information-governance-committee) *should cover your agency’s legal, regulatory and business environment. Your information management policy should only cite directions and requirements that directly affect staff or are necessary for them to understand the policy’s operating environment. An example could be agency-specific legislative requirements for creating or keeping particular information. In general, the policy should refer staff to the relevant sections of the framework rather than repeating them. For example:*

All staff must take steps to protect personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes personal information stored in cloud-hosted services.

# 5. Creation and management of information assets

*Provide guidance on the type of information assets that need to be created, captured and managed to support agency business and compliance with legal requirements. Operational work groups may have specific requirements to create and capture information, which are documented in business procedures. These should be referenced, but not reproduced, in the policy.*

*Other more general guidance that could be covered in the policy include:*

* *endorsed systems used to maintain information*
* *requirements for the* [*storage and preservation*](https://www.naa.gov.au/information-management/storing-and-preserving-information) *of information in digital and physical format*
* *access to information*
* *retention and destruction*
* *transfer*

# 6. Roles and responsibilities

*Outline the information management roles and responsibilities for all staff in your agency and those with specific roles and responsibilities in your agency. The suggested list below may be added to or rows removed to reflect the relevant staff in your agency.*

|  |  |
| --- | --- |
| **All staff (including contractors)** | *Text here* |
| **Agency head** | *Text here* |
| **Chief Information Governance Officer (CIGO)**  | *Text here* |
| **Senior management**  | *Text here* |
| **Information management unit**  | *Text here* |
| **ICT staff** | *Text here* |
| **Agency security advisor** | *Text here* |
| **Managers and supervisors** | *Text here* |
| **Contract staff** | *Text here* |

# 7. Communication and training

*Include a statement affirming that the policy will be communicated to staff and that training will be provided on aspects of the policy, such as appropriate storage, titling or capture of information.*

[Agency] offers regular training on titling information and how and where to capture information.

# 8. Monitoring and review

*Outline how you are going to monitor or evaluate the policy and regular intervals for review. For example:*

This policy will be updated as needed if there are any changes in the business or regulatory environment. It is scheduled for a comprehensive review by 20XX. The head of the information management unit will initiate this review and the information governance committee will conduct it.

# 9. Resources

*Provide a list of resources that provide extra assistance.*

*This may include:*

* *contact details of relevant staff within the agency*
* *reference material*
* *contact details of areas from other agencies where relationships have been established around the policy*

# 10. 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.*