

Record Management Procedure (SKCP20)

PURPOSE

This procedure is in place to define the record management policies and procedures in relation to the establishment, integrity, accuracy, management, maintenance, collection, storage, retrieval, security and disposal of Steel Mains client, staff and third party records and information.

RECORD KEEPING POLICY

Steel Mains administrative records management specifications are determined by regulatory requirements, the business functions, risks, evidence requirements, retention and archiving, compliance requirements for external and internal reporting, security, storage and retrieval of information.

Steel Mains maintains records of program development, program delivery, clients, human and physical resources, and financial and management activities.

The Training Manager has responsibility and the delegated authority for Steel Mains record keeping policies and procedures. This policy reflects the integrity, management, monitoring and maintenance of record keeping procedures.

While the Training Manager has the overall responsibility, Steel Mains continually reviews these procedures with other staff to ensure record keeping procedures are maintained, implemented, reviewed and continually reviewed.

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