

Recommendation 8.1

Organisations working with children should keep records about child sexual abuse, or claims of abuse, for at least 45 years to:

- allow time for delayed disclosures of abuse
- ensure records are available for legal cases.

Recommendation 8.2

The National Archives of Australia and state and territory public records authorities should require records of child sexual abuse, or claims of abuse, to be kept for at least 45 years.

Recommendation 8.3

The National Archives of Australia and state and territory public records authorities should provide advice to organisations about:

- identifying records that might relate to child sexual abuse
- how and when to keep or destroy these records.

Recommendation 8.4

Organisations working with children should follow these principles for recordkeeping to improve child safety:

- create and keep complete and accurate records about child safety and wellbeing
- record all incidents, responses, and decisions related to child safety
- store records properly and securely
- destroy records only in line with laws and organisational policies
- allow people to access, amend, or add to records about themselves wherever possible.

Recommendation 8.5

State and territory governments should ensure non-government schools follow the same rules as government schools for managing records about child safety and wellbeing, including child sexual abuse.

Resources

Resources include training and guidance for trauma-informed and effective recordkeeping practices.

Retention and disposal of records	State Records NSW has conducted an audit of general and functional retention and disposal authorities and amended authorities to ensure retention periods for records pertaining to incidents or allegations of child sexual abuse are retained in accordance with Recommendations 8.1–8.2. New retention and disposal authority for childcare records incorporates the Recommendations.	<u>Functional retention and disposal authority: Childcare services, provision and regulation of (FA404)</u> <u>(/nsw-government/public-sector/recordkeeping-government/records-retention-and-disposal-authorities/records-relating-to-early-childhood-education-and-care-fa404)</u>
Retention and disposal of non-government school records	The Australian Society of Archivists has developed the Records Retention and Disposal Schedule to assist non-government schools with good governance and the retention and disposal of non-government school records. This schedule is relevant to non-government organisations.	<u>Records Retention & Disposal Schedule for Non-Government Schools - 2nd Edition</u> <u>(https://www.archivists.org.au/ItemDetail?iProductCode=RRNGS-DL&Category=PUB&WebsiteKey=d4c31fa4-467a-4959-b48b-cae3ea93e516)</u>

Standards for the management and storage of records	State Records NSW reviewed the Standard on records management to confirm that it meets Recommendation 8.4. Our review found that the Standard did meet the Recommendation and the principles, and that there were no changes required to the minimum compliance requirements listed in the Standard. Good storage conditions and storage environments protect physical records and ensure that records survive for as long as they are required. See the Standard on physical storage of State records for physical records storage requirements.	<u>Standard on records management (/nsw-government/public-sector/recordkeeping-government/recordkeeping-policies-and-standards/standard-on-records-management)</u> <u>Standard on the physical storage of State records (/nsw-government/public-sector/recordkeeping-government/recordkeeping-policies-and-standards/standard-on-physical-storage-of-state-records)</u>
Australian Standard on records management AS ISO 15489.1: 2017	This Australian standard is a concise summary of recordkeeping practice. It defines the concepts and principles to be used in developing approaches to the creation, capture and management of records to meet compliance, business and societal requirements. It applies to all records, regardless of format, business or technological environment. This standard is relevant to government and non-government organisations.	<u>AS ISO 15489.1: 2017 Information and documentation - Records management, Part 1: Concepts and principles (https://www.nsw.gov.au/nsw-government/recordkeeping/policies-and-standards/codes-of-best-practice#:~:text=S tandards%20Australia.,AS%20ISO%2015489.1%3A%202017,-AS%20ISO%2015489.1)</u>

Identifying recordkeeping requirements and building recordkeeping into business practices	Recordkeeping requirements are statements specifying which records are to be created and maintained. Requirements are usually expressed in legislation, policies, procedures, industry standards, and contractual arrangements. It is important that recordkeeping is built into business practices. Simple business rules help staff understand when to create and capture records of common business activities. This guidance is relevant to government and non-government organisations.	<u>Recordkeeping requirements</u> <u>(/nsw-government/public-sector/recordkeeping-government/recordkeeping-guidance-and-resources/recordkeeping-requirements-for-public-offices)</u> <u>Create and capture</u> <u>(/nsw-government/public-sector/recordkeeping-government/create-and-capture)</u>
Developing a records and information management policy	A records and information management policy establishes the governance framework for the creation, capture, control, use, maintenance, and disposal of records and information in your organisation. The records and information management policy works in conjunction with records and information management strategies developed by your organisation. This guidance is relevant to government and non-government organisations.	<u>Records and Information Management Policy</u> <u>(/nsw-government/public-sector/recordkeeping-government/create-and-capture/records-and-information-management-policy)</u>

Guidance on identifying records relevant to an actual or alleged incident of child sexual abuse, and on the retention and disposal of such records	State Records NSW has worked with other Australian records and archives authorities to develop guidance to meet Recommendation 8.3. This guidance is relevant to government and non-government organisations.	<u>Guidance for identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse</u> (https://www.caara.org.au/wp-content/uploads/2024/02/CARA-Policy-26-Guidance-for-identifying-and-retaining-records-which-may-become-relevant-to-an-actual-or-alleged-incident-of-child-sexual-abuse.pdf)
Online training courses on records management and recordkeeping for the NSW public sector	State Records NSW has a number of free online training courses on records management and recordkeeping.	<u>Online training courses on records management and recordkeeping</u> (/nsw-government/recordkeeping/education-and-training)
Online training course: Managing Out of Home Care records	The Australian Society of Archivists has produced a self-directed online toolkit to assist anyone managing and providing access out-of-home care records.	<u>Out-of-Home Care Records Toolkit</u> (https://www.archivists.org.au/Web/Careers/Professional-Training/Online-Learning-Courses.aspx)

Online training course: A Trauma-Informed Approach to Managing Archives	The Australian Society of Archivists has produced a self-directed online toolkit to assist archives and record-holding organisations implement a trauma-informed approach to their work and services so that all users feel safe and supported to access the records they need.	<u>A Trauma-Informed Approach to Managing Archives Toolkit</u> (https://www.archivists.org.au/Web/Careers/Professional-Training/Online-Learning-Courses.aspx)
Online training course: Introduction to recordkeeping and archives	The Australian Society of Archivists has created a series of self-directed engaging learning opportunities to provide a comprehensive introduction to recordkeeping and managing archives.	<u>Keeping Archives Online Learning Series</u> (https://www.archivists.org.au/Web/Careers/Professional-Training/Online-Learning-Courses.aspx)
Records and information management training courses	Records and Information Management Professionals Australasia (RIMPA) have produced a range of training courses which provide an introduction to records and information management.	<u>Records and information management training courses</u> (https://www.rimpa.com.au/professional-development/courses.html)