

Record Keeping

Quick Reference Guide

Agency:

National Archives of Australia (NAA)

Overview:

The NAA provides the framework, standards, and practical guidance for managing, storing, and disposing of government information and records. It helps agencies ensure their record keeping supports accountability, transparency, and long-term preservation of Australia's documentary heritage.

Website: naa.gov.au

Tip:

Use the NAA's Information Management Standards and Records Authorities to check how long records should be kept and when or if they can be lawfully destroyed — it's your best safeguard against accidental loss or over-retention. Important business related records may need to be retained permanently.

Resources:

[Information management | naa.gov.au](http://naa.gov.au), [Professional development and support | naa.gov.au](http://naa.gov.au)

Agency:

Office of the Australian Information Commissioner (OAIC)

Overview:

The OAIC promotes and enforces privacy, freedom of information (FOI), and information management rights and responsibilities. It helps agencies understand how to handle, release, and protect information in line with legal obligations and public access principles.

Website: oaic.gov.au

Tip:

When managing or releasing records, always consider both the *Freedom of Information Act* and *Privacy Act* — balancing transparency with the protection of personal and sensitive data.

Resources:

[Freedom of information guidance for government agencies | OAIC](http://oaic.gov.au)



Agency:

Australian Public Service Commission (APSC)

Overview:

The APSC sets and supports standards of integrity, capability, and performance across the APS. It helps agencies embed good record keeping into ethical practice, accountability, and leadership development.

Website: apsc.gov.au

Tip:

Record keeping is part of upholding the APS Value Stewardship, and supports integrity in the APS. Good records strengthen trust and demonstrate that decisions are made responsibly.

Resources:

[Requirement E | Australian Public Service Commission](#)

Agency:

APS Academy

Overview:

The APS Academy provides learning resources and professional development to strengthen capability across the APS. It helps build skills and awareness so employees understand their record keeping responsibilities and can apply best practice in their daily work.

Website: [APS Academy | Australian Public Service Academy](https://apsacademy.gov.au/courses)

Tip:

Explore APS Academy learning modules on integrity, data, governance and information management — incorporating record keeping examples into professional development helps embed good habits in daily work.

Resources:

apsacademy.gov.au/courses

