

RECORDS MANAGEMENT

POLICY STATEMENT

It is the Bay of Plenty District Health Board's (BOPDHB) aim that all records will be appropriately managed to ensure their accuracy, timeliness, completeness and protection in accordance with the Public Records Act 2005 (PRA) and the General Disposal Authority (DA262).

PURPOSE

To ensure that BOPDHB adopts appropriate standards to enable the efficient and effective management of all its records, as outlined in the General Disposal Authority DA262.

EXCLUSIONS

There are no exclusions. This policy also applies to contractors.

REFERENCES

- Public Records Act 2005
- Privacy Act 1993
- General Disposal Authority DA262
- Digital Recordkeeping Standard
- *AS/NZS ISO 13028: 2012*, Information and documentation - Implementation guidelines for digitization of records,
- Records Management Standard for the New Zealand Public Sector
- General Disposal Authority – Common Corporate Service Public Records (GDA6)
- Electronic Transactions Act 2002
- Employment Relations Act 2000
- Evidence Act 2006
- Official Information Act 1983
- Public Finance Act 1989

ASSOCIATED DOCUMENTS

- Bay of Plenty District Board policy 2.4.5 protocol 1 Records Management - Standards
- Bay of Plenty District Board policy 2.5.2 Health Records Management
- Bay of Plenty District Board policy 2.6.1 Management and Use of Information

Manual Name: Organisational	Page 1 of 1	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Legal	Version No: 4	
Policy Steward: General Counsel	Authorised by: Chief Executive Officer	