Records Management Policy

The purpose of this policy is to establish the framework needed for effective records management at MGTD Pirii. It provides advice to MGTD Pirii employees on the creation and use of company records and sets standards for classifying, managing and storing those records. It therefore provides a framework for the management of information consistent with document control management.

A good record keeping program is fundamental to the company’s commitment to administrative transparency and accountability. It enables MGTD Pirii to account for decisions and actions by providing essential evidence in the form of records and ensures the preservation of the collective memory of the company.

This policy seeks to ensure that MGTD Pirii business is adequately documented through the creation of records that are then managed in accordance with best practice.

Staff should be aware that electronic documents have the same status as paper documents. Both electronic and paper documents are bound by the same legislative requirements and are subject to the same degree of confidentiality and care. Therefore electronic records must also be managed as part of a comprehensive record keeping program.

Good recordkeeping enables MGTD Pirii to:

- recall the detail of what was done or what was decided
- prove what was done or decided (in some cases to prove it for an external audit)
- provide evidence of business transacted electronically
- distribute information among employees working in different places and clients
- ensure the integrity of information as corporate assets
- make decisions consistently and formulate policy on a solid basis of knowledge from historical records

Signed: 

Michael Gray
CEO/ Director

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