

RKP Template – State Government Agencies Instructions For Use

NB. This page is not to be included with your RKP

The templates have been developed for you to use in your agency as a model for your Recordkeeping Plan (RKP). **You may need to modify the suggested wording for it to be applicable to your own situation.**

How to Use the Template

1. Where <Name of Organisation> appears, insert the name of your agency.
2. *[Instructions are shown in italics inside square brackets, indicating that information should be inserted/deleted/amended as appropriate].*
3. You may need to attach documents or excerpts of documents to the RKP. Attachments should be numbered consecutively. Where 'Attachment 1', 'Attachment 2', etc, appears in the template, this indicates that it might be appropriate to attach a document in relation to this section of the RKP. No attachments are included with the template. Attachments are to be included at your discretion.
4. In some instances, alternative information is appropriate, e.g. under Principle 3: Language Control some organisations will have implemented Keyword AAA, others will have implemented another thesaurus and others will use a file plan or list of headings. The alternative options are separated by:
"OR"
Agencies are expected to use only the appropriate alternatives.
5. You may need to adjust the page numbers in the table of contents.
6. The template should be used in conjunction with the following:
 - *State Records Act 2000*,
 - SRC Principles and Standards 2002,
 - State Government Organisations RKP Self-Evaluation Guidelines, and
 - State Government Organisations RKP Self-Evaluation Checklist.

The *State Records Act 2000* is available from the State Law Publisher. The other documents listed are available on the State Records Office (SRO) website at: www.sro.wa.gov.au

7. The RKP templates are available in Word format on the SRO website.

Template for new Recordkeeping Plans for State Government Organisations
<http://www.sro.wa.gov.au/government/RKPNewPlanTemplateStateGovernment2007.doc>

Template for amended Recordkeeping Plans for State Government Organisations
<http://www.sro.wa.gov.au/government/RKPAmendedPlanTemplateStateGovernment2007.doc>

Enquiries:

All enquiries regarding the use of the template and your RKP should be referred to: Manager: State Recordkeeping on (08) 9427 3371, email: sro@sro.wa.gov.au.