

RECORDS AND INFORMATION MANAGEMENT

Uepū	Hangarau
Owner	Tumuhangarau
Approved by	Te Ohu
Date first approved	July 2015
Date approved	24 May 2017
Date of the next review	May 2020

1.0 Te Pūtake

The objective of this policy is to ensure that Te Wānanga o Aotearoa (TWOA):

- Keeps and classifies accurate records of the decisions and operations of the organisation
- Keeps data about those records (metadata)
- Maintains those records for as long as required for business and legal purposes
- Destroys routine records or preserves records of long term value based on the definitions in TWOA's Archives NZ approved Appraisal Report DA476
- Meets its regulatory and moral obligations around recordkeeping

TWOA acknowledges that the records it holds contribute to whānau transformation through education and are a valuable and unique resource that advances mātauranga Māori.

Accurately maintained and appropriately disposed records:

- Support taura and kaimahi success through confidence in our systems, processes and the records contained in those systems
- Inform sound decision and policy making through confidence in the records supporting these decisions
- Safeguard the recorded history of TWOA and contribute to ngā pātaka of institutional knowledge and mātauranga Māori
- Are consistent with our values, ngā uara

2.0 Tikanga Whakahaere

TWOA Values	Principles
<p>Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable</p>	<p>2.1 TWOA will:</p> <ul style="list-style-type: none"> • create, classify and systematically manage records of its business activities • protect records from unauthorised alteration or destruction, and • preserve records of long-term value according to schedule governed by Archive New Zealand
<p>Te Whakapono The basis of our beliefs and the confidence that what we are doing is right</p>	<p>2.2 Te Taiurungi is ultimately accountable for compliance with the Public Records Act 2005.</p> <p>2.3 Ngā Tumu are responsible for providing direction and support so that records and information management</p>

TWOA Values	Principles
	<p>at TWOA meet business requirements and statutory obligations in accordance with the Archives NZ Information and Records Management Standard.</p> <p>2.4 Tumuhangarau is the designated Executive Sponsor required by the Information and Records Management Standard issued by Archives NZ. This role is responsible for the oversight of information and records management at TWOA.</p> <p>2.5 Management are responsible for ensuring that information and records management are integrated into business processes, systems and services in accordance with the Archives NZ Information and Records Management Standard.</p> <p>2.6 Specialist records management kaimahi are responsible for developing processes and practices related to records and information management.</p> <p>2.7 All those who create and manage TWOA records will do so according to these recommended practices.</p>
<p>Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p>	<p>2.8 Records of TWOA business activities remain the property of TWOA and must be saved into designated TWOA repositories as outlined in the Hangarau Service Catalogue.</p> <p>2.9 Hangarau must give prior approval before cloud-based services which create and/or store TWOA records and information can be subscribed to.</p> <p>2.10 Information and records management responsibilities must be identified and addressed in all outsourced and service contracts, instruments and arrangements.</p>
<p>Kotahitanga Unity amongst iwi and other ethnicities, standing as one</p>	<p>2.11 TWOA uses records to provide transparency to stakeholders while ensuring sensitive information remains confidential.</p>

3.0 Whanuitanga

This tikanga whakahaere includes records created or housed in electronic services that are not directly controlled by TWOA irrespective of the location of the service.

TWOA respects that mātauranga Māori can be preserved in non-textual ways such as whakairo, raranga, waiata a ringa, whaikōrero and artworks. This tikanga whakahaere applies to records that support the whakapapa of the items such as preliminary sketches, design choices and the significance of chosen patterns or words. It does not apply to the items themselves.

The processes, definitions and practices relating to this policy are available on TWOA's intranet and in hard copy form by request from Hangarau.

4.0 Whakamāramatanga

These are the definition of terms that are used throughout the document.

Term	Description
Disposal	Disposal means: <ul style="list-style-type: none">• the transfer of control of a record; or• the sale; or• alteration; or• destruction; or• discharge of a record
Kaimahi	All persons employed by, seconded to, volunteering for, and authorised contractors of Te Wānanga o Aotearoa.
Management	All leadership roles with managerial responsibilities
Mātauranga Māori	The knowing and being of Māori
Metadata	Structured information around records that describes their context and enables finding, managing, controlling, understanding or preserving them over time.
Record	Information including a document, a signature, a seal, text, images, sound, speech or data compiled, recorded, or stored – <ul style="list-style-type: none">• in written form on any material; or• on file, negative, tape or other medium; or• by means of any recording device or process, computer or other electronic device or process. <p>For example, records can include a database, an SMS, a note, a website, a video, a social media post or a voice message.</p>
Tauira	All persons currently enrolled in Te Wānanga o Aotearoa programmes or courses.
Te Wānanga o Aotearoa	Includes Te Wānanga o Aotearoa and 100% owned and controlled entities.
Tumuhangarau	Executive Sponsor

5.0 Ngā Hononga

The following legislation applies to this tikanga whakahaere:

- Copyright Act 1994
- Electronic Transactions Act 2002
- Evidence Act 2006
- Official Information Act 1982
- Privacy Act 1993
- Public Record Act 2005

The following documents apply to this tikanga whakahaere:

- Archives NZ Records and Information Management Standard
- ICT Acceptable Use
- Ngā Ture Whakapai (Legislative Compliance)
- Media

- Social Media

The following resources apply to this tikanga whakahaere:

- Hangarau ICT Service Catalogue
- DA476 Te Wānanga o Aotearoa Appraisal Report and Disposal Authority
- TWoA Business Classification Schedule