

Australian Capital Territory

# **Public Sector Management Amendment Standard 2005 (No 2)**

**Disallowable instrument DI2005—38**

made under the

***Public Sector Management Act 1994, s 251 (Management Standards)***

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I amend the Management Standards as set out in Schedule 1 and Schedule 2.

Cheryl Anne Vardon  
Commissioner for Public Administration

29 / 3 /2005

Approved under the *Public Sector Management Act 1994, s 251 (Management Standards)*

Jon Stanhope  
Chief Minister

19 / 3 /2005

**SCHEDULE 1 TO DISALLOWABLE INSTRUMENT NO 2005- 38**

<b>PROVISION OF MANAGEMENT STANDARDS</b>		
<b>Part</b>	<b>Part/Rule Description</b>	<b>AMENDMENT</b>
Standard 6	Part 1: Managing ACTPS Records	Omit Standard 6, Part 1 as set out in Schedule 2.
Standard 1	Part 1, Rule 5: Managing ACTPS records	Insert new Standard 1, Part 1, Rule 5 as set out in Schedule 2.

**SCHEDULE 2 TO DISALLOWABLE INSTRUMENT NO 2005-38**

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Standard 6, Part 1 - Revoked

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New Standard 1, Part 1, Rule 5

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**5. Managing Territory records**

An officer involved with the creation and/or management of records (as defined by the *Territory Records Act 2002*) has a duty of care to ensure that records are managed in accordance with agency's obligations under the *Territory Records Act 2002* and other related legislation.

In particular, an officer or employee responsible for a record must ensure the record:

- is kept in a form that ensures that the information continues to be accessible in accordance with the *Freedom of Information Act 1989* and agency's obligations under the *Territory Records Act 2002*; and
- is kept safe and preserved properly, in accordance with agency's obligations under the *Territory Records Act 2002*.

*Note* Agency's obligations under the *Territory Records Act 2002* includes the agency's approved records management program.