

OVERALL INFORMATION MANAGEMENT PROGRAMME SUMMARY

| Records Management Plan Element / Project Name | Project Elements | | | | |
|--|------------------|--------|-------|-----------|----------|
| | Overall Status | Budget | Scope | Resources | Progress |
| Element 1 – Senior Manager Responsibility | | | | | |
| Element 2 – Records Manager Responsibility | | | | | |
| Element 3 – Records Management Policy Statement | | | | | |
| Element 4 – Business Classification | | | | | |
| Element 5 – Retention Schedules | | | | | |
| Element 6 – Destruction Arrangements | | | | | |
| Element 7 – Archiving & Transfer Arrangements | | | | | |
| Element 8 – Information Security | | | | | |
| Element 9 – Data Protection | | | | | |
| Element 10 – Business Continuity & Vital Records | | | | | |
| Element 11 – Audit Trail | | | | | |
| Element 12 – Competency Framework for Records Management Staff | | | | | |
| Element 13 – Assessment and Review | | | | | |
| Element 14 – Shared Information | | | | | |
| Element 15 – Working with Contractors | | | | | |
| Other initiatives – Strategic Review of FOI Process | | | | | |
| Other initiatives – Property Management Information Requirements | C | C | C | C | C |
| Other initiatives – Property Systems : PSN Compliance | | | | | |
| Other initiatives – National | | | | | |

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| Entitlement Cards Replacement Project | | | | | |
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Key:

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| | Complete |
| | On schedule/budget or no issues |
| | Behind schedule/budget or issues with a plan |
| | Significantly behind schedule/budget with no plan to recover or significant issues |
| | Future project milestone |
| | Information not available |
| R | Revised/re-stated programme/budget |
| C | Closed |