

[Return to Graphics Mode](#)

VAGO

---

You are in

[VAGO](#) > [Reports & Publications](#) > Reports by Year

---

Main Sections

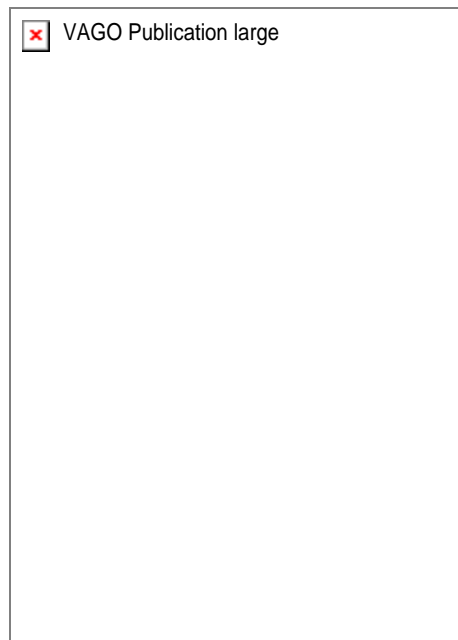
[Home](#) | [About Us](#) | [Reports & Publications](#) | [Audits in progress](#) | [Career Centre](#) | [Tenders](#) | [Links](#)

---

Current links

---

## Records Management Checklist: A tool to improve records management



**Tabled: 30 JULY 2008**

The Public Record Office Victoria (PROV) has legislative responsibility to ensure the effective and efficient management and preservation and use of the State's public records. It does this by establishing records management standards and assisting agencies via the provision of training, consultancy services and general advice and guidance.

The checklist has been designed to assist government agencies to fulfil their obligations under the *Public Records Act 1973* and to improve the management of their records. It was developed with advice from records managers and in consultation with PROV, selected government agencies and consultants. The checklist formed the basis for undertaking the performance audit titled [Records Management in the Victorian Public Sector](#) which was tabled in Parliament in March 2008.

This checklist is only available in pdf format.

## [In Brief](#)

A Brief summary of the report.



## [Media Statement](#)

Download the media statement for this report.

[Download the Records Management Checklist \(Interactive PDF\)](#)



This is an Interactive PDF. **You will need to have a full version of Adobe Acrobat 6.0 (or higher) installed to be able to save your changes.** However you will still be able to open,save and print the original document.

## [Purchase Report](#)



Printed copies of the report are available at a cost of \$20.00.

[How do I purchase a report?](#)

[Return to Graphics Mode](#)