Introduction
Bega Valley Shire Council (BVSC) is committed to meeting its responsibilities under the State Records Act 1998

Vital Records
Vital records are those considered essential for the ongoing business of an agency, and without which the agency could not continue to function effectively. The identification and protection of such records is a primary object of records management and counter disaster planning.

The important legislation compliance requirements relevant to all records including identified vital records are:

1. **Records must be made**
   a. that are identified and documented
   b. records are to be created with immediacy and currency
   c. all staff are aware of the responsibility to create and maintain appropriate records.

2. **Records must be accurate**
   a. procedure and business rules direct how and when records should be made and captured ensuring they are an accurate true record

3. **Records are authentic**
   a. the Executive Manager – Organisational Development and Governance (ODG) is informed about all records systems in the organisation
   b. records are routinely captured into recordkeeping systems
   c. concise metadata (data about data) is created and captured or otherwise associated with the record

4. **Records must have integrity**
   a. unauthorised access and/or alteration, deletion or destruction of records is forbidden
   b. recordkeeping systems and storage facilities are designed and implemented to protect records from unauthorised alteration, deletion or loss.
   c. records are uniquely identified.
   d. migration of records from one system to another is controlled and documented.

5. **Records must be useable**
   a. Records are linked to the business context
   b. Records relating to the same business activity or transaction are linked to each other
   c. Location and use of records is recorded and tracked
   d. Records are accessible for as long as they are required.