

FILE/FOLDER PLAN

PREFACE

The work of the Office mainly revolves around the collection, analysis and use of information. Information is therefore a key asset of the Office. It must be appropriately and consistently classified to enable it to be of maximum benefit. The file/folder plan has been developed to assist staff to better manage this information.

PURPOSE

The purpose of this policy is to establish a standard for the naming of electronic and physical file folders. By using the file folder plan the Office will over time build consistent titles for all electronic and physical file/folders. It will also ensure that staff across the office file documents consistently enabling simple and easy location and retrieval of information.

RESPONSIBILITY

The scope of this policy includes all members of staff who are responsible for naming electronic or physical file folders and staff who save documents into the electronic document management system.

The Manager Corporate Support and the Information Manager have specific responsibility in relation to ongoing maintenance of the file/folder plan and for reviewing how it has been applied (ie a quality assurance role). All changes to the file/folder plan are to be approved by the Deputy Ombudsman.

LEGISLATIVE FRAMEWORK

State Records Act

DEFINITIONS

Not applicable.

POLICY STATEMENT

All electronic and physical file/folders are to be classified according to the approved file/folder plan.



Click on the icon to access the file/folder plan

45a Context Folder Classification Plan.tr5

OMBUDSMAN APPROVAL



Bruce Barbour
OMBUDSMAN

NSW Ombudsman policy number:	22a
Policy originally created:	5 June 2003
Last reviewed / updated:	18 June 2004
Version number:	2
Related policies:	Records Management
This policy does not supersede any other policy	