

<b>Central Hawke's Bay District Council</b>	<b>POLICY MANUAL</b>	
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<b>ARCHIVES AND RECORDS POLICY</b>	<b>Approved by:</b>	Council
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**PURPOSE AND OBJECTIVES OF THE ARCHIVES AND RECORDS PROGRAMME**

To comply with present legislative requirements to control, protect, preserve and make accessible the records and archives held by Council.

To provide Council with an efficient record retrieval system that preserves the collective memory of Council for the continuance of effective local government and the protection of a vital Council asset.

**MANDATORY STANDARDS AND LEGISLATION**

Council will comply with the following requirements:

*The Public Records Act 2005*

*The Electronic Record Keeping Meta Data Standard 2008*

*The Mandatory Storage Standard 2007*

*Create and Maintain Record Keeping Standard 2008*

*Archives NZ Disposal Standard June 2010*