



BASEBALL
WA

HERITAGE RECORDS MANAGEMENT POLICY

Dated compiled	February 2019
Date for Review	March 2022
Approved: Heritage Committee	February 2019
Approved: BWA Board	June 2019

PURPOSE

The purpose of the Policy is to set out the matters about how Baseball WA keeps its records, including information regarding the organisation's record keeping system (s), disposal arrangements, practices and processes.

The objects of this Policy are to ensure:

- Record keeping within the organisation is moving towards best practice;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly and accurately when required; and the
- Protection and preservation of the organisation's records.

This policy applies to all Baseball WA employees, Board and Committee members and all records created or received by any of the above parties, regardless of:

- physical format;
- Storage location, or
- Date created.

For the purposes of this Policy, a record is defined as meaning "any record of information however recorded" and includes:

- any object on which there is writing;
- photographs, playing equipment or baseball graphic work
- any object from which images, writings or sounds can be reproduced with or without the aid of anything else; and
- any object on which information has been stored or recorded, either mechanically, magnetically or electronically.

ARCHIVAL RECORDS

The Archivist is responsible for assessing and cataloguing archival material and for arranging safe storage of archival records.