

4.3 RECORDKEEPING INDUCTION CHECKLIST

Name of Staff Member	_____	Position	_____
Residential College	_____	Date commenced	_____

Record Keeping

Liaison with the Administrative Assistant who conducts the records keeping induction program –

- Shown relevant college files
- Guided through the Colleges Records Management Policy
- Viewed the Colleges records training program
- Guided through the Records Management Manual
- Obtained training in the use of the College File Register for the registration of records

Declaration:

I have been provided with the above induction training from the Administrative Assistant and I am aware of the policies and procedures related to the Records Management.

Employee's Signature and Date

Administrative Assistant's Signature and Date

College Manager's Signature and Date

Induction checklist to be placed on personal file once program completed.