

DECREE OF THE DIOCESAN ADMINISTRATOR

Decree establishing the 'Functional Classification Scheme' as particular law for the Diocese of Maitland Newcastle.

05/2022

HAVING developed a functional classification system through a process of consultation led by the records team in conjunction the various departments and agencies of the Diocese with the assistance of an external consultant,

HAVING determined that the classification system will facilitate the control and management of information contained in documents, records, and forms,

HAVING acknowledged that the classification system is in accord with the International Records Management Standard AS ISO 15489 (c. 22), and

HAVING determined that the information stored and accessed is in accord with canon 220,

I HEREBY decree that the electronic document management system for storage of information to be the designated Diocesan Records Management systems (as listed in the systems schedule) to be particular law for the Diocese of Maitland Newcastle.

The reasons that motivated this decision are:

- the complex nature of modern records keeping particularly in the legislative framework operating in the various civil jurisdictions in NSW and Australia,
- the need to respond to requests for information in an appropriate timeframe, and
- the volume of information that the diocese has responsibility for.

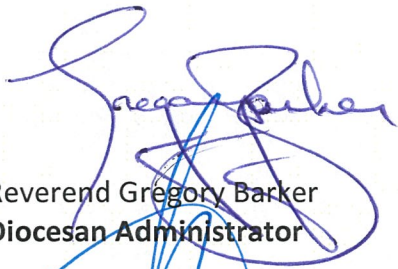


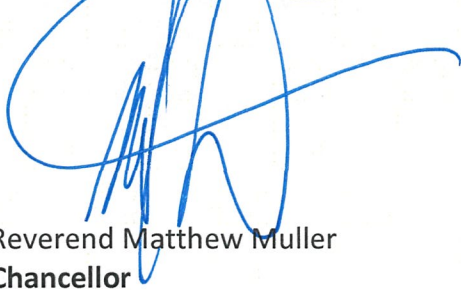
It seems appropriate that the Diocese utilise a standard system for records management. This system will provide a framework for managing records across the diocese.

I direct that this decree be published on the website for the Diocese of Maitland Newcastle, <http://www.mn.catholic.org.au> which will be presumed the official notification of this action. A petition for revocation or emendation of this decree is subject to canons 1732 - 1739.

This Decree establishing the 'Functional Classification Scheme' as particular law for the Diocese of Maitland Newcastle is effective as of Tuesday 15 March 2022 nothing the contrary withstanding.

Given at Hamilton, NSW on the 15th day of March 2022.


Reverend Gregory Barker
Diocesan Administrator


Reverend Matthew Muller
Chancellor



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