



## COVID-19 update

The health and safety of staff and clients is our top priority

9 April 2020

### Recordkeeping from home

It is important to remember that Recordkeeping responsibilities do not change whether you are working from the office or remotely. You should:

- make and keep records of work activities
- keep records safe
- ensure there is no unauthorised disposal of records
- comply with all recordkeeping policies and procedures, and
- make sure all records are added to Recfind at your earliest possible opportunity.

This [step-by-step guide](#) to saving documents on RecFind will help your obligations.

### Have a safe and happy Easter

The past few weeks has been a very challenging time for everyone as we work together to stay connected and approach our work in an agile way. Thank you, your hard work has been appreciated.

Wishing everyone a safe and relaxing time at home this Easter. Don't forget you can access entertainment options from [State Library at home](#). Whether it is a documentary on cyclists in Afghanistan to learning more about fashion and art in the Vogue Archive, there is something for everyone.