



## Records Management Advice

January 2021

### NAB FlexiPurchase

The Western Australian Government Purchasing Card was introduced to aid in streamlining public sector purchasing and payment procedures.

The Purchasing Card Services and Expense Management System Common Use Arrangement PC2019, which is managed by the Department of Finance is mandatory for all Western Australian Government Public Authorities under section 17 of the *State Supply Commission Act 1991*.

#### Does FlexiPurchase comply with the *State Records Act*?

The Contractor, National Australia Bank (NAB) has agreed under the terms of the contract to comply with all State and Commonwealth legislation relevant to the contract which includes the *State Records Act 2000*.

Under the *Request Conditions and General Conditions of Contract* produced by the Department of Finance the Contractor, NAB must:

- Properly provide for the care, safety, security and protection of all records that are in the custody or contract of the Contractor.
- Comply with all State and Commonwealth laws relevant to the contract
- Comply with any Contract Authority's and the Customer's recordkeeping plan to the extent necessary under the *State Records Act 2000*.
- Keep all records for the legally required retention period.
- Comply with all customer data security requirements in respect of access to and use of customer data as specified in the customer contract, in addition to any statutory obligation relevant to data security.

#### What does this mean for records management?

The State Records Office considers that the Purchasing Card Services and Expense Management System (FlexiPurchase) is a Business Information System (BIS) and must be listed in the relevant section of the organisations recordkeeping plan. There is no requirement for the records in FlexiPurchase to be duplicated and kept in a separate recordkeeping system/BIS.

**For further information, contact the State Records Office via email at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au).**

References: <https://www.wa.gov.au/sites/default/files/2019-10/Goods%20and%20Services%20Request%20Conditions%20and%20General%20Conditions%20of%20Contract.pdf>