

RECORDS MANAGEMENT

POLICY

POL-IMT 01

Objective:

To provide a record keeping framework to ensure that full and accurate records of all activities and decisions of Council are created, accessed, managed and retained or disposed of appropriately and in accordance with relevant legislation.

Statement:

Definitions

Employee – means all workers including apprentices, trainees, cadets, interns, work experience students, contractors, sub-contractors, consultants and volunteers.

General Disposal Authority (GDA) – The GDA for Local Government records is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Governments operation.

Record Keeping Plan – ensures that records are created, managed and maintained over time and disposed in accordance with principles and standards issued by the State Records Commission. It is the primary means of providing evidence of compliance with the State Records Act 2000 and that best practices have been implemented within the organisation.

The City of Mandurah (The 'City') is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the City is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records. Records created and received by employees are to be managed in accordance with the City's Approved Record Keeping Plan, this Policy and associated procedures.

Elements of Record Keeping

1. Creation - it is the responsibility of employees and elected members to ensure that full and accurate records are created of the City's business, operational and administrative activities in accordance with legislative requirements.
2. Capture and Control of Records – all records created and received in the course of City business are to be captured at the point of creation, with required metadata into appropriate record keeping and business systems, which are managed in accordance with sound record keeping principles.

Corporate records must not be maintained in email folders, shared folders (unless authorised), personal drives or external storage media, as these lack the necessary functionality to protect business information and records over time.

3. Security and Protection of Records – all records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorized access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.
4. Access to Records - access to the City's records by employees will be in accordance with designated access and security classifications. Access to the City's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the City's records by

Elected Members will be through the Chief Executive Officer in accordance with the *Local Government Act 1995*.

5. Appraisal, Retention and Disposal of Records - records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office, and following authorisation from the section manager and the Chief Executive Officer.

Roles and Responsibilities

Elected Members

Elected Member records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Elected Members which constitute evidence affecting the accountability of Council and the discharge of its business. Electioneering (or party political information) and personal records which are not related to an Elected Members official duties are exempt. Any correspondence received as part of their duties should be periodically returned to the City for registering into the appropriate record keeping system.

Chief Executive Officer

In accordance with section 5.41(h) of the *Local Government Act 1995*, the Chief Executive Officer is to ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

Executive and Managers

Executive and Managers are to ensure that all employees under their supervision comply with this policy and associated records management procedures and the City's Recordkeeping Plan.

Employees

Employees are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the City's policies and procedures for record keeping.

Information Management Unit

The Information Management Unit are responsible for providing a records management service which complies with this policy, associated procedures and any State Records Office requirements.

The City will ensure that appropriate practices are established to facilitate the ease of capture and management of all corporate records.

Responsible Directorate:	Strategy and Business
Reviewer:	Manager Customer Service and Information Management
Creation date:	Minute G.28/9/04, 21 September 2004
Amendments:	Minute G.26/03/07, 20 March 2007 Minute G.43/12/09, 15 December 2009 Minute G.57/2/12, 28 February 2012 Minute G.35/2/15, 24 February 2015 Minute G.12/7/19, 23 July 2019
Related Documentation and/or Legislation:	<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i> <i>Evidence Act 1906</i> <i>Electronic Transactions Act 2011</i> <i>Criminal Code (s85)</i>