



RECORDS MANAGEMENT POLICY

Document Status	Adopted
Statutory Environment	Local Government Act 1995 – Section 5.41(h) State Records Act 2000

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	29 May 2008	299-07/08		
02	Graeme Fardon / Consultant Kim Boulton	20 December 2018	115-18/19	<i>Policy Review Project – 20/09/2018</i>	

PURPOSE

The Purpose of this Recordkeeping Policy is to define the Shire of Quairading's recordkeeping function and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire.

OBJECTIVE

1. To ensure that the Shire meets the statutory requirements of the *State Records Act 2000* and associated legislation.
2. To provide record keeping principles and processes that identify, capture and protect the Shire's corporate records of continuing value for legal, financial, administrative, accountability and historical purposes.

POLICY

This Policy applies to all government records created or received by a Shire employee, contractor or an organisation performing outsourced services on behalf of the Shire of Quairading, regardless of their physical format, storage location or date of creation.

Roles and Responsibilities

Elected Members: All elected members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Quairading in a manner consistent with legislation and the Shire's procedures for record keeping. Party Political and personal records are exempt.

Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements.

Managers: All managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

All Staff: All staff (including contractors) are to create, collect and retain records relating to Shire of Quairading business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the record keeping system in place, and that all records are handled in a manner consistent with legislation and the Shire's policies and procedures for record keeping.

Custodianship of Records

The Shire recognises its records as a government owned asset and will ensure they are managed as such. Ownership and proprietary interest of records, created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Quairading.

Creation of Records

All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Quairading's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Quairading's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

Security & Protection of Records

All Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire of Quairading's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Quairading's records by the general public will be in accordance with the *Freedom of Information Act 1992* and *Local Government Act 1995*. All such requests to be administered by the Chief Executive Officer or person designated to act in this position. Access to the Shire of Quairading's records by elected members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Quairading will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

GUIDELINES

State Records Act 2000;

Freedom of Information Act 1992; and

Local Government Act 1995 – Section 5.41(h)