

Policy A.13

Records Management



Objective

To ensure the Shire meets its statutory obligations consistent with the *State Records Act 2000* by ensuring all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

Statement

This policy establishes the Shire's position in relation to appropriate definitions, accessibility to records, destruction of records, management of ephemeral records, education and training.

Records are recognised as an important information resource within the Shire of Boyup Brook, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

ROLES AND RESPONSIBILITIES

Elected Members

Elected Members are required to create and maintain records which relate to their role as a Council Member for Shire of Boyup Brook in line with Policy M.11 Shire of Boyup Brook Councillor Record Keeping Policy.

Chief Executive Officer

In accordance with section 5.41 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 Management

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

All Employees

All employees, including consultants, contractors and volunteers are to create, manage and retain records relating to the business activities they perform. They are required to:

- a. Make records to document and support business activities.
- b. Make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions.
- c. Ensure that records are secure at all times.
- d. Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government as approved by the State Records Commission – Government of Western Australia.

Refer to Shire of Boyup Brook Recordkeeping Plan and Shire of Boyup Brook Recordkeeping Procedures for Staff.

DETAILS

Ownership

All records created or received during the course of business, whether on site, off site or working from home, belong to the Shire of Boyup Brook and not to the individuals who created them.

Creation, Capture and Control of Records

All records created and received in the course of the Shire of Boyup Brook's business are to be registered in the Shire's recordkeeping system.

Storage and Security

All Shire records are to be maintained in an appropriate safe and secure environment therefore ensuring their reliability, authenticity, usability, and preservation.

Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited. Records are not to be removed from any Shire site unless in accordance with the approved retention and disposal schedule or they are in the custody of an officer performing official business.

Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications in accordance with the requirements of their role.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer and in accordance with Section 5.92 of the *Local Government Act 1995*.

Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*.

Disposal and Destruction

All records kept by the Shire of Boyup Brook will be disposed of in accordance with the General Disposal Authority for Local Government Records following authorisation by the Chief Executive Officer. Staff and Elected members must not personally undertake destruction of any records.

Legislation

Legislation and standards applicable:

State Records Act 2000

Local Government Act 1995

Freedom of Information Act 1992

Electronic Transactions Act 2011

Evidence Act 1906

Corruption and Crime Commission Act 2003

Financial Management Act 2006

State Records Commission: Principles and Standards

Australian Standards on Records Management: AS ISO 15489

SRO Records Management Advice Working Remotely ('Work from Home')

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