

## Shire of Mundaring

# POLICY

### RECORDS MANAGEMENT POLICY

**Policy Ref:** AS - 01

<b>Committee Rec:</b>	SPC 6.02.04	<b>Date:</b>	16/02/2004
<b>Adopted by:</b>	RC 12.02.04	<b>Date:</b>	24/02/2004
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<b>Procedure Ref:</b>		<b>Delegation Ref:</b>	
<b>Statute Ref:</b>	<i>State Records Act 2000</i> & the Standards and Principles associated with the Act		
<b>Local Law Ref:</b>			

#### PURPOSE

The purpose of the Policy is to define the principles that underpin the record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of records in accordance with legislative requirements and best practice standards.

#### 1. Record Keeping Policy

This policy will be published throughout the organisation and will be available to all employees, contractors, elected members and outsource agencies.

#### 2. Scope

This policy applies to all official records created or received by a Shire of Mundaring elected members, employees, contractors, or an organisation performing outsourced services on behalf of the Shire, regardless of their physical format, storage location or date of creation.

#### 3. Custodianship of Records

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

## 4. Roles & Responsibilities

- 4.1 Elected members must** create, and keep records of communications or transactions, which convey information relating to the Shire's **business or functions**. These records should be forwarded to the Shire's administration for **capture into the official recordkeeping system**. Personal records of elected members are exempt.
- 4.2 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 and best practice standards.
- 4.3 Directors and Managers** are to ensure the record keeping policy and procedures are known and adhered to in their area of responsibility.
- 4.4 All Employees and Contractors** who create and collect records relating to the business activities they perform are to retain those records. They are to;
- (1) Identify significant and ephemeral records,
  - (2) Ensure significant records are captured in the record keeping system (Meridio), and
  - (3) All records are handled in a manner according to legislative requirements, this policy and procedures for record keeping.

## 5. Creation of Records

To meet all legislative, business, administrative, financial, evidential and historical requirements, elected members, employees and contractors will create full and accurate records, in the appropriate format, of the business decisions and transactions of the local government.

## 6. Capture & Control of Records

All records created and received in the course of 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.

## 7. 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.

## 8. Access to Records

Access to the Shire of Mundaring records by employees and contractors will be in accordance with designated access and security classifications. Access to the records by the general public will be in accordance with the *Freedom of Information Act 1992* and the *Local Government Act 1995*.

Access to the records by elected members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

## 9. Appraisal, Retention & Disposal of Records

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