

## 1.3 Records Management

<b>Policy No</b>	1.3	
<b>Policy Name</b>	Records Management - AMENDED	
<b>Responsible Directorate</b>	Finance & Administration	
<b>Responsible Officer</b>	Executive Manager Finance & Administration	
<b>Council Adoption</b>	<b>Date:</b> 28/03 18	<b>Resolution No.</b> OC/18
<b>Reviewed/Modified</b>	Date:	Resolution No.
<b>Review Date</b>	<i>Local Government Act 1995</i> <i>State Records Act 2000</i>	
<b>Legislation</b>		
<b>Related Policies</b>		
<b>Related Organisational Directives</b>		

### Objective:

To ensure complete and accurate records are maintained of the decisions and activities carried out by, or on behalf of, the Shire of Katanning and to ensure compliance with the State Records Act 2000.

### Policy Statement:

The Shire of Katanning is committed to making and keeping full and accurate records of its business transactions and official activities. Records can be, but are not limited to, any record of information in any medium including letters, files, emails, word processed documents, databases, photographs and social media messages.

Records created and received by Shire personnel, elected members and contractors, irrespective of format, are to be managed in accordance with the Shire's Record Keeping Plan and Records Management Procedure Manual. Records will not be destroyed except by reference to the State Records Office's General Disposal Authority for Local Government Records.

The Shire is responsible for the security and protection of all records created or captured as part of the Shire's day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business.

It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Shire are appropriately documented and that records are created and maintained in fulfilment of legislative requirements.

Access to Shire records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's policy on Freedom of Information. Access to the Shire's records by elected members will be through the CEO in accordance with the *Local Government Act 1995*.

Records will only be destroyed or otherwise disposed of by reference to the *General Disposal Authority for Local Government Records* issued by the State Records Office, and following authorisation from the Chief Executive Officer. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the *General Disposal Authority for Local Government Records*.

All significant records, irrespective of format, are to be registered, classified and captured into the Shire's official record keeping systems. All correspondence should be attached to a corporate file.

Records created or received by elected members of the Shire, in the performance of their functions and roles as specified in the *Local Government Act 1995*, are government records and will be managed in accordance with the Shire's Records Keeping Plan and the *State Records Act 2000*. This policy applies to any record documenting decisions which are made outside normal Shire or Committee meetings.

Local government records fall into one of two categories:

#### Local government records of continuing value

Local government records of continuing value are those records created or received containing information of:

- a) administrative value to the Shire, including records which:
  - i. provide an interpretation of the Shire's policy or the rationale behind it;
  - ii. document progress and coordination of responses to issues;
  - iii. document formal communications and/or transactions, such as a Minute report or submission between elected members and another party; and
  - iv. document elected members' decisions, directives, reasons and actions
- b) legal value to the Shire including records which document compliance with statutory requirements or court orders which stipulate the retention of records;
- c) evidential value such as information about the legal rights and obligations of the Shire of Katanning including elected members, ratepayers, organisations and the general community; and
- d) historical value to the Shire of Katanning and to the State.

#### Records of no continuing value (Ephemeral)

These records do not need to be incorporated into the Shire's recordkeeping system and can be destroyed when reference to them ceases, but only in accordance with the General Disposal Authority for Local Government Records (GDA LG). Elected members should contact the Chief Executive Officer for advice prior to destroying any records.