

Policy

Recordkeeping



Council Policy	
Legal Authority:	State Records Act 2000
Department:	Governance and Legal – Records

1. Title

Recordkeeping

2. Purpose

The purpose of this policy is to guide record keeping practices within the City of Kwinana to ensure that all business decisions and transactions are retained in accordance with legislative requirements and best practice standards.

3. Scope

This Policy applies in relation to all records created or received by City of Kwinana elected members, employees and contractors.

4. Definitions

'Record' is defined under the *State Records Act 2000* as any record of information however recorded and includes:

- a) anything on which there is writing or Braille; and
- b) a map, plan, diagram or graph; and
- c) a drawing, pictorial or graphic work, or photograph; and
- d) anything on which there are figures, marks, perforations or symbols, having a meaning for persons qualified to interpret them; and
- e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

5. Policy Statement

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

The effective management of records will also:

- Protect the interests of the City and the rights of its employees, customers and stakeholders;
- Support informed decision making;
- Provide evidence of achievements; and
- Increase efficiency in administration and service delivery across the organization.

5.1 Responsibilities

Chief Executive Officer

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer shall ensure there is a system for the capture and management of records that is compliant with the *State Records Act 2000* and best practice standards.

Elected Members

Elected Members will create and keep records of communications or transactions which convey information relating to the City's business or functions. These records will be provided to the Council Administration Officer for capture into the City's recordkeeping system.

Staff and contractors

All staff and contractors will create and receive records relating to the business activities they perform and are required to:

- a) Make records to document and support business activities;
- b) Ensure that records are captured and registered into the recordkeeping system or appropriate business system;
- c) Ensure that records are secure at all times; and
- d) Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority for Local Government.

Refer to the Employees Recordkeeping Guidelines for detailed procedures.

Managers and coordinators are to ensure that all employees under their supervision comply with this policy and associated records management procedures. Managers and coordinators are to ensure that all new staff attend all induction to their record keeping responsibilities.

5.2 Ownership

All records created or received during the course of business belong to the City, not to the individuals who created them.

All contractual arrangements entered into by the City are to ensure the City's ownership of records.

5.3 Creation of Records

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the City's recordkeeping system.

5.4 Capture and Control of Records

All records created and received in the course of City business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system.

Records created when using social media and related applications will be captured in the City's recordkeeping system.

Records will not be maintained outside the City's recordkeeping system, including email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

5.5 Security and Protection of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Physical records will not be removed from the City's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the City's archive storage provider, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

5.6 Record Access

Access to the City's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the City's Recordkeeping Operational Guidelines.

The public's access to the City's records will be in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992* and any other relevant legislation.

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

5.7 Appraisal, Retention and Disposal of Records

Records will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Staff, contractors and elected members must not personally undertake destruction of any records. Records identified for destruction will be subject to review and approval by the Records Management Coordinator, the Manager of the business unit the records relate to, and the Chief Executive Officer. Copies/duplicates may be disposed of after use ensuring any such records that contain personally identifiable information or information that is not publicly available are placed into confidential destruction bins or given to the Records Team.

6. References

Date of adoption and resolution No.	28/10/2015 #011
Review dates and resolution No.	13/12/2017 #054 24/07/2019 #504 14/12/2022 #263
Next review due date	November 2024
Legal Authority:	Local Government Act Section 2.7 – The Role of Council
Related documents	Acts/Regulations <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> <i>State Records Principles and Standards 2002</i> Plans/Strategies City of Kwinana Recordkeeping Plan - D16/61667[v2] City of Kwinana Disaster Recovery Plan - D16/65541[v2] Work Instructions City of Kwinana Recordkeeping Operational Guidelines D16/67823[v7] Other documents <i>State Records Principles and Standards 2002</i>