

CCCP 13 Records Management Policy



22 October 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Effective Leadership and Governance.

Objectives

To ensure that full and accurate records of all activities and decisions of the Shire of Augusta Margaret River are created, managed and retained or disposed of appropriately, and in accordance with relevant legislation.

Policy

Creation of records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Augusta Margaret River's business decision and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture and control of records

All records created and received in the course of the Shire of Augusta Margaret River business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security and 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 Augusta Margaret River records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Augusta Margaret River records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the Shire of Augusta Margaret River records by elected members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, retention and disposal of records

All records kept by the Shire of Augusta Margaret River will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia.

State archives awaiting transfer

As part of the regular retention and disposal exercise, the Shire of Augusta Margaret River will identify all hardcopy and electronic State archives for transfer. Where the Director of State Records is unable to accept transfers of State archives the records will be held in safekeeping by the Shire of Augusta Margaret River.

Sanitizing of hard discs and other digital media

As it is considered that the computer data as stored on hard disks and other digital media is high risk due to the data being highly sensitive, all such computer storage is to be sanitised according to the Sanitising Computer Storage Procedure as approved by ELT on 9 June 2015. This procedure is available in records file ITY/20, record number N89778.

Application

Chief Executive Officer

The Chief Executive Officer is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.41(h) of the *Local Government Act 1995*.

Elected members

All elected members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Augusta Margaret River as specified by the legislation and the Shire's Records Management Policy and Procedures. Party political and personal records of Elected Members are exempt.

Directors

Directors must ensure that all staff are familiar with and adhere to the Records Management Policy, the Recordkeeping Plan and all associated procedures as required from time to time.

Managers and staff

All managers must ensure the Records Management Policy and procedures are adhered to by staff. Managers must ensure staff, including contractors, understand and have knowledge of the Records Management Policy and procedures.

Staff must ensure they have a good understanding of the Records Management Policy and procedures. All staff are to retain records relating to the business activities they perform. They are to identify significant records in all formats and ensure these records are registered in the records management system where they will be maintained, protected and disposed of in accordance with the State Records Office General Disposal Authority for Local Government Records.

Records officers

Records officers are to work within the parameters of the Shire of Augusta Margaret River Records Management Policy, Plan and procedures to ensure that a professional information management system is maintained to meet legislative and confidential requirements as they apply.

Document and version control table		
Strategic outcome	Effective Leadership and Governance	
Responsible Directorate	Corporate and Community Services	
Authority of original issue	Council	
Date of original issue	22 October 2014 OM2014/228	
Contact officer	Coordinator Information Management	
Date of next review	2019 To be reviewed every five years in line with <i>State Records Act 2000</i>	
Document No.	INF/80	
Version	Date issued	Brief description
1.0	22 October 2014	Policy adopted by Council
1.1	September 2017	Policy transferred to new template