



POLICY MANUAL ADMINISTRATION

4.0 RECORDS MANAGEMENT POLICY

Distribution	Elected members, All Employees, Volunteers, Contractors
Responsible Officer	Chief Executive Officer
Date adopted	19 July 2023
File Reference	04.07

Purpose

The purpose of this policy is to establish parameters for shire representatives including volunteers, staff, contractors and elected members for effectively managing records in accordance with *State Records Act 2000*.

Objective

- Accurately outline the process for creation, capture and control, security and protection, access, appraisal, retention and disposal of records.

Scope

Elected members, All Employees, Volunteers, Contractors

Standard

1) Creation of Records

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

2) Capture & Control of Records

All records created and received in the course of Shire of Goomalling business are to be captured at point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles. Ephemeral Records are not required to be captured or maintained.

3) Security & Protection of Records

All records are to be categorised as to their sensitivity and adequately secured and protection from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

4) Access to Records

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

5) Appraisal, Retention & Disposal of Records

All records kept by the Shire of Goomalling will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Record Office of WA. All record disposal is authorised by the CEO.

Roles & Responsibilities

Elected Members

- Adhere to the policies and procedures
- Review the policies and procedures
- Ensure any records received or created by an Elected Member are passed on to the Shire Office to be registered as part of Council's correspondence registration process.

Chief Executive Officer

- Review of state archives to be transferred to the State Records Officer
- Authorise destruction of records
- Certified revisions and updates of policy and procedures
- Monitor effectiveness and adherences to policy

Employees

- Adhere to the policies and procedures

Legislation

[Local Government Act 1995](#) (s5.27, s6.2)

[Local Government \(Administration\) Regulations 1996](#) (s12.1, s12.2, s12.3, s14.1)

[State Records Act 2000](#)

[Freedom of Information Act 1992](#)

Document Links

Strategic Community Plan

C1.4 Enhance open and interactive communication between Council and the community

C1.5 Develop a policy framework to guide Council's decision making

- C1.6 Promote and support community member’s participation in the Shire’s governance
- C2.2 Promote a culture of continuous improvement processes and resource sharing
- C2.7 Provide reporting processes in a transparent, accountable and timely manner

Procedures Manual

[General Disposal Authority for Local Government](#)

Records Management Procedure

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	19 July 2023	Item 9.7 Resolution 661	Supersedes Policy 2.2 Business Ephemeral Records Guidelines, 2.3 Metadata Policy, 2.4 Email Procedures, 2.5 Electronic Records Policy, 2.6 Archiving Policy, 2.7 Vital and Legal Documents, Procedures, 2.8 Correspondence procedures; 2.9 Elected Members Records Policy, Records Management Policies & Procedures 2012