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| <b>Title:</b>                 | <b>2.2 Business Ephemeral Records Guidelines</b> |
| <b>Previous No:</b>           |  |
| <b>File No:</b>               |  |
| <b>Statutory Environment:</b> | <i>State Records Act 2000</i>                    |
| <b>Minute No:</b>             |  |
| <b>Last Updated:</b>          | <b>September 2015</b>                            |
| <b>Review Date:</b>           | <b>September 2019</b>                            |

**Objective:**

Ephemeral records are not required to be registered. The aim of this policy is to set rules to assist when determining whether a record should be registered or not.

**Policy:**

All corporate information relating to the business of Council should be registered.

To assist with determining if a document/email/request should be registered, ask yourself the following questions. If the answer is 'YES', then the information should be registered.

A record should be registered if:

- It concerns Council's core business, including vital / legal advice;
- It details a policy change or development;
- It approves or authorises action or expenditure;
- Council is required to respond to the record;
- It involves a decision made by an employee on Council's behalf;
- It involves a complaint that requires investigation;
- It involves attending a formal meeting;
- It concerns a safety issue; or
- It adds to Councils knowledge base.

A record is ephemeral and not required to be registered if it is:

- A transitory or short term item such as a phone message, notes, compliment slips, delivery slips etc;
- Distributed to staff for information only;
- A personal message unrelated to official business;
- Rough working papers and/or calculations created in the preparation of official records;
- Published material which does not form an integral part of a Council record;
- Advertising material or 'junk' mail; or
- Duplicate copies of material used for reference purposes.