

<b>Title:</b>	<b>2.5 Electronic Records Policy</b>
<b>Previous No:</b>	
<b>File No:</b>	
<b>Statutory Environment:</b>	<b><i>State Records Act 2000</i></b>
<b>Minute No:</b>	
<b>Last Updated:</b>	<b>September 2015</b>
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**Objective:**

This policy guides staff and elected members on how to treat electronic records.

**Policy:**

An electronic document becomes an electronic record when it takes part in a business transaction. For example, a report prepared using a word processing application remains a document until it is submitted.

All electronic documents, plans, images etc which constitute a record, as defined under the *State Records Act 2000*, must be captured into a corporate approved system which meets the recordkeeping requirements under the *State Records Act 2000* and the *State Records Principles and Standards 2002*.

Elected members and staff, including contractors, will ensure that electronic records created outside corporate approved systems, for example in office applications such as word processing, spreadsheets etc, are printed and attached to file wherever possible.

In some instances, it may not be practical to print an electronic record, for example records containing audio-visual material, spreadsheets with complex calculations etc. In these circumstances, it is the responsibility of the creator to ensure that the record will be held in electronic format and remain accessible until it reaches its disposition period. This will entail implementing a migration strategy through different software versions.