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| Title: | 2.6 Archiving Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

This policy sets out procedures for archiving and disposal of records.

Policy:

Archiving Retention and Disposal Operational Procedures

Files will be assessed upon closure (see file closure procedures for file closing requirements). This procedure requires a person with a working knowledge of the Local Government General Disposal Authority (GDA) (basic training will enable simplification of the task in hand). Discuss with your fellow staff or even colleagues within your regional group (a lot of councils are forming local records group to enable resource and knowledge sharing).

It is important to remember when appraising files that you must check the whole file carefully (particularly with broad brush file titles) for disposal if there are multiple disposal requirements on a single file then the longest retention period applies (e.g. 7 years and destroy or 5 years and archive, then you would apply 5 years and archive even if it is only a single piece of correspondence requiring archiving (documents cannot be removed from files, whole file must be archived):

- Take file from cabinet (Separate Open and Closed file sections);
- Assess file according to GDA guidelines;
- Apply appropriate disposal action (writing in pencil on file the disposal authority number and period required for holding before either archiving or destroying);
- Repeat above process for each file;
- At completion of appraisal process separate files into Archive and Destruction piles;
- Then sort files within each grouping by year of archive or destruction, if destruction or archival due current year, deal with as follows:
 - Fill out supplied destruction schedule by;
 1. Filling in file number, file title, date range, box number, destruction period, GDA Reference.
 2. Sign off as recommending officer
 3. Pass to CEO for signing off approval to destroy

4. Destroy by SRO recommended as quoted in Local Government General Disposal (you may wish to contact an appropriate contractor who can carry out this process for you supplying appropriate Destruction Certification).
 5. Place copy of destruction approval sheets on a created file for permanent retention as per SRO requirements.
- Fill out supplied archiving sheet by;
 1. Filling in file number, file title, date range, box number, Archive period, GDA Reference
 2. Contact State Records Office to discuss arrangements as to whether files can be transported directly to SRO or are required to be held by Shire.
 3. Place copy of Archive list on a created file for future retention
 - If destruction or archiving is not for the current year, then place on appropriate list and bring up each year for dealing with at an appropriate time.