

<b>Title:</b>	<b>2.7 Vital and Vital/Legal Document Procedures</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:**

This procedure deals with the recording and archiving of legal and vital documents.

**Policy:**

All Vital / Legal documents are to be kept in a locked secure place, and they are to be kept secured at all times. These records include:

- Leases from and to Council
- Licenses held by Council
- Agreements (Contracts)
- Guarantees/Warranties
- Planning Agreements (Town Planning Scheme)
- Occupation Agreements
- Vesting orders
- Council Minutes
- Cemetery Records
- Payroll Records
- General Ledgers
- Rates Books
- Deeds / Titles

A number is to be allocated to each Vital / Legal document and a register of the numbered documents is to be maintained by the Administration Officer. This register is to be updated regularly. A record of borrowings of Vital / Legal documents is to be maintained by the Administration Officer and this record shall contain such information as date and time the document was removed and replaced and the purpose for removal. It shall provide for the borrower's signature.