

Record Keeping Policy

1 Objectives

- 1.1 To ensure compliance with the requirements of the *State Records Act 2000* and the *Local Government Act 1995*.
- 1.2 To provide for adequate and efficient storage and retrieval of the Town's information.

2 Scope

- 2.1 This policy applies to the whole organisation of the Town of Bassendean, including employees, Councillors, and contractors engaged by the Town to fulfil specific business functions.

3 Definitions

Government records – records created or received by a government organisation, or a government organisation employee, or contractor in the course of work for the organisation.

Record – means any record of information however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan diagram or graph;
- A drawing, pictorial, or graphic work, or photograph;
- Anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writing can be reproduced with or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

Source:

- *State Records Act 2000*
- State Records Commission Standard 1 – Government Recordkeeping.

4 Capture and Creation

- 4.1 All records received by the Town are to be registered in the Records Management system. All records created on behalf of the Town are to be captured at the point of creation regardless of format within the electronic record keeping system. Records Management staff are responsible for the storage of all records.

5 Control, Security and Protection

- 5.1 All records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.
- 5.2 All records checked out from Records Management must remain within the Town's offices, unless authorised by the CEO.
- 5.3 Access to the Town's records is provided in accordance with designated and approved access and security classifications.
- 5.4 Public access to the Town's records is provided in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

6 Retention and Disposal of Records

- 6.1 All records are to be stored in accordance with the Town's Record Keeping Plan.
- 6.2 Records Management staff are responsible for managing the disposal of all records in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government Information.

7 Roles and Responsibilities

7.1 Chief Executive Officer:

- 7.1.1 The CEO must ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including the *State Records Act 2000*, this Policy, and the Town's Record Keeping Plan.

7.2 Directors and Managers:

- 7.2.1 Directors and Managers must ensure all new employees are inducted and trained as to their record keeping responsibilities, and that records created under their control and direction are recorded in the Town's Records Management system.

7.3 All Employees and Contractors:

- 7.3.1 Employees and contractors must create, collect and retain records relating to the business activities they perform. That includes identifying records for capture, and appropriately recording those records in the Records Management system, in compliance with statutory requirements and the Town's policies and procedures for record keeping.

7.4 Councillors:

7.4.1 Councillors must create and keep records of communications or transactions which convey information relating to the Town's functions. These records should be copied or forwarded to the Town's Records team mailbox for capture into the Town's Records Management system.

7.4.2 State Records Commission policy regarding the records of Councillors requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

7.4.3 This policy applies regardless of a record's format or where it was received.

7.4.4 The following table provides guidelines for the capture and recording of Councillor records.

Yes – Forward to Records Mailbox	No – Do not forward to Records Mailbox
<p>Communication to and from community members</p> <ul style="list-style-type: none"> • Complaints and compliments; • Correspondence concerning corporate matters; • Submissions, petitions and lobbying; • Information for Council's interest relating to local government business activity and functions. <p>File notes of telephone, meetings and other verbal conversations between an Elected Member and another party, regarding Town projects or business activities.</p> <p>Work diaries containing information that may be significant to the conduct of the elected member on behalf of the Town.</p> <p>Presentations and speeches delivered as part of an Elected Member's official duties.</p>	<p>Duplicate copies (e.g. copies of Council Meeting agenda, minutes and attachments).</p> <p>Draft documents and working papers which are already captured by Records Management.</p> <p>Publications (e.g. newsletters, circulars, journals).</p> <p>Invitations to community events where an elected member is not representing Council or the Town.</p> <p>File notes of telephone, meetings and other verbal conversations which convey routine information only or do not relate to the Town's business or functions.</p> <p>Electioneering or party-political information.</p>

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Legislation:			
	<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i>		