

1.13 Recordkeeping

Objective

To comply with the requirements of the *State Records Act 2000* and the *Local Government Act 1995*.

To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations' stakeholders.

Definitions

Record means information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any, or all of the following attributes:

- a. Information which is of evidentiary or historical value and is not recorded elsewhere;
- b. Formal communications and/or transactions between officers or between an officer and another party; or
- c. It may document the rationale behind organisational policy, decisions or directives.

Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

General Disposal Authority (GDA) for Local Government Records ("the schedule") is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

Policy Statement

Records are an important information resource within the Shire of East Pilbara ("the Shire"), and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records:

- Protects the interests of the Shire of East Pilbara and the rights of its customers, stakeholders and employees;
- Supports informed decision making;
- Provides evidence of achievements; and
- Increases efficiency in administration and service delivery across the organisation.

Scope

This policy applies to all Council Members, employees and all contractors employed by the Shire to fulfil specific business functions.

Policy

This Policy provides direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of East Pilbara.

This policy and related recordkeeping procedures/guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

1. Ownership

All records created or received during the course of business belong to the Shire, and not to the individuals who created them.

2. Creation of Proper and Adequate Records

All employees and Council Members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire of East Pilbara recordkeeping system.

3. Language Control

The following principles are to be followed for the creation and management of records:

- Records will be created and maintained in clear and concise language, free from jargon, acronyms and technical terms.
- The Organisation will provide training and support to staff to promote awareness of the importance of language control in recordkeeping.

The Shire is committed to ensuring that all records are created, managed and used in a manner that promotes language control and ensures effective communication with stakeholders.

4. Capture and Control of Records

All records created and received in the course of Shire business will be captured at the point of creation (wherever possible), regardless of format, with required metadata entered into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the Shire's recordkeeping system.

5. Preservation of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule or they are in the custody of an officer performing official business.

All records should be categorised as to their level of sensitivity, and adequately secured and protected from violation, unauthorised access or destruction.

6. Access to Records

Access to the Shire's records by staff will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to records by the general public will be made in accordance with the *Freedom of Information Act 1992* and *Local Government Act 1995*.

Access to records by Council Members for the purpose of Council business will be authorised by the Chief Executive Officer in accordance with the *Freedom of Information Act 1992*, the *Local Government Act 1995* and the *Shire of East Pilbara Code of Conduct for Council Members, Committee Members and Candidates*.

7. Appraisal, Retention and Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Employees, contractors and Council Members must not personally undertake the destruction of any record. Records identified for destruction will be subject to review and approval by the Records Officer, the Manager of the business unit the records relate to, and the Chief Executive Officer. The Records Officer is responsible for the appropriate destruction of such records.

8. Compliance

Training in recordkeeping practices and the use of the Shire's document and records management system will be provided to all new employees, contractors and Council Members upon commencement. Refresher training is available upon request (to the CEO in the case of Council Members and the Records Officer for employees).

9. Procedures and Practice Guidelines

The Chief Executive Officer will develop, maintain and review recordkeeping procedures, programs, work instructions, guidelines, etc as required, for employees and contractors to support compliance with this Policy.

Employees and contractors must comply with the Recordkeeping Plan when creating, maintaining and disposing of records. All records must be accurate, complete and kept in accordance with this Policy.

10. Recordkeeping Plan

The Chief Executive Officer will prepare an annual Recordkeeping Plan to be approved by the State Records Commission, to achieve the outcomes of this policy. The Plan will identify areas for improvement and establish objectives, strategies and action plans to achieve those objectives.

Progress against the Plan and any significant recordkeeping issues will be reported to the Audit, Risk and Governance Committee annually for review and consideration.

Authorisation Details

References:	<i>State Records Act 2000</i> <i>Criminal Code Act Compilation Act 1913</i> <i>Electronic Transactions Act 2011</i> <i>Evidence Act 1906</i> <i>Freedom of Information Act 1992</i> <i>Interpretation Act 1984</i> <i>Local Government Act 1995</i> State Records Commission: Principles and Standards		
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