

### Introduction

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To ensure compliance with legislation that addresses records management requirements it is essential that appropriate policies and procedures are provided for the direction of and use of local government Councillors and employees.

### Purpose

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1. To ensure compliance with the State Records Act 2000 and its amendments.
2. To capture and control full and accurate records, in all formats, as evidence of the Council's business activities by developing systems and practices that make information readily accessible.
3. To safeguard records of continuing value for legal, evidential, administrative, financial purposes or historical value.

### Definition

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The definition of a record is that specified in the State Records Act 2000 and is as follows.

A 'Record' is recorded information, regardless of medium or characteristics which is handled, received or generated by the shire, contractor or a Councillor, regardless of its medium or physical format. It records a decision, transaction, or state of knowledge and is generated as part of a Council process or Councillor activity.

Examples of these records include: correspondence, electronic documents, forms, electronic messages, photographs, drawings, plans, maps, diagrams or graphs, audio-visual materials and anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

### Policy statement

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1. Council will maintain a Records Office that manages the efficient capture, creation, distribution, storage, retrieval and disposal of its records in accordance with the State Records Act 2000.
2. All Councillors and employees will capture, create or provide full and accurate records, in the appropriate format, of Council's business decisions and transactions to meet all legal, evidential, administrative, financial and historical requirements; and in accordance with Council's guidelines.
3. All records (as defined), whether internal or external, are to be captured and stored within the appropriate records systems managed in accordance with Council's Record Keeping Plan.
4. All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access and destruction in accordance with Council's Record Keeping Plan.

5. Access to the Council's records by employees will be regulated to ensure security and confidentiality.
6. Access to the Council's records by the general public will be in accordance with the Freedom of Information Act 1992 and Local Government Act 1995.
7. Access to the Council's records by Councillors will be via the Chief Executive Officer in accordance with the Local Government Act 1995 and any other relevant legislation and guidelines.
8. All records maintained by Council are to be retained and disposed of in accordance with Council's Record Keeping Plan, the General Disposal Authority for Local Government Records (2015) and the specific requirements of the Shire of Capel.
9. Councillors shall have regard for the document "Local Government Elected Members' Records: Which records to capture" produced by the State Records Office of WA with regard to what constitutes a record and how these shall be recorded and managed.

## Application

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This Policy applies to all current and new Councillors and employees.

<b>Department:</b>	Corporate Services	<b>Next review:</b>	December 2021
<b>Reviewer:</b>	Director Community & Corporate	<b>Legislation:</b>	State Records Act 2000
<b>Adopted:</b>	Minute OC1124, 26.11.03	<b>Delegation:</b>	
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