

EME009	RECORDS MANAGEMENT POLICY		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	RESPONSIBLE OFFICER:	
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	Corporate Records Management Procedure		
RELATED FORMS:	Shire of Carnarvon Recordkeeping Plan (RKP)		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995 Evidence Act 1906 Electronic Transactions Act 2011 Privacy Act 1988 Interpretation Act 1984		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	OCM 7/8/22
28/03/2023	Council	Nil	OCM 5/3/23
26/03/2024	Council	Nil	OCM 7/3/24
24/06/2025	Council	Listed below	OCM 7/6/25

EME009 Records Management Policy

OBJECTIVE

To ensure the Shire of Carnarvon meets the statutory requirements of the State Records Act 2000.

SCOPE

This policy applies to all Elected Members, Shire employees and external organisations and contractors conducting outsourced services on behalf of the Shire.

POLICY STATEMENT/S

This policy and related Recordkeeping Plan and procedures are the framework for ensuring corporate records are created and retained appropriately to meet accountability requirements, legislative compliance and adhere to best practice standards.

Records are recognised as an important information resource within the Shire and it is accepted that sound records management practices will contribute to the overall effectiveness of the organisation.

1. Creation, capture and control of Records

All Elected Members, employees and contractors are responsible for maintaining complete and accurate evidence of all business transactions; and ensuring all corporate records are retained within the Shire's official recordkeeping systems or appropriate business system at the point of creation, regardless of its format.

2. Security and Protection of Records

All corporate records created or received during the course of business belong to the organisation; they should be maintained in a safe and secure environment ensuring their authenticity and preservation for as long as they are required.

Records should not be maintained in email folders, shared drives, personal drives, external media storage or personal cloud services as these do not have the required functionality to protect business information, data and records over time.

3. Access to Records

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

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

Access to the Shire's corporate records by Elected members will be via the Chief Executive Officer (CEO) in accordance with *Section 5.92 of the Local Government Act 1995*.

4. Appraisal, Retention and Disposal of Records

The Governance and Information Coordinator will dispose of corporate records in accordance with the *General Disposal Authority (GDA) for Local Government Records*, following authorisation from the Chief Executive Officer.

5. Training and Education

Training in recordkeeping practices and the use of the Shire's records management and business systems are available to all new staff and contractors upon commencement, ongoing training is available by request to the Governance and Information Management coordinator.

Definitions

Business Systems means the organised collections of hardware, software, procedures and policies and people, which store, process and provide access to data and information.

Corporate Record is any hard-copy, digital or online record that meets one or more of the following criteria:

- It conveys information essential or relevant in decision-making processes,
- It conveys information upon which others will, or may use to make decisions affecting the Shire's operation, rights and obligations under legislation,
- The provision of the Shire's resources and/or services,
- It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into,
- The information is likely to be needed for future use or is of historical value.

General Disposal Authority (GDA) outlines the length of time different categories of local government records are held and the recommended disposal actions (where appropriate).

Recordkeeping Plan (RKP) the Shire's recordkeeping plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. All government organisations must have a RKP approved by the State Records Commission.