

Record Keeping Policy

Introduction

This policy is designed to provide guidelines for the requirement to record all business related documents.

Application

This Policy applies to all physical and digital information which includes but is not limited to: physical mail and documentation, emails, digital images, website and social media posts, text messages and shared network drives.

Policy Intent

To ensure Council and Administration remains compliant with the State Records Act 2000.

Responsibility

All elected members, staff and contractors are responsible for creating full and accurate records of the Shire of Toodyay's business decisions and transactions. These are to be created in the appropriate format, to meet all legislative, business, administrative, financial, evidential and historical requirements in accordance with:

- The Shire of Toodyay Recordkeeping Plan;
- Evidence Act 1906;
- Freedom of Information Act 1992;
- Local Government Financial Management Regulations 1996;
- Local Government Act 1995; and
- The State Records Act 2000.

Records are to be distributed only to the appropriate recipient.

The Records Officer is responsible for the naming conventions, creation and closure of all files.

Capture and Control

All records created and received in the course of Shire of Toodyay business, are captured at the point of creation. These records are to be formatted in accordance with Digitisation Guidelines, with the required metadata, into appropriate record keeping and business systems. These systems are managed in accordance with the Shire of Toodyay Recordkeeping Plan. If digitisation of source records is to occur, an approved Digitisation Plan must first be implemented.

Security and Protection

All records should be categorised as to their level of sensitivity, adequately secured and protected from violation, unauthorised access or destruction. They should be kept in accordance with necessary retrieval, preservation and storage requirements and appropriate migration strategies implemented for new systems. All archives should be kept in accordance with the State Records Office Directions for Keeping Archives Awaiting Transfer 2009.

Access to Records

Access to the Shire of Toodyay's records by staff and contractors is managed in accordance with designated access and security classifications. Access to the Shire of Toodyay's records by the general public are in accordance with the Freedom of Information Act 1992. Access to the Shire of Toodyay's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention and Disposal of Records

All of the Shire of Toodyay's records are to be retained and disposed of, in accordance with the General Disposal Authority for Local Government Records (GDALGR), produced by the State Records Office of WA. If a contractor is appointed to perform the destruction of records, they must sign an appropriate confidentiality agreement and agree to perform the destruction in accordance with the GDALGR.

Reference Information

Related Documents	Shire of Toodyay Record Keeping Plan and The General Disposal Authority for Local Government Records 2015-001
Related Legislation	<i>State Records Act 2000 (WA), Evidence Act 1906, Freedom of Information Act 1992, Local Government Accounting Directions 1994, Local Government Act 1995</i>

Document Category	Administration
Document Title	Record Keeping Policy
Document ID	NPP17966
Version No.	Version 1
Archived and previous version	Replaces A.1 (Electronic Mail – Email)
Access Restrictions	Manager Corporate Services and/or Manager Finance
Approved By	Council
Date of Approval (OCM)	25 June 2019
Date of Last Review	Reviewed Council Meeting 24 November 2005 Reviewed Council Meeting 16 November 2006 Reviewed Council Meeting 15 November 2007 Reviewed Council Meeting 21 May 2009 Reviewed Council Meeting 13 May 2010
Date of Next Review	June 2024

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