

COUNCIL POLICY

Title: Records Management

Responsible Officer: Deputy Chief Executive Officer

Shire of
Kellerberrin

Version: Current

1. PURPOSE

The purpose of this policy is to define the principles of the Shire's record keeping functions and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.

2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

3. DEFINITIONS

Term	Meaning
Ephemeral Records	Ephemeral records are records that have no continuing value to the Shire of Kellerberrin with no administrative, fiscal, legal, evidential or historical value. They may include duplicate copies, messages, promotional material or information material produced by other organisations.
ERMS	Electronic Records Management System (ERMS) is the Central Records Module within IT Vision's SynergySoft
General Disposal Authority	The General Disposal Authority for Local Government Records (GDALG) is a management tool for identifying and determining the retention and disposal of records.
Record	A record or significant record may be recorded information (in any form) created or received and maintained by the Shire of Kellerberrin or person in the transaction of business and kept as evidence of such activity.
Vital Records	Are records essential to the continued functioning or reconstitution of the Shire of Kellerberrin during and after an emergency.

4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

Creation and Capture of Records

Full and accurate records will be created and captured in the appropriate format (preferably in an electronic format), in accordance with legislation and the Shire of Kellerberrin's Record Keeping Plan, policy and procedures meeting all legislative, business, administrative, financial, evidential and historical requirements.

Where an original hard copy record exists and has been captured in Shires ERMS, it is required that the hard copy be provided to the Records Officer for filing and to meet retention requirements as per GDALG

Security

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

Records are not to be removed for the Shire Administration Building or Kellerberrin Memorial Hall (offsite location) unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing their official business.

Storage of Records

Confidential personnel and payroll records are kept locked in CEO's office.

Vital Records including but not limited to, Rate Books, Lease & Agreements, Minutes and other significant or permanent records are kept in fire resistant walk-in safe.

Non-current (audited) financial records are stored at Kellerberrin Memorial Hall awaiting disposal in accordance with the GDALG.

Access to Records

Access to records by Employees or Contractors will be in accordance with designated and approved access and security classifications.

General public access to the City's records will be in accordance with the Local Government Act 1995, the Freedom of Information Act 1992 and other relevant legislation and policies.

Elected Members access to records will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Disposal and Retention of Records

All records maintained by the Shire of Kellerberrin are to be disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records (GDALG)

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16