

# Records Management Policy

## City Policy

### Responsible Directorate: Governance and Strategy

**Objective:** To ensure that the City meets the statutory requirements of the *State Records Act 2000*.

#### 1. Application:

This Policy applies to all City of Joondalup Elected Members, staff and contractors.

#### 2. Definitions:

“**corporate record**” means any hard-copy, digital or online record that meets one or more of the following criteria:

- a. It conveys information essential or relevant in decision-making processes.
- b. It conveys information upon which others will, or may, use to make decisions affecting the City’s operations, rights and obligations under legislation.
- c. It commits the City to certain courses of action, the commitment of resources or provision of services.
- d. It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.
- e. The information is likely to be needed for future use, or is of historical value.

“**ephemeral record**” means any record that has no continuing value to the City and is generally only needed for a few hours or a few days. The City uses the guidelines contained within the *General Disposal Authority for Local Government Records* to determine which records are considered ephemeral.

#### 3. Statement:

This Policy establishes the City’s position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records, training and education.

#### **4. Details:**

##### **4.1. General Recordkeeping:**

All Elected Members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate records are retained within the City's official recordkeeping systems at the point of creation, regardless of the format, being in accordance with the following:

- *Evidence Act 1906*
- *Freedom of Information Act 1992*
- *Local Government Accounting Directions 1994*
- *Local Government Act 1995*
- *State Records Act 2000*
- *Electronic Transactions Act 2011*

##### **4.2. Access:**

- a. Access to corporate records by City staff and contractors will be in accordance with designated access and security classifications, as determined by the Records Services Coordinator.
- b. Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.
- c. Access to corporate records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

##### **4.3. Destruction:**

The Records Services Coordinator will dispose of corporate records in accordance with the *General Disposal Authority for Local Government Records* *and/or the General Disposal Authority for Source Records*, following authorisation from the Chief Executive Officer.

##### **4.4. Ephemeral Records:**

Ephemeral records may not be required to be placed within the City's official recordkeeping systems. Elected Members, staff or contractors may dispose of such ephemeral records once reference ceases.

##### **4.5. Training and Education:**

Training in recordkeeping practices and the use of the City's document and records management systems is available to all newcomers upon commencement and ongoing training is available upon request to the Records Services Coordinator.

Elected Members will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

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<b>Creation Date:</b>	March 2004
<b>Amendments:</b>	CJ206-10/05, CJ093-05/12, CJ172-10/17, <a href="#">CJXXX-XX/XX</a>
<b>Related Documentation:</b>	<ul style="list-style-type: none"><li>• <i>Evidence Act 1906</i></li><li>• <i>Freedom of Information Act 1992</i></li><li>• <i>Local Government Accounting Directions 1994</i></li><li>• <i>Local Government Act 1995</i></li><li>• <i>State Records Act 2000</i></li><li>• <i>General Disposal Authority for Local Government Records</i></li><li>• <a href="#"><u><i>City of Joondalup Record Keeping Plan</i></u></a></li></ul>

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