



Policy Type:	Administrative
Date Adopted:	13 October 2009

Policy No:	CM181(NEW)
Date Last Reviewed:	October 2009

Legal (Parent):
1. State Records Act 2000.
2. Section 5.41 (h) of the Local Government Act 1995

Legal (Subsidiary):

ADOPTED POLICY	
Title:	RECORD KEEPING
Objective:	1. To ensure that the City meets the statutory requirements of the State Records Act 2000; 2. To provide record keeping principles that identifies and protects the City's records of continuing value.

1.0 Introduction

The City's corporate records are to be managed in accordance with the City's Record Keeping Plan. All elected members, officers and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions and ensuring all corporate documents are retained with the City's official record keeping system, at the point of creation, regardless of the format, in accordance with:

- (a) State Records Act 2000;
- (b) Evidence Act 1906;
- (c) Acts Amendment (Evidence) Act 2000;
- (d) Freedom of Information Act 1992; and
- (e) Local Government Act 1995.

Accurately created and maintained records are important and necessary because they serve as a history of the transactions and business processes of the City. They are a fundamental tool for providing evidence of local government accountability and responsibility. It is for these reasons that legislation exists to ensure that records are properly maintained and preserved for future generations.

2.0 Definitions

Council:- in this document means the Local Government office and the Council of the City of Canning.

Ephemeral Records means:-

- (a) duplicate or exact copies of records or documents
- (b) information material including price lists, catalogues, advertising material, brochures etc produced by other organisations;
- (c) reference sets of directories, addresses and contact lists, including internal directories and lists produced by the City, other agencies and organisations or suppliers;
- (d) Unsolicited letters or promotional material that offer goods or services to the local government;
- (e) Messages in the form of voice mail, email, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the City;
- (f) Rough drafts of reports, correspondence, routine or rough calculations not circulated to other officers in the City, and of which a final draft has been produced and placed on the appropriate file; (versions of drafts that contain significant changes to context must be placed in the appropriate file);
- (g) Transitory messages giving minor instruction and of a routine or instruction nature that are used to further some activity in either a paper-based or electronic format (e.g. correcting typing errors, requesting file creation or retrieval, filing a letter, formatting documents, duplicating or copying);
- (h) Letters or cards of appreciation, sympathy or greeting of no enduring value;
- (i) Working papers, background notes and reference materials used to prepare or complete other documents. Those documents become the record of the City and are placed on the appropriate file.

Officers and contractors may dispose of such ephemeral records when reference to them ceases (in accordance with the General Disposal Authority for Local Government Records).



Government organisation employee means:-

- (d) a person who, whether or not an employee, alone or with others governs, controls or manages a government organisation;
- (e) a person who, under the *Public Sector Management Act 1994*, is a public service officer of a government organisation; or
- (f) a person who is engaged by a government organisation, whether under a contract for services or otherwise,

and includes, in the case of a government organisation referred to in item 5 or 6 of Schedule 1, a ministerial officer, (as defined in the *Public Sector Management Act 1994*) assisting the organisation, (*State Records Act 2000*).

Government Record:- is a record created or received by or for a government organisation or a government organisation employee or contractor in the course of the work for the organization (*State Records Act 2000*);

Local Government Office means:- the civic and administration office of the City of Canning;

Records- means any record of information however recorded and includes:-

- (g) any thing on which there is writing or Braille;
- (h) a map, plan, diagram or graph;
- (i) a drawing, pictorial or graphic work, or photograph;
- (j) any thing on which there are figures, marks, perforations, symbols, having a meaning for persons qualified to interpret them;
- (k) anything for which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (l) any thing on which information has been stored or recorded either mechanically, magnetically or electronically. (*State Records Act 2000*);

State Archive:- is a State record that is to be retained permanently. (*State Records Act 2000*)

3.0 Positional Roles and Responsibilities

3.1 Chief Executive Officer

The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is established that is compliant with legislative requirements and best practice standards;

3.2 Executive and Managers

All Executive and managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility;

3.3 Record Services

The Records Services team is to develop, maintain, monitor, promote and support an organisational system for the capture and management of records that is compliant with legislative requirements and best practice standards.

3.4 City Officers

All City officers (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the record keeping system and that all records are handled in a manner commensurate with legislation and the City's policies and procedures relating to record keeping.

4.0 Creation

All officers and contracts shall create full and accurate records, in the appropriate format, that properly and adequately record the performance of the City's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.



5.0 Capture and Control

All records created and received in the course of City business are to be captured at the point of creation, regardless of format, with required metadata, into the City's record keeping and business systems that are managed in accordance with sound record keeping principles.

6.0 Security and Protection

All records shall be categorised according to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

7.0 Access

Access to corporate records by officers of the City and contractors will be in accordance with designated access and security classifications.

Access to the City's records by the general public will be in accordance with the Freedom of Information Act 1992.

8.0 Retention and Disposal

Where permitted, all records kept by the City will be disposed of in accordance with the General Disposal Authority for Local Government Records, following authorisation from the Chief Executive Officer.