

# Recordkeeping Policy



Town of Cottesloe

**This Policy replaces all previous policies related to this topic.**

## **1. Policy Purpose**

- 1.1 To define the principles of the Town of Cottesloe's records management function.
- 1.2 Document the approach to the proper management of records to enable evidential records to be created and maintained.
- 1.3 Ensure legislative requirements are met in relation to records management.
- 1.4 Ensure that the Town works within a disposal process for records through an approved scheme.

## **2. Policy Scope**

- 2.1 This policy applies to Elected Members, contractors and all staff including permanent, temporary, casual and part-time employees.
- 2.2 This policy applies to all external and internal records, which are handled, received or generated by the Town, regardless of their physical format or media type.

## **3. Policy Principles**

- 3.1 Employees, consultants, contractors and Elected Members of the Town will create full and accurate records, in the appropriate format, of the Town's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.
- 3.2 All records created and received in the course of the Town's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems that are managed in accordance with sound recordkeeping principles.
- 3.3 All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction and kept in accordance with the necessary retrieval, preservation and storage requirements.
- 3.4 Access to the Town's records:
  - 3.4.1 By employees and contractors - will be in accordance with the designated access and security classifications.
  - 3.4.2 By Elected Members - will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.
  - 3.4.3 By the public - will be in accordance with the *Freedom of Information Act 1992* and relevant Town policies

- 3.5 All records kept by the Town will be disposed of in accordance with the '*General Retention and Disposal Authorities for Local Government*' (GRDSs), produced by the State Records Office.
- 3.6 All records, which are made or received by the Town or an individual staff member during the course of the Town's business, are corporately owned by the Town of Cottesloe, and are therefore subject to the recordkeeping practices and procedures of the Town of Cottesloe.
- 3.7 Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, assets, tenders and quotations, forms, vital records, files and contracts.
- 3.8 Records are not to be removed from the Town of Cottesloe unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

#### **4. Definitions**

- 4.1 **Ephemeral Records**- Ephemeral records are duplicated records and/or those that have only short term value to the Town of Cottesloe, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records or routine enquiries.
- 4.2 **General Disposal Authority** - The *General Retention and Disposal Authorities for Local Government* is designed to provide consistency throughout local government for records disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document the operations of a local government.
- 4.3 **Government Record** - A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.
- 4.4 **Record** - Recorded information in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business and kept as evidence of such activity.
- 4.5 **Recordkeeping Plan** -The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the State Records Commission. It is the primary means of providing evidence of compliance with the State Records Act, and that best practices have been implemented in the organisation.
- 4.6 **Records Disposal** - Disposal is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.

- 4.7 **Significant Records** -Significant records contain information which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.
- 4.8 **State Record** - A parliamentary or government record.
- 4.9 **Vital Records** Vital records are essential to the continued business of the Town of Cottesloe. Vital Records include those that protect the rights of an individual and the organisation, and are essential for reconstruction in the event of a disaster.

## 5. Legislation

The *State Records Act 2000* has specific provisions relating to the responsibility to create, manage and dispose of records in accordance with principles and standards issued by the State Records Commission. In accordance with Section 19 of the *State Records Act 2000*, the Town of Cottesloe has a Recordkeeping Plan that has been approved by the State Records Commission.

Other legislation and standards impacting on records management includes, but is not limited to:

- 5.1 *Evidence Act 1906*
- 5.2 *Limitation Act 2005*
- 5.3 *Freedom of Information Act 1992*
- 5.4 *Local Government Act 1995*
- 5.5 Australian Accounting Standards
- 5.6 *Criminal Code 1913 (Section 85)*
- 5.7 *Electronic Transactions Act 2011*

## 6. Other Relevant Procedures/Key Documents

- 6.1 Town of Cottesloe - Record Keeping Plan
- 6.2 Town of Cottesloe - Business Continuity Plan
- 6.3 State Records Office - *General Retention and Disposal Authorities for Local Government*

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*Council Plan 2023-2033*

**Reference:** Key Objective: Our Leadership and Governance  
Our Strategy: 4.3 Deliver open, accountable and transparent governance