

SECTION 2.3 – Office of the Chief Executive Officer

POLICY # - RECORDKEEPING RESPONSIBILITIES

OBJECTIVE

This policy sets the guidelines for proper recordkeeping practices by the City of Joondalup.

STATEMENT

All staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions and ensuring all corporate documents are retained within the City's official recordkeeping system (RMS) at the point of creation regardless of the format, being in accordance with:

- State Records Act 2000
- Evidence Act 1906
- Acts Amendment (Evidence) Act 2000
- Freedom of Information Act 1992
- Local Government Act 1995
- Local Government Accounting Directions 1994

The definition of a corporate document/record is:

If any document/record meets one or more of the following criteria, they are deemed a corporate record.

1. *Does it convey information essential or relevant in making a decision?*
2. *Does it convey information upon which others will be, or are likely to make decisions affecting the City's operations, or rights and obligations under legislation?*
3. *Does it commit the City to certain courses of action or the commitment of resources or provision of services?*
4. *Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?*
5. *Is the information likely to be needed for future use, or is it of historical value or interest?*

All must abide by the recordkeeping requirements of the City as defined in the publication titled Recordkeeping Plan, which is a requirement of the State Records Act 2000.

Access

Access to corporate records by staff and contractors will be in accordance with designated access and security classifications as determined by the Records Services Coordinator.

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

Access to the City's records by elected members will be via the Chief Executive Officer in accordance with section 5.92 of the Local Government Act 1995.

Destruction

The Records Services Coordinator will dispose of records kept by the City in accordance with the 1999 General Disposal Authority for Local Government Records (produced by the State Records Office of Western Australia), following authorisation from the Chief Executive Officer.

Ephemeral Records

Ephemeral records have no continuing value to the City and are generally only needed for a few hours or a few days and they may not need to be placed within the City's official recordkeeping system. Section 1.11 of the General Disposal Authority for Local Government Records, 1999 describes ephemeral records as:

- Duplicate (or exact) copies of records, documents, circulars, forms, etc.
- Information material including price lists, catalogues, advertising material, brochures etc, produced by other organisations.
- Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers.
- Unsolicited letters or promotional material which offer goods or services to the local government.
- Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government.

Note: Messages which do relate to the business functions of the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed.

- Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file.

Note: Versions of drafts which contain significant changes to context must be placed in the appropriate subject file e.g. internal policy

- Transitory messages giving minor instructions 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.
- Letters or cards of appreciation, sympathy or greetings of no enduring value.
- Working papers, background notes and reference materials used to prepare or complete other documents. Those documents become the record of the local government and are placed on the appropriate subject file.

Note: Working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file.

In accordance with this schedule staff, contractors or Elected Members may dispose of such ephemeral records once reference ceases.

Training and Education

Training in recordkeeping practices and the use of the City's document and records management system (RMS) is available to all newcomers upon commencement and refresher courses are available upon request to the Records Services Coordinator.