

# 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 document/record”** means any document/record that meets one or more of the following criteria:

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

**“ephemeral record”** means any document/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. ~~As defined within the State Records Office of Western Australia's publication, General Disposal Authority for Local Government Records. The following are considered to be ephemeral records:~~

- a. ~~Duplicate (or exact) copies of records, documents, circulars, forms, etc.~~

- ~~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 local government, other agencies and organisations or suppliers.~~
- ~~d. Unsolicited letters or promotional material offering goods or services to the local government.~~
- ~~e. 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. (N.b.: messages that 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.)~~
- ~~f. 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. (N.b.: versions of drafts that contain significant changes to context must be placed in the appropriate subject file (e.g.: internal policy)).~~
- ~~g. Transitory messages giving minor instructions and of a routine or instructional 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; etc.)~~
- ~~h. Letters or cards of appreciation, sympathy or greetings 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 local government and are placed on the appropriate subject file.) (N.b.: working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file).~~

### 3. Statement:

~~Under the *State Records Act 2000*, the City has an obligation as a 'government organisation' to develop a *Recordkeeping Plan* that sets out the manner in which records are created and kept by the City.~~

~~This Policy informs the policies and procedures principle within the *Recordkeeping Plan*, by establishing the City's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records, and training and education.~~

~~For greater detail on the processes and legislative requirements relating to recordkeeping responsibilities, refer to the City's *Recordkeeping Plan*.~~

### 4. Details:

#### 4.1. General Recordkeeping:

- ~~a. The City's corporate records are to be managed in accordance with the City's *Recordkeeping Plan*.~~

- b. All Elected Members, 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 systems (~~TRIM~~) 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*

#### **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 the City's records by the general public will be in accordance with the *Freedom of Information Act 1992*.
- c. Access to the City's 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 records kept by the City in accordance with the ~~State Records Office of Western Australia's publication, *General Disposal Authority for Local Government 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 (~~TRIM~~). 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 (~~TRIM~~) 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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**Creation Date:** March 2004

**Amendments:** CJ206-10/05, CJ093-05/12

**Related Documentation:**

- *Evidence Act 1906*
- *Freedom of Information Act 1992*
- *Local Government Accounting Directions 1994*
- *Local Government Act 1995*
- ~~*Recordkeeping Plan*~~
- *State Records Act 2000*
- *General Disposal Authority for Local Government Records*

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- a. Does it convey information essential or relevant in making a decision?
- b. 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?
- c. Does it commit the City to certain courses of action or the commitment of resources or provision of services?
- d. Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
- e. Is the information likely to be needed for future use, or is it of historical value or interest?

**“ephemeral record”** means any document/record that has no continuing value to the City and is generally only needed for a few hours or a few days. As defined within the State Records Office of Western Australia’s publication, *General Disposal Authority for Local Government Records*. The following are considered to be ephemeral records:

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### **3. Statement:**

Under the *State Records Act 2000*, the City has an obligation as a 'government organisation' to develop a *Recordkeeping Plan* that sets out the manner in which records are created and kept by the City.

This Policy informs the policies and procedures principle within the Recordkeeping Plan, by establishing the City's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records and training and education.

For greater detail on the processes and legislative requirements relating to recordkeeping responsibilities, refer to the City's *Recordkeeping Plan*.

### **4. Details:**

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(TRIM) at the point of creation, regardless of the format being in accordance with the following:

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- *State Records Act 2000*

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<b>Creation Date:</b>	March 2004
<b>Amendments:</b>	CJ206-10/05, CJ093-05/12
<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>Recordkeeping Plan</i></li><li>• <i>State Records Act 2000</i></li></ul>