

	<p>LG518 Records Management</p>
<p>Key Focus Area Leadership and Governance</p>	<p>Responsible Directorate Governance and People</p> <p>Relevant Council Delegation Nil</p>

Purpose

To control and manage local government records within a records management and record keeping framework that complies with legislative, accountability, best practice requirements and standards to ensure that records are properly created, managed and maintained in the interest of corporate accountability.

Policy

The Town of Claremont (The ‘Town’) is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Town is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records. Records created and received by Town personnel and contractors are to be managed in accordance with the Town’s Approved Record Keeping Plan, this Policy and the associated Procedure Manual.

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.

1. It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Town are appropriately documented and that records are created and maintained in accordance with legislative requirements.
2. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records and in accordance with their security classification;
3. Registers are to be maintained of all record series and special categories, including but not limited to, registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.
4. All significant records, irrespective of format, are to be registered, classified and captured into the Town’s official record keeping system. All hard copy correspondence should be attached to a corporate file.

5. The Town is responsible for the security and protection of all records created or captured as part of the Town's day to day operations. All Town staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Town's business.
6. Access to the Town's records by individual staff and contractors will be in accordance with designated access and security classifications. Access to the Town's records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the Town's records by Elected Members will be through the Chief Executive Officer.
7. Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office, and following authorisation from the section manager and the Chief Executive Officer. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the GDA.
8. Records are not to be removed from the Town's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official Town business.

Roles and Responsibilities

1. Elected Members

Elected Members records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of Elected Members which constitute evidence affecting the accountability of Council and the discharge of its business. Political and personal records of Elected Members are exempt. Any correspondence received as part of their duties should be periodically returned to the Town for registering into the appropriate record keeping system.

2. Chief Executive Officer

In accordance with section 5.41(h) of the *Local Government Act 1995*, the Chief Executive Officer is to 'ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law'.

3. Managers

All managers are to ensure that appropriate document management systems are established to adequately manage all records under their control. It is also their responsibility to ensure all new staff are inducted as to their record keeping.

4. Staff

All staff, including contractors, are to create, manage and retain records relating to business activities they perform.

5. Records Staff

Records staff are responsible for providing a records management service which complies with this Policy, associated procedures and any State Records Office requirements. The Town of Claremont will ensure that appropriate practices are established to facilitate the ease of capture and management of all corporate records.

Document Control Box			
Business Unit:	Customer Relations and Records		
Legislation:	<i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1995</i>		
Organisational:	Town of Claremont Record Keeping Plan		
Review Frequency:	Annual	Next Due:	2021
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	20 November 2012	222/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Modified	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/18