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# RECORDS MANAGEMENT POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

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## PURPOSE

The purpose of the Records Management Policy is to ensure that full and accurate records of all activities and decisions of the Castlereagh Macquarie County Council are created, managed and disposed of appropriately to meet the Council's organisational needs and accountability requirements.

A small percentage of the Council's records will become archives, part of the cultural resources of the State.

## APPLICATION:

All employees must comply with this policy, and associated records management procedures, in their conduct of official business for Council. This policy applies to records in all formats, including electronic records.

## ASSOCIATED REFERENCES:

See Appendix A

## POLICY:

### Management of the Council's Records Management Policy

The General Manager or nominated delegate is responsible for the management of the Records Management Policy.

### Creation of Records

Official records are to be kept of all decisions and transactions made in the course of official business.

This includes:

- File notes of telephone conversations and minutes of meetings including reports.
- All paper based records.
- Activities and business transacted electronically, including email.

All documents are to be registered into the records management software, printed, and placed on a physical file. File titles are obtained from the Council's index.

All official outgoing communications, including letters, faxes, and e-mails, should contain reference to the file titles.

### Maintenance of Records

The location of each file is to be recorded and updated at every movement of the file. Staff members should notify the Administration Officer when passing records on to another officer.

### Storage of Records

Current files should be stored in designated storage areas for current records with appropriate

restrictions.

- Superseded records should be transferred to Council's offsite storage location(s).
- Records which are no longer in use for official purposes and that are required as State archives under a current Retention and Disposal Authority should be forwarded to the Administration Officer.

### **Disposal of Records**

Records of Council can only be disposed of in accordance with the State Records Authority's General Disposal Authority 39 (GDA39) – Local Government Records.

Records cannot be disposed of without the concurrence of the General Manager or delegate.

### **Archives**

The General Manager or delegate is responsible for transferring records which are required as State archives to the State Records Authority of NSW.

### **Access to Records**

Records are available to all authorised staff that require access to them for business purposes.

All access to Council's records by members of the public, including requests under the Government Information (Public Access) Act 2009, will be in accordance with the applicable legislation.

## **RESPONSIBILITIES**

### **General Manager**

- Ensures that Council complies with the requirements of the State Records Act 1998 and the standards and requirements issued under the Act
- Ensures that Council complies with other legislation relating to records management and recordkeeping.
- Ensures that the Records Management Program is adequately resourced
- Represents records management interests on the Executive
- Has ownership of the Records Management Policy
- Reports to the State Records Authority on the Records Management Program eg. responds to records management surveys.
- Administers Council's offsite storage location(s).

### **Administration Officer**

- Compiles Records Management Policy and Procedures and standards in relation to all aspects of records management
- Monitors compliance with the records management policy, procedures and standards across Council and makes recommendations for improvement or modification of practices
- Designs and advises on recordkeeping systems
- Manages the records management software
- Prepares lists for the disposal of records, in liaison with the General Manager
- Ensures that all staff are aware of their recordkeeping responsibilities
- Formulates and maintains index and retention and disposal authorities
- Formulates and maintains vital records lists and counter disaster plans
- Has responsibility for the conduct of records management operations.

- Provides support and infrastructure to ensure that records kept in electronic form are properly managed.
- Ensures that information management policies and projects take into account the special nature of records
- Liaises with Records Clerk regarding counter disaster planning for electronic records.

**All Employees**

- Comply with records management policy and procedures
- Create and forward full and accurate records of their business activities.

**REVIEW AND AMENDMENT**

This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.

This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

**ADOPTION**

This policy commences as from the date of adoption by Council, being 25<sup>th</sup> November 2024 and replaces any other previous policy.

**ACKNOWLEDGEMENT**

Council acknowledges the use of Records Management Policy documents provided by the State Records Authority of NSW and the State Library of NSW.

**Appendix A – Legislative and other requirements for recordkeeping**

**LEGISLATION**

- Copyright Act 1968 (Commonwealth)
- Government Information (Public Access) Act 2009
- Health Records and Information Privacy Act 2002
- Local Government Act 1993
- Privacy and Protection of Personal Information Act 1998
- State Records Act 1998 including standards and retention and disposal authorities issued under the Act.
- State Records Regulation 2005

Version	Adopted Date	Minute No.	Details of Review
1	25 <sup>th</sup> November 2024		