

ADMINISTRATION POLICY No 4

Record Keeping

1. Purpose

The purpose of this policy is to define the parameters for the creation, registration, management and disposal of Shire records. This policy incorporates relevant legislative requirements into standard practices and sets record management standards.

This policy applies to all Officers, Employees, Contractors and Elected Members who perform work on behalf of the Shire of Jerramungup.

2. Definitions

Files/Records/Fields	A format in which digitalised data is stored.
Record	Any record of information however recorded and includes: a) E-mails, faxes, letters, file notes, diaries, calendars and memorandums; b) Anything on which there is writing or Braille; c) A map, plan, diagram or graph; d) A drawing, pictorial or graphic work, or photograph; e) Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; f) Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and g) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.
Significant record	Any record that has administrative, fiscal, legal, evidential, historic or legal value and includes records that: a) Approve or authorise actions; b) Constitute formal communications between staff; c) Constitute formal communications between staff and individuals outside the organisation; d) Signify a policy change or development; e) Relate to significant projects or activities being carried out; f) Contain advice or provide guidance; g) Support a project or activity being carried out by the Shire of Jerramungup.
Transient record	Any record of little value that has a routine or instructional nature and includes: a) Duplicates of documents, without additional notions; b) Copies of another organisation's reports, information and files; c) Telephone messages of a routine or trivial nature; d) Desk calendars and office diaries where no entries pertaining to work activities have been recorded; e) Individual Survey responses where a report summarising all the collated responses has been prepared and stored onto the Shire's Records System.
Relevant Legislation	a) The State Records 2000 b) Freedom of Information Act 1992
Vital Records	A record that is essential for preserving, continuing or reconstructing the operations of the organisation and protecting the rights of the organisation, its employees, its customers and its stakeholders in the event of a disaster or an emergency affecting the conduct of the organisation.
IT	Stands for Information Technology

3. Policy Statement

All information created as a result of the Shire's business activities are corporate assets and as such do not belong to individual employees, contractors or Elected Members. The unsolicited reproduction or transmission of this material to external parties is prohibited.

Officers, elected members and contractors are responsible for the capture and registration of significant records into the Shire's Corporate Records Management System (SynergySoft). Transient records will be captured at their point of creation and saved to the Shire's computer network or in hard copy working files. Corporate files/data are not to be stored on a PC's hard drive (e.g. C drive).

Registers are to be maintained for all vital records, including but not limited to; delegations, leases, licences, legal agreement contracts, management orders, financial interests, certificate of title, complaints.

All records maintained by the Shire of Jerramungup are to be disposed of in accordance with the "General Disposal Records Authority for Local Government Records".

Records are not to be removed from the Shire of Jerramungup unless in accordance with the approved retention and disposal schedule, or in custody of an officer performing official business.

Non current records will be transferred to the Shire's depot archive facility and then destroyed according to the General Disposal Authority for Local Government Records. Documents of state significance will be transferred to the State archives storage facility.

4. Statutory Obligations

There are legislative requirements for managing records; the primary legislation relating to the keeping of public records is the State Records Act 2000.

Numerous other legislation impacts upon records management, including:

- Evidence Act 1906
- Limitation Act 1935
- Freedom of Information 1992
- Local Government Act 1995
- Financial Administration & Audit Act 1985
- Criminal Code 1913 (section 85)
- Electronic Transaction Act 2000
- Privacy Act 1988

5. Custodianship

The Shire's records are a government owned asset. The records created during the course of business are vested with the Shire of Jerramungup.

6. Associated Documents

The procedures and documentation to affect the Records Management Policy are contained in the Shire of Jerramungup Record Keeping Plan.

7. Associated Documents

- Records Management Procedure