



## AP4 – RECORD KEEPING POLICY

### MANAGEMENT PRACTICE: RECORD KEEPING

DELEGATION: N/A

#### OBJECTIVE

To define:

- The principles that underpin the Shire of Jerramungup's record keeping function.
- The role and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire of Jerramungup.
- Establish a framework for the reliable and systematic management of the Shire of Jerramungup's records in accordance with legislative requirements and best practice standards.

#### POLICY

Councillors, staff and contractors to the Shire of Jerramungup are to ensure that records they create or receive in the course of their duties and responsibilities, are recorded in the Shire's Corporate Records Management System (CRMS) thereby confirming the Shire's record keeping responsibilities are met.

This policy applies to all government records created or received by a Shire of Jerramungup employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Jerramungup, regardless of their physical format, storage location or date of creation.

<b>Relevant Legislation:</b>	<i>Evidence Act 1906</i> <i>Limitation Act 1935</i> <i>Freedom of Information 1992</i> <i>Local Government Act 1995</i> <i>Financial Administration and Audit Act 1985</i> <i>Criminal Code 1913 (section 85)</i> <i>Electronic Transaction Act 2000</i> <i>Privacy Act 1988</i>
<b>Related Documents:</b>	Management Practice – Record Keeping Records Management Procedure Shire of Jerramungup Record Keeping Plan
<b>Related Local Law:</b>	
<b>Related Policies:</b>	
<b>Adopted:</b>	20 April 2010 OC041012
<b>Last Reviewed:</b>	17 April 2019
<b>Next Review Date:</b>	2020