



#### 4. ADMINISTRATION POLICIES

##### 4.2 ADMINISTRATION

##### 4.2.9 Records Management

### 1. Purpose

The purpose of this policy is to define the principles of the Shire of Manjimup record's management function and to document an orderly and efficient approach to the proper management of records. This policy incorporates relevant legislative requirements into standard practices and sets record management standards.

Records are an important information source and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the organisation. The Shire of Manjimup is required to maintain a records management system that completely, accurately and reliably creates and maintains records, and records either maintained or disposed of are done so according to the requirements of the "General Retention and Disposal Schedule for Local Government (1994) published by the WA Public Records Office.

This policy applies to all external and internal records, which are handled, received or generated by Shire of Manjimup employees, Contractors and Elected Members, regardless of format (which may be printed, electronic, graphic, maps, audio, images etc).

### 2. Policy Statement

The Shire of Manjimup has only one recognised records and archive office and all staff are to direct all relevant records through this office.

Council will maintain a Records Office that enables the efficient creation, retention, distribution, storage, retrieval and disposition of its documents in accordance with public record keeping guidelines.

Records office staff will appraise and manage all documents created and received by the organisation to enable an effective flow of work related information as required by officers to assist them with their duties.

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.

Staff are to give due consideration to all communications received, whether paper or electronic and whether internal or external, as to the continuing value of

**SHIRE OF MANJIMUP**  
**4. ADMINISTRATION POLICIES**  
**4.2 ADMINISTRATION**  
**4.2.9 Records Management**

these records. Not all communications received by staff will be captured as records as they have no continuing value to the organisation.

Registers are to be maintained of all records, including but not limited to, registers of policies, databases, FOI applications, assets, tenders and quotations, forms, vital records, files and contracts.

All contractual arrangements are to ensure the Shire's ownership of significant records and are to be in a form and content consistent with the Shire, including (but not limited to) plans, digital format of plans/data, maps, drawings.

Any files/records in the possession of individual staff are to be registered to them and, dependant on security classification, kept accessible.

All records maintained by the Shire of Manjimup are to be disposed of in accordance with the State Records Office "General Disposal Schedule for Local Government".

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

Documents of short or medium term value will be transferred to the Shire's depot archive facility and then destroyed according to the General Retention and Disposal Schedule for Local Government, by the prescribed method and at the prescribed time.

Documents of archival value will be transferred to either Shire or State archives storage, where preservation is assured, according to the General Retention & Disposal Schedule for Local Government at the prescribed time.

### **3. Roles & Responsibilities**

The State Records Act 2000 defines record keeping activities as creating, maintaining, indexing, organising, storing, preserving, retaining and managing records.

The Act is quite explicit and makes clear the extent to which all records must be kept, the following outlines the responsibilities of the Shire of Manjimup in this regard:

#### **Elected Members**

Elected Members must create and keep records of communications or transactions, which convey information relating to local government

business or functions. These records should be forwarded to the local government administration for capture into the official record keeping system.

A) Elected members should create or keep the following records:

- Ratepayers complaints, compliments, submissions, petitions or other correspondence relating to Council business;
- Telephone, meetings and verbal conversations relating to Council projects or business;
- Work diaries significant to Councillors conduct on behalf of Council; and
- Presentations and speeches delivered for official duties.

B) Elected members do not need to create or keep the following records:

- Council or committee agenda's, minutes & papers (as copies only)
- Draft working papers;
- Publications, newsletters, circulars etc;
- Invitations to community events not representing Council;
- Telephone, meetings and other verbal conversations that convey routine information or are unrelated to Council business;
- Electioneering party political information; and
- Personal records not related to Council duties.

Records are required to be kept for all meetings of Council and committee. This requirement is met through the creation and retention of minutes of Council and committees by the Shire of Manjimup.

### **Chief Executive Officer**

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures.

### **Managers**

All managers are to ensure records management policy and procedures are known and adhered to within their area of responsibility.

### **All Staff**

All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system and protected and disposed of in accordance with the State Records Office "General Disposal Schedule for Local Government".

#### **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; and
- 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 Manjimup

#### **6. Records Management Plan**

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

**ADOPTED 12 FEBRUARY 2004**  
**REVIEWED 19 AUGUST 2010**  
**NEXT DUE FOR REVIEW AUGUST 2014**

<b>The Administration of this Policy is by the Statutory Services directorate.</b>
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