

Document Control

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| Records Management Policy | GOV.POL.0022.001 | December 15 |
| Date Adopted | Minute Number | Summary of Changes |
| 18 December 2013 | 3659 | Revised policy, inclusion of contractors |

Purpose

This policy determines the requirements for managing all records for Greater Hume Shire Council in both electronic and hardcopy formats in accordance with relevant legislation, standards and codes of best practice approved by the State Records Authority.

Scope

All Greater Hume Shire Council employees and contractors.

Definitions

Nil, as at date adopted.

Policy Content

As a public agency, Greater Hume Shire Council is bound by the regulations and requirements of the State Records Act 1998. The Act sets out codes of best practice to which Council must comply. Failure to do so could leave Council open to criticism in an investigation – whether by a Minister, a Royal Commission, an auditor or a law enforcement body. State Records legislation requires Greater Hume Shire Council to make and keep records that fully and accurately document operations and administration.

Why we need 'full and accurate' records:

- i. Facilitate action by employees at any level, and by their successors;
- ii. Make possible a proper scrutiny of the conduct of business by anyone authorised to undertake such scrutiny, and,
- iii. Protect the financial, legal and other rights of the organisation, its clients and any other people affected by its actions and decisions.
- iv. To comply with all external requirements relating to record keeping practices.

To be a 'full and accurate' record the Australian Standard requires that records possess the following attributes.

| Attribute | Explanation of attribute |
|---------------|---|
| Compliant | Complying with the recordkeeping requirements from the regulatory environment in which the organisation operates |
| Adequate | For the purposes for which they are kept |
| Complete | Containing not only the content, but also the structural and contextual information necessary to document a transaction, as discussed above |
| Meaningful | With links to other records documenting a sequence of transactions |
| Comprehensive | Documenting the complete range of the organisation's business |
| Accurate | Reflecting accurately the transaction that they document |
| Authentic | Enabling proof that they are what they purport to be and their purported creators indeed created them |
| Inviolable | Securely maintained to prevent unauthorised access, alteration or removal |

Records are a vital ingredient in the support of Council's ongoing business activities. Effective management and preservation of Council's corporate memory is intrinsic to both the decision making process and productivity within Council.

Disposal of Records

Records must be protected, maintained, findable, and useable for their entire retention period, as outlined in the General Authority 39 (GA 39), Local Government Records.

Records cannot be disposed of other than in accordance with the State Records Act 1998, GA 39 and Greater Hume Shire Council, Disposal Procedures. Records cannot be disposed of without the concurrence of the Manager Corporate Services.

The State Records Act 1998 (NSW) requires public offices to 'make and keep full and accurate records' of their business activities.

Poor recordkeeping practices within the public sector contribute to inefficiencies and poor decision making. Poor recordkeeping means that evidence may not even exist or may not be adequate to meet council requirements for accountability. Records are vital for ongoing business and for internal and public accountability.

The NSW Public Sector Code of Conduct requires that public officials should 'maintain adequate documentation to support any decision made' in the performance of their duties.

As a Council employee or contractor you have a number of basic obligations regarding records:

- i. Make records to support the conduct of your business activities.
- ii. Create records that would not otherwise be created eg. meetings, telephone discussions, conference and oral decisions must be documented.
- iii. Register records into either paper or electronic recordkeeping systems.
- iv. Learn how and where records are kept within Council.
- v. Do not destroy Council records without the authority to do so from your records unit.
- vi. Do not lose records.
- vii. Be aware of records management procedures.
- viii. Council will support staff by including Record's Management training in induction programs and by providing training in the use of the Electronic Document Management System, InfoXpert.

Links to Policy

Access to Information Policy
Social Media Policy

Links to Procedure

Records Management Procedure Manual
Government Information Public Access (GIPA) Guide

References

Nil, as at date adopted.

Responsibility

Director Corporate and Community Services

Relevant Legislation

International Standard ISO15489 Records Management

General Records Disposal Schedule 2011

State Records Act 1998 and associated Standards, Principles and Codes

State Records Regulation 2010

Government Information (Public Access) Act 2009

Privacy and Personal Information Protection Act 1998

Associated Records

Nil, as at date adopted.