

**Council Policy
CP013
Record Keeping**

Officer	Manager ICT Services	Owner	Director Corporate and Commercial Services
Review frequency	Biennially	Next review	2016
Registered with G&R	AA – 17 September 2014		
Council resolution number and date			
Mayor		Chief Executive Officer	

OBJECTIVE

To establish a framework for the City of Greater Geraldton to effectively fulfil its obligations and statutory requirements under the State Records Act. Council has an obligation to maintain official records in its custody in good order and condition. This includes the capture, storage, maintenance and disposal of physical records and also records in electronic format.

SCOPE

This policy applies to all Council business and relates to both physical and electronic Council records. It applies to all Council staff, Council Members, contractors and consultants acting on behalf of or employed by the Council.

DEFINITIONS

City means the City of Greater Geraldton.

Council means the Council of the City of Greater Geraldton.

Councillor means a person who holds the office of Councillor on the Council.

Mayor means the Mayor elected by electors of the district of the City of Greater Geraldton.

CEO means the Chief Executive Officer of the City.

Employee means a person employed by the City under section 5.36 of the LGA.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

Official Record is a record made or received by the Council / Elected Members in the conduct of its business. An official record may be paper-based and / or electronic. An official record may be held off-site.

Capture involves the management of official records in some form of logical sequence, which may be ensured by any of the following:

- classification and indexing, which allow appropriate linking, grouping, naming, security protection, user permissions and retrieval, disposition and identifying vital records;
- arrangement in a logical structure and sequence, whether a physical file or electronic directory, which facilitates subsequent user and reference;
- registration which provides evidence of the existence of records in a records system; and
- systems which profile or template the actions undertaken in business.

Disposal is the destruction of a record; the carrying out of any process that makes it impossible to reproduce the information in a record; the transferring or delivering ownership or possession of a record; or the selling of a record.

General Disposal Authority - RD 2010046 is the General Disposal Authority for Local Government Records compiled by State Records Office. It applies to the disposal of all records. This is irrespective of format or media and created/ received by any Local Government Authorities in West Australia. The City of Greater Geraldton uses this method of classification for disposal of records.

EDMS refers to the City's electronic document management system, HP TRIM.

POLICY

1. General

- 1.1. City of Greater Geraldton's recordkeeping system will support good corporate governance and compliance to legislative requirements and best practice standards.
- 1.2. City of Greater Geraldton staff are required to comply with legislative and administrative requirements to create, manage, protect and make accessible records that properly and adequately document the performance of the City's business functions.
- 1.3. Ownership of any record received or created by an employee of City of Greater Geraldton in the course of their work for the City resides with the City and not the individual.
- 1.4. City Records have installed Keyword for Councils as the structured framework and thesaurus for file creation.
- 1.5. This policy applies regardless of a record's format or where it was received.

2. Which Records Should Be Captured?

YES – forward to your local government administration	NO – you do not need to be forwarded to your local government
<p>Communications from ratepayers, such as:</p> <ul style="list-style-type: none"> • complaints & compliments; • correspondence concerning corporate matters; • submissions, petitions & lobbying; • Information for Council's interest relating to local government business activity & functions. 	<p>Duplicate copies – of Council meeting agenda, minutes & papers.</p>
<p>Documents from elected members- Received via council@cgg.wa.gov.au email address.</p>	
<p>Telephone, meetings & other verbal conversations – between an elected member and another party, regarding local government projects or business activities.</p>	<p>Draft documents or working papers – which are already captured at the local government.</p>
<p>Work diaries – containing information that may be significant to the conduct of the elected member on behalf of the local government.</p>	<p>Publications – such as newsletters, circulars and journals.</p>
<p>Presentations and speeches –delivered as part of an elected member's official duties.</p>	<p>Invitations – to community events where an elected member is <i>not</i> representing Council or the local government.</p>
	<p>Telephone, meetings & other verbal conversations which:</p> <ul style="list-style-type: none"> • convey routine information only; or • do not relate to local government business or functions.
	<p>Electioneering – or party political information.</p>
	<p>Personal records – not related to an elected member's official duties.</p>

3. Sanctions

3.1. State Records Act: Offences - "A government organisation employee who does not keep a government record in accordance with the Record Keeping Plan of the organisation commits an offence".

Penalty \$10,000

ROLES AND RESPONSIBILITIES

The Manager ICT Services is responsible for implementing this policy.

WORKPLACE INFORMATION/REFERENCES

State Records Act 2000

State Records Principles and Standards 2002

Adopted CGG Record Keeping Plan 2012001

Records Procedure Manual

General Disposal Authority for Local Government - RD 2010046

Keyword for Councils - A Thesaurus of Local Government Terms