

| 4.13 Record Keeping | 4.13 Record Keeping | | |
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| CURRENT POLICY STATEMENT | PROPOSED | CHANGE NOTES | COUNCILLOR COMMENTS |
| SUSTAINABILITY THEME No change | SUSTAINABILITY THEME No change | | No feedback received. |
| OBJECTIVES No change | OBJECTIVE No change | | |
| POLICY STATEMENT 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. | POLICY STATEMENT 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. Addition of; This policy is required for compliance to State Records Commission Standard 2 Recordkeeping Plans - Principle 2 Policies and Procedures – which states that ‘Government organisations ensure that recordkeeping programs are supported by policy and procedure’. | Additional paragraph added | |
| POLICY DETAILS No change | POLICY DETAILS No change | | |
| KEY TERM DEFINITIONS | KEY TERM DEFINITIONS | | |
| General Disposal Authority - RD 2010046 | General Disposal Authority for Local Government – DA 2015-001 | Version change | |
| NA | Addition of; General Disposal Authority for Source Records – RD2016002 is the General Disposal Authority for Source Records. It applies to disposal (legal destruction) of physical format (source records) that have been successfully reproduced (digitized). The City of Greater Geraldton uses this method of classification for disposal of source records which have been reproduced. | Additional wording to include additional GDA. This GDA will be applied upon approval by the State Records Office of the revised Record Keeping Plan 2017-2022 | |
| EDMS refers to the City’s electronic document management system, HP TRIM. | EDRMS refers to the City’s electronic document records management system, currently Records Manager 8 | Definition and system updated. | |
| ROLES AND RESPONSIBILITIES No change | ROLES AND RESPONSIBILITIES No change | | |

| WORKPLACE INFORMATION State Records Principles and Standards 2002 Adopted CGG Record Keeping Plan 2012001 Records Procedure Manual General Disposal Authority for Local Government - RD 2010046 | | | | WORKPLACE INFORMATION State Records Principles and Standards Adopted CGG Record Keeping Plan Record Keeping Policy and Procedure Manual General Disposal Authority for Local Government – DA 2015-001 Addition of; General Disposal Authority for Source Records – RD 2016002 | | | | Version changes Addition of additional GDA. | | | | | | | | | | | | | | | | | | |
|--|--------------------|--------------|--------------------|---|---------|--------------|----------|--|--|------------|--------------------|---|--|--|--|-------------|---------|--------------|----------|--|--|-------------|------|---------|--|--|
| POLICY ADMINISTRATION <table border="1"> <thead> <tr> <th>Directorate</th> <th>Officer</th> <th>Review Cycle</th> <th>Next Due</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Biennially</td> <td>2017</td> </tr> </tbody> </table> | | | | Directorate | Officer | Review Cycle | Next Due | | | Biennially | 2017 | POLICY ADMINISTRATION <table border="1"> <thead> <tr> <th>Directorate</th> <th>Officer</th> <th>Review Cycle</th> <th>Next Due</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Triennially</td> <td>2020</td> </tr> </tbody> </table> | | | | Directorate | Officer | Review Cycle | Next Due | | | Triennially | 2020 | Updated | | |
| Directorate | Officer | Review Cycle | Next Due | | | | | | | | | | | | | | | | | | | | | | | |
| | | Biennially | 2017 | | | | | | | | | | | | | | | | | | | | | | | |
| Directorate | Officer | Review Cycle | Next Due | | | | | | | | | | | | | | | | | | | | | | | |
| | | Triennially | 2020 | | | | | | | | | | | | | | | | | | | | | | | |
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| Version | Decision Reference | Synopsis | | | | | | | | | | | | | | | | | | | | | | | | |
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