

Policy number	Policy 332
Policy title	Record Keeping Policy
Strategic outcomes supported	CL3 – Accountability and good governance.

POLICY OBJECTIVE:

The Town of Victoria Park (the Town) is committed to ensuring that its recordkeeping functions are undertaken to ensure that business transactions and activities are created and managed in a manner that is compliant, relevant, reliable and accurate.

The purpose of this policy is to ensure the Town meets its statutory obligations consistent with the *State Records Act 2000* and operationalises legislative requirements into management practice. It articulates the principles of the records management function and the approach to effective management of records

POLICY SCOPE:

This policy applies to all Town of Victoria Park Elected Members, employees and contractors.

a) Elected Members

All elected members are to create and maintain records relating to their role as a Council Member for the Town of Victoria Park in line with legislation and State Government policies and procedures for the management of records. Personal records, ephemeral records and political material are exempt from these requirements.

b) Chief Executive Officer

In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is to “Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law”.

c) Management (Chiefs, Managers)

Management are to ensure that all employees under their supervision comply with this policy and associated records management procedures and the Town’s Record Keeping Plan. Management is to ensure that all new staff attend all induction to their record keeping responsibilities and training sessions.

d) Officers

All employees (including all staff, contractors, trainees, apprentices, cadets, interns, consultants, volunteers) are to create, collect and retain records relating to business activities they perform, including:

- Identify significant and ephemeral records, ensuring that the significant records are captured into the record keeping system, and that all records are handled in a manner compliant with legislation and the Town’s practices and procedures for record keeping.
- Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government

e) Information Management Team

The Information Management Team is responsible for providing a records management service which complies with the Town’s records keeping plan, policy and procedures, and WA State Records Office requirements.

DEFINITIONS:

Record is recorded information, regardless of its medium or characteristics. It records business decisions, transactions or a state of knowledge and is generated as part of a business process.

Examples include correspondence, electronic documents, forms, electronic messages, plans, photographs, drawings, audiovisual materials etc.

Significant Records contain information, which is of administrative, legal, fiscal, evidential or historical value, which are not recorded elsewhere on the public record. They typically describe an issue, who was involved, record why a decision was made and may embody actual guidelines.

Ephemeral Records are either duplicated records or those having only short term value to the Town with little or no ongoing administrative, legal, fiscal, evidential or historical value. This may include insignificant drafts, rough notes and records of routine enquiries.

Vital Records are essential to the continuing business of the Town. These include those that protect the rights of individuals and the Town

Non-Vital Records relate to documents generally available in the public domain and do not form part of the Town's business processes. They are generally used for reference and information purposes and may include documents from other organisations, published directories and third party training manuals.

POLICY STATEMENT:

This policy establishes the Town's position in relation to suitable definitions, accessibility to records, destruction of records, management of ephemeral records and training.

Records are recognised as an important information resource for the Town, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of Town of Victoria Park. Due to legislative requirements, the Town is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

This policy applies to all external and internal records, which are handled, received or generated by Town of Victoria Park, regardless of their physical format or media type.

DETAILS:

Elected Members, employees and contractors of the Town will create full and accurate records, in the appropriate format, of the Town's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

1. Custodianship

The Town's records are a government owned asset. The records created during the course of business belong to the Town of Victoria Park by virtue of their possession, not to the individual who created such records during their time as an officer at the Town of Victoria Park. Officers who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Town therefore, are subject to the recordkeeping practices and procedures of the Town.

2. Maintaining Records

- a) All 'records' are to be managed according to their:
 - Classification as 'significant' or 'ephemeral',
 - Classification as 'vital' or 'non vital', and
 - Security classification.

- b) Registers are to be maintained of all records including; but not limited to:
 - Policies;
 - Delegations;
 - Tenders and Quotations;
 - Assets and Property Ownership including dealings in property; and
 - Contracts and Deeds;

- c) All Elected Members, employees and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate records are retained within the Town's official recordkeeping systems at the point of creation, regardless of the format, being in accordance with:
 - Corruption and Crime Commission Act 2003
 - Criminal Code Act 1913
 - Electronic Transactions Act 2011
 - Evidence Act 1906
 - Financial Management Act 2006
 - Freedom of Information Act 1992
 - Interpretation Act 1984
 - Limitations Act 2005
 - Local Government Act 1995
 - State Records Act 2000
 - State Records Commission: Principle and Standards

- d) The Chief Executive Officer, Chiefs, Managers and officers nominated by Chiefs, are responsible for records generated within their scope of responsibility. The Chief Executive Officer is responsible for ensuring compliance to the above legislative requirements.

- e) All contractual arrangements undertaken by the Town which are likely to result in third parties creating 'significant' records are to provide for third parties to transfer possession of those records to the Town.

- f) Records are not to be removed from the Town's site unless this is in accordance with the approved Retention and Disposal Schedule, or the records are in the custody of an officer performing official business.

3. Access to Records

Access to corporate records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the Local Government Act 1995. Access to corporate records by employees and contractors will be in accordance with designated access and security classifications. Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.

4. Disposal and Destruction

The Information Management Coordinator will retain and dispose of all corporate records in accordance with the General Disposal Authority for Local Government Records and/or the General Disposal Authority for Source Records, following authorisation from the Chief Executive Officer.

5. Ephemeral and Non-vital Records

Ephemeral and non-vital records may not be required to be placed within the Town's official recordkeeping systems. Elected Members, employees or contractors may dispose of such ephemeral and non-vital records once reference ceases.

Related documents:

[State Records Act 2000](#)

Responsible officers	Information Management Coordinator
Policy manager	Manager Technology & Digital Strategy
Approval authority	Council
Next Evaluation Date	April 2024

Revision history

Version	Action	Date	Authority	Resolution Number	Report number
1	Adopted	18/04/2023	Council	75/2023	Item 15.5
2	Administratively amended	24/08/2023	Delegation		
3	Administratively amended	21/09/2023	Delegation		