

# Records Management Policy

<b>Approved by</b>	<b>Council resolution</b>
<b>Responsible Officer</b>	Records Officer
<b>Council Service Unit</b>	Governance and Business Systems
<b>Next Review Date</b>	16/01/2021

## Version Control

Ref	Date	Description	Council Resolution
0.1	16/01/2017	Presented to Council	04/01/2017

## Purpose

This policy has been prepared on the basis of adherence to the statutory requirements under the State Records Act 1998 and aims to preserve the Cootamundra-Gundagai Regional Council's (Council) corporate memory through sound recordkeeping practices and accurate capture of information to meet:

- Operational business needs,
- Legal, evidential and accountability requirements and,
- Community expectations.

This policy recognises that effective management and preservation of Council information is intrinsic to both the decision making process and productivity within Council.

As a public agency Council is bound by the requirements and regulations of the State Records Act 1998. These regulations set out specific practices which Council must comply with and be audited against.

## Scope

This policy applies to all Council business, including electronic business. This policy applies to all levels of Council and to all Council employees. All records management systems and procedures are to be consistent with this policy, the Records Management Procedures, and the infoXpert Business Rules.

## Definitions

A *record* is 'any information captured in a reproducible form which is capable of transmitting meaning from one user to another'.

Records are evidence of business activities and have meaning primarily in the context of those activities.

## Legislative Framework

*State Records Act 1998* – this Act requires public offices to ensure compliance with the Act and to:

- Make and keep full and accurate records,
- Institute a records management program in accordance with standards and codes of best practice for records management,
- Ensure the safe custody and proper preservation of records and,
- Maintain accessibility to electronic records.

*Privacy and Personal Information Protection Act 1998* – this Act deals with how all NSW public sector agencies manage personal information. The Act includes information protection principles, established methods for enforcement of privacy, and establishes a mechanism for complaints if personal information has been mishandled. Personal information refers to any information that relates to an identifiable person.

*Government Information (Public Access) Act 2009* – the purpose of freedom of information legislation is to allow citizens to access information in possession of government.

In NSW, this Act gives citizens the right to:

- Obtain access to information held as records by public bodies,
- Request amendments to records of a personal nature that are inaccurate and,
- Appeal against a decision not to grant access to information or to amend personal records.

## Review Period

This document is to be reviewed every four years to ensure it remains relevant and meets legislative requirements.

## Policy Statement

Council will address the matter of records management in a systematic manner by:

- Implementing records practices that capture information from electronic sources and documents,
- Maintaining records that provide appropriate and adequate evidence of the conduct of Council's business and affairs,
- Ensuring records are maintained, complete, accurate and authentic so that they can have integrity and are accessible and useable,
- Maintaining permanent records in accordance with the State Records Act of 1998,
- Managing records in accordance with organisational needs and accountability requirements and,
- Enabling staff to effectively and efficiently maintain records through the implementation of appropriate records management systems.