

Records Management

Policy Objective

To ensure that the City meets the legislated requirements set out in the *State Records Act 2000*.

Policy Detail

To provide a framework for the reliable and systematic management of records, to ensure records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to the City's Recordkeeping Plan.

1. Application

This Policy applies to all City of Belmont staff, contractors and Elected Members.

2. Ownership

All records created or received during business for a staff member, contractor or Elected Member belong to the City of Belmont and not to the individuals who created them.

3. Creation of Records

All staff, contractors and Elected Members will ensure that records are created and accurately record the performance of their functions:

- a) As evidence of communications and transactions
- b) To provide accountability for decisions made
- c) To show reasoning and context for decision making
- d) For future research and historical interest

All records created and received relating to the City's business, including Social Media, are to be captured at the point of creation (wherever possible), regardless of format, in accordance with the following:

- e) *State Records Act 2000*
- f) *Local Government Act 1995*
- g) *Freedom of Information Act 1992*
- h) *Electronic Transactions Act 2011*
- i) *Evidence Act 1906*
- j) State Records Commission: Principals and Standards
- k) *Corruption and Crime Commission Act 2003*

4. Security and Protection of Records

All records are to be classified as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these do not provide the necessary functionality to protect business information and records over time.

5. Access to Records

Access to the City's records by staff and contractors will be via their security accesses as determined by the Records Coordinator.

Elected Member access to the City's records will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

General public access to the City's records will be in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992* and other relevant policies.

6. Appraisal, Retention and Disposal of Records

All records maintained by the City of Belmont are to be disposed of in accordance with the General Disposal Authority for Local Government Records (GDALG), published by the State Records Commission of Western Australia.

Records identified for destruction will be subject to review and approval by the Coordinator Records, the Manager of the business unit the records relate to, and the CEO.

7. Training and Education

Training for staff and contractors is available upon commencement with the City, and refresher training upon request. Guides and advice are available on BelNet.

Elected Members are made aware of their recordkeeping responsibilities during the Elected Member Induction process. Additional assistance will be provided upon request through the CEO.

Reference to Internal Procedures

Recordkeeping Plan 2021

Definitions

'Record' is defined in the *State Records Act 2000* s3, for the City it has one or more of the following traits:-

- a) It provides information as to decisions made by the City (the why and how of actions made)
 - (i) Decision making process
 - (ii) Provision of Services
 - (iii) Matters of Public Safety
 - (iv) Courses of Action
 - (v) Planning

(vi) Compliance with legislation and standards

b) Information that is of historic/cultural value

‘CEO’ means the Chief Executive Officer

This Policy is supported by:		
Policy No:	CP43	
Strategic Community Plan Strategy:	Goal 5: Responsible Belmont Strategy: 5.6 Deliver effective, fair and transparent leadership and decision-making, reflective of community needs and aspirations	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Governance and Compliance Adviser Coordinator Records	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/06/04		9.1
19/12/06		12.5.7
28/04/09		12.10
22/11/11		12.9
22/09/15	Review – None	10.7
27/09/16	Minor	12.9
10/12/19	Review – Major	12.8
24/05/22	Review – Major Now Incorporates Roles and Responsibilities – Elected Members	12.7
22/08/23	Review - Moderate	12.10