

# DESTRUCTION OR DISPOSAL OF PUBLIC DOCUMENTS

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Previous policy number: 1.5.1

## Policy Statement

To provide the authority to destroy Council records within the guidelines of the Library Board of WA.

## Policy Details

The Chief Executive Officer may approve the destruction or disposal of Council's records subject to being:

- (a) In accordance with the State Record Act 2000.
- (b) In accordance with the Retention and Disposal Schedule prepared and authorised by the State Records of Western Australia.
- (c) Approved in writing by the State Records of Western Australia that the public record is not required to be transferred to the Board for inclusion among the State Archives.

## Definitions

Nil.

## Governance References

Statutory Compliance	<i>State Record Act 2000</i>
Organisational Compliance	Nil.

## Policy Administration

Directorate:		Officer title:
Information Management		Records Officer
Next Review		Review Cycle
Version	Date	Ref
1	23 March 2010	OCM-72-2010
2		
3		