

RECORDS MANAGEMENT POLICY

Previous policy number: 1.5.2

Policy Statement

To ensure that Council's Records Keeping and Management comply with the *State Records Act 2000* and best practice.

Objective

To engender a co-ordinated and consistent approach to the assessment of requests for financial support received from applicants to ensure that support is allocated in a way that is equitable, accountable and provides long term community benefit.

Policy Details

1. The Town's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Town's records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements;
2. All records are to be managed according to whether they are *significant* or *ephemeral* records, *vital* or *non-vital* records, and in accordance with the security classification;
3. All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate record keeping system;
4. Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders and quotations, forms, vital records, files and contracts;
5. All contractual arrangements are to ensure the Town's ownership of *significant* records;
6. Any records/ files in the possession of individual staff are to be registered to them and dependent upon security classification, kept accessible;
 1. TOWN OF MOSMAN PARK COUNCIL POLICY
7. Only approved record formats are to be used in effecting the Town's business;
8. All records within record keeping series maintained by the Town of Mosman Park are to be disposed of in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*; and
9. Records are not to be removed from the Town's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

Councillors

All Councillors are to create and maintain records relating to their role as a Councillor of the Town of Mosman Park in a manner commensurate with legislation and State policies and procedures for the management of records. Party political and personal records of Councillors are exempt.

Chief Executive Officer

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures.

Executive Managers

All Executives and Managers are to ensure records management policies and procedures are known and adhered to.

All Staff

All staff are to create and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system, and, protected and disposed of in accordance with the state Records Office's *General Disposal Schedule for Local Government Records*.

The Town's records are a government-owned asset. The records created during the course of business belong not to the Town of Mosman Park by virtue of their possession, nor to the individuals who created such records during their time as a public officer at the Town of Mosman Park. Staff 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.

Definitions

A Record

A record is recorded information, regardless of medium or characteristics. A record records a business decision, transaction or state of knowledge and is generated as part of a business process. Examples of these records include: correspondence, electronic documents, forms, electronic messages, photographs, drawings, audio-visual materials, etc. Electronic records are simply records originated, stored and used in electronic form and which for normal business purposes may never be converted to paper (e.g. microform).

Records in the public sector are referred to as:

State Record

A parliamentary record or government record. Town of Mosman Park employees are considered Public Officers.

Ephemeral Record

Ephemeral records are duplicated records and/ or those that have only short-term value to the Town, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

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

Important Note: Distinguishing between significant and ephemeral records is a matter of judgement and the above definitions can only act as a guide. Reference to “records” in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Town. Vital records include those that protect the rights of individuals and the Town and are absolutely essential for the Town’s reconstruction in the event of a disaster.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Town’s activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Council, or by destruction.

Definitions

Nil.

Governance References

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

Policy Administration

Directorate:		Officer title:
Corporate Services		Executive Manager Corporate Services
Next Review		Review Cycle
Version	Date	Ref
1	23 March 2010	OCM-072-2010
2		
3		