

# 3236 Records Management Policy

## General Policy



### PURPOSE

- 1) The purpose of this policy is to comply with the *Public Records Act 2002* and the Queensland State Archives Records Governance Policy to ensure that public records are made, managed, kept and preserved in a usable form.
- 2) Inadequate recordkeeping increases the risk of Council being unable to provide evidence of their decisions or actions potentially undermining public confidence in the ability of the Council and its employees to conduct itself in an accountable and transparent manner.

### SCOPE

- 3) This Policy covers all aspects of Council's operations and applies equally to all departments within Council.
- 4) This Policy applies to all persons including Councillors, employees, contractors, consultants, and agents engaged by Council when conducting official Council business.
- 5) The policy applies to all record types that capture evidence of day to day business activity, including electronic records.

### DEFINITIONS

| Term                                   | Definition  |
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| <i>Archives</i>                        | The ongoing usefulness or significance of records, based on the evidential, administrative, financial, legal, informational and historical values that justify the permanent retention of records. These records have enduring value to the state of Queensland, the relevant agency, the community, and/or Australia as a whole and therefore need to be kept indefinitely.  |
| <i>Classification</i>                  | The systematic identification and/or arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules.   |
| <i>Digital Records</i>                 | Records created, communicated and/or maintained by means of electronic or computer technology, including both born digital records and records that have been digitised. Digital records can be documents, files on networked or shared drives, emails and attachments, records in an eDRMS or other business systems, websites, blogs and other social media, image or audio files, CAD drawings or another type of specialist file.   |
| <i>Disposal</i>                        | Disposal of a record includes— (a) destroying or damaging the record, or part of it; or (b) abandoning, transferring, donating, giving away or selling the record, or part of it.   |
| <i>Document</i>                        | <i>A collection of documents describing operations, instructions, decisions, procedures and business rules related to a given function, process or transaction.</i>   |
| <i>MagiQ</i>                           | <i>Official Electronic Recordkeeping system designed to facilitate the creation management, use, storage and disposal of a range of physical and digital documents and records used by Council.</i>   |
| <i>Public Record</i>                   | Refers to the documentary, photographic, electronic, or other records of a public authority. It includes anything created, received or kept by Council in the exercise of its statutory administrative or other public responsibilities. For example: The minutes of a council meeting, text messages, instant messages, social messages, rate notices, dog registrations, internal memoranda, emails that provide evidence of Council conducting business activities, making decisions, or carrying out transactions. A public record may also include a copy of part of a document or record. |
| <i>Retention and Disposal Schedule</i> | A legal document issued by the Queensland State Archivist to authorise the disposal of public records under the <i>Public Records Act 2002</i> .  |

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| <b>Record</b> | Means recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs. Records are based on content, not just the format used, or location found in and includes:<br>(a) Anything on which there is writing; or<br>(b) Anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or<br>(c) Anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or<br>(d) A map, plan, drawing or photograph. |
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## POLICY

- 6) Effective recordkeeping strengthens transparency and good governance.
- 7) It also supports the five Local Government principles from the *Local Government Act 2009* that Mayors and Councillors (as elected representatives), CEOs and council employees must comply with while performing their roles. This includes:
  - transparent and effective processes, with decision making in the public interest;
  - sustainable development and management of assets and infrastructure, and delivery of effective services;
  - democratic representation, social inclusion and meaningful community engagement;
  - good governance of, and by, local government; and
  - ethical and legal behaviour of councillors and local government employees.

## OBJECTIVES

- 8) Council's Records Management System seeks to ensure:
  - Records will be managed efficiently and can be easily accessed and used for as long as they will be required;
  - Records are classified correctly;
  - Council has the records that it needs to support and enhance ongoing business and customer service, meet accountability requirements and community expectations;
  - Records are stored cost effectively. When no longer required they are disposed of in a timely and efficient manner;
  - Council complies with all statutory requirements; and
  - Digital and other technology dependent records are maintained in an accessible form for as long as required.

## PRINCIPLES

- 9) Council must comply with its obligations under the Act and the State Archivist Records Governance Policy;
- 10) Council recognises that records management is an integral part of good management practice and is committed to meeting its recordkeeping obligations;
- 11) Council will establish a framework of policy, procedures, guidelines and processes to ensure the creation, capture, preservation, discovery and retrieval of complete and accurate records;
- 12) Council will use and continually review existing governance practices and develop and implement new governance measures to embed records governance in their current functions, activities and processes and to foster a collaborative recordkeeping culture;
- 13) Council's records are its corporate memory and as such are a vital asset that supports business functions and activities for as long as they are required;
- 14) Council will ensure that disposal of records is undertaken in a planned and authorised way in conjunction with legislation, policy, procedure and business requirements.

## POLICY STATEMENT

- 15) Council is committed to meeting its record keeping obligations to make and keep full and accurate records.

- 16) Council will implement appropriate strategies, processes, applications and tools to ensure records of business activities are made and kept according to legislative requirements. To achieve this Council will:
- ensure records management is supported at all levels of the business;
  - systematically manage records using governance practices that are integrated and consistent with broader Council and agency frameworks;
  - create complete and reliable records; and
  - actively manage permanent, high-value and high-risk records and information as a priority.

## ROLES AND RESPONSIBILITIES

17) Roles and Responsibilities will be as specified in the Records Management Procedures.

## APPLICABLE LEGISLATION AND REGULATION

18) Applicable legislation and regulation:

- Information Privacy Act 2009*
- Local Government Act 2009*
- Public Records Act 2002*
- Right of to Information Act 2009*

## RELATED DOCUMENTS

19) Related documents are:

- Code of Conduct
- Crime and Corruption Commission - *Council records: a guideline for mayors, councillors, CEOs and government employees*
- Digital Information and Communications Technology (ICT) Policy and Procedures
- Australian Standard AS4390 *The Australian Records Management Standard*
- Local Government Sector Retention and Disposal Schedule (Queensland State Archives)
- North Burnett Records Management Procedures
- Queensland State Archives Records Governance Policy
- Queensland State Archives Records Storage Standards

## RESPONSIBLE OFFICER

General Manager Corporate and Community

## APPROVAL DATE

7 May 2021

## REVIEW DATE

May 2025 (Standard four year term)

## REVISION HISTORY

| Version | General Managers                      | Approval Date | History |
|---------|---------------------------------------|---------------|---------|
| 1       | General Manager Corporate & Community | 7 May 2021    | New     |
|         |                                       |               |         |
|         |                                       |               |         |