

# RECORD KEEPING

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## 1. OBJECTIVE

The purpose of this policy is to define the principles that underpin the City's record keeping functions and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the City.

## 2. PRINCIPLES

### 2.1 Scope

This policy applies to all government records created or received by a City of Karratha employee, contractor or councillor, or an organisation performing outsourced services on behalf of the City, regardless of their physical format, storage location or date of creation.

### 2.2 Custodianship of Records

The City of Karratha recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the City.

### 2.3 Creation of Records

All councillors, staff and contractors will create full and accurate records, in the appropriate format, of the City of Karratha's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### 2.4 Capture and Control of Records

All records created and received in the course of City business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, which are managed in accordance with sound record keeping principles.

### 2.5 Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction and kept in accordance with necessary retrieval, preservation and storage requirements.

### 2.6 Access to Records

Access to the City of Karratha's records by staff and contractors will be in accordance with designated access and security classifications. Access to the City's records by the general public will be in accordance with the *Freedom of Information Act 1992* and City policy. Access to the City's records by councillors will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

### 2.7 Appraisal, Retention and Disposal of Records

All records kept by the City of Karratha will be disposed of in accordance with the General Disposal Authority for Local Government Records and the General Disposal Authority for Source Records produced by the State Records Office in WA.

## 2.8 Awareness of Responsibilities

Procedures relating to records management will be distributed to all new Councillors and staff on commencement of their term of office or employment with the City of Karratha.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

## 4. ROLES AND RESPONSIBILITIES

### Councillors

All councillors are to create, collect and retain records relating to their role as a councillor of the City of Karratha in a manner commensurate with legislation and the City's policies and procedures for record keeping. Party political and personal records of councillors are exempt.

### Chief Executive Officer

The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

### Managers

All managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

### All Staff

All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the record keeping system and that all records are handled in a manner commensurate with legislation and the City's policies and procedures for record keeping.

## 5. REFERENCES TO RELATED DOCUMENTS

- *Local Government Act 1995*
- General Disposal Authority for Local Government Records

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|-------------------------|---|
| Policy Number:          | CI-02   |
| Previous Policy Number: | EXE33   |
| Resolution Numbers:     | 13282-Mar 2004; 13497- Oct 2004; 14223-Oct 2007; 152174-Aug 2012; 154233-Dec 2018 |
| Last Review:            | December 2018   |
| Next Review:            | December 2020   |
| Responsible Officer:    | Manager Information Systems   |

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*