

## POLICY MANUAL

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### Recordkeeping Policy (July 2017)

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#### 1. OBJECTIVE

The objective of this Policy is to ensure that the Tamala Park Regional Council (TPRC) meets the statutory requirements of the *State Records Act 2000*.

#### 2. SCOPE

This Policy applies to all TPRC Elected Members, staff and contractors.

#### 3. DEFINITIONS

**“corporate document/record”** means any document/record that meets one or more of the following criteria:

- a. Does it convey information essential or relevant in making a decision?
- b. Does it convey information upon which others will be, or are likely to make decisions affecting the TPRC’s operations, or rights and obligations under legislation?
- c. Does it commit the TPRC to certain courses of action or the commitment of resources or provision of services?
- d. Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
- e. Is the information likely to be needed for future use, or is it of historical value or interest?

**“ephemeral record”** means any document/record that has no continuing value to the TPRC and is generally only needed for a few hours or a few days. As defined within the State Records Office of Western Australia’s publication, *General Disposal Authority for Local Government Records*. The following are considered to be ephemeral records:

- a. Duplicate (or exact) copies of records, documents, circulars, forms, etc.
- b. Information material including price lists, catalogues, advertising material, brochures etc., produced by other organisations.
- c. Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers.
- d. Unsolicited letters or promotional material offering goods or services to the local government.
- e. Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government. (N.B.: messages that do relate to the business functions of

## POLICY MANUAL

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### Recordkeeping Policy (July 2017)

---

the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed.)

- f. Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file. (N.B.: versions of drafts that contain significant changes to context must be placed in the appropriate subject file (e.g.: internal policy)).
- g. Transitory messages giving minor instructions and of a routine or instructional nature that are used to further some activity in either a paper-based or electronic format (e.g.: correcting typing errors; requesting file creation or retrieval; filing a letter; formatting documents; duplicating; etc.)
- h. Letters or cards of appreciation, sympathy or greetings of no enduring value.
- i. Working papers, background notes and reference materials used to prepare or complete other documents. (Those documents become the record of the local government and are placed on the appropriate subject file.) (N.B.: working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file).

#### 4. STATEMENT

Under the *State Records Act 2000*, the TPRC has an obligation as a 'government organisation' to develop a Recordkeeping Plan that sets out the manner in which records are created and kept by the TPRC.

The TPRC has a Recordkeeping Plan approved by the State Records Commission on 17 March 2017.

This Policy informs the policies and procedures principle within the Recordkeeping Plan, by establishing the TPRC's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records and training and education.

For greater detail on the processes and legislative requirements relating to recordkeeping responsibilities, refer to the TPRC's *Recordkeeping Plan*.

#### 5. DETAILS

##### General Recordkeeping:

- a. The TPRC's corporate records are to be managed in accordance with the TPRC's *Recordkeeping Plan*.

## POLICY MANUAL

---

### Recordkeeping Policy (July 2017)

---

- b. All Elected Members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate documents are retained within the TPRC's official recordkeeping system at the point of creation, regardless of the format being in accordance with the following:
- *Evidence Act 1906*
  - *Freedom of Information Act 1992*
  - *Local Government Accounting Directions 1994*
  - *Local Government Act 1995*
  - *State Records Act 2000*

#### **Access:**

- a. Access to corporate records by TPRC staff will be in accordance with designated access and security classifications, as determined by the Executive Assistant (Records Services Coordinator).
- b. Access to the TPRC's records by the general public will be in accordance with the *Freedom of Information Act 1992*.
- c. Access to the TPRC's records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

#### **Destruction:**

The Executive Assistant (Records Services Coordinator) will dispose of records kept by the TPRC in accordance with the State Records Office of Western Australia's publication, *General Disposal Authority for Local Government Records*, following authorisation from the Chief Executive Officer.

#### **Ephemeral Records:**

Ephemeral records may not be required to be placed within the TPRC's official recordkeeping system. Elected Members, staff or contractors may dispose of such ephemeral records once reference ceases.

#### **Training and Education:**

Training in recordkeeping practices and the use of the TPRC's document and records management system is available to all new staff upon commencement and ongoing training is available upon request to the Executive Assistant (Records Services Coordinator).

Elected Members will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

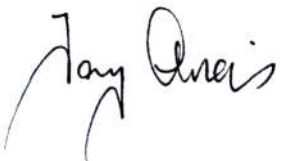
## POLICY MANUAL

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This Recordkeeping Policy is authorised by the Chief Executive Officer on 17 August 2017.

Signature: 

Name: JOHN ANTHONY ARIAS

Date: 17 August 2017