

ORGANISATIONAL RECORDKEEPING POLICY

Responsible Directorate	Office of the CEO
Responsible Section	Information Management
Responsible Officer	Chief Information Officer

1. OBJECTIVES:

The State Records Act 2000 (the Act) sets the framework for records management of state and local government entities. The Town of Cambridge (the Town) has an obligation to ensure all corporate records are captured and retained, in accordance with relevant legislation and recognises the commitment:

- (a) To ensure full and accurate records of all business decisions and transactions are made to meet legislative, business, administrative, financial, evidential and historical requirements.
- (b) To ensure all records received and created by the Town's employees in the course of business, are captured within the Town's recognised electronic document management recordkeeping system (EDRMS) with acceptable metadata as per the Town's Business Rules.
- (c) To ensure records are maintained and disposed of in accordance with the State Records Office's "General Retention and Disposal Authority for Local Government Information" and 'General Disposal Authority for Source Records'.
- (d) To ensure best practice record keeping is conducted in accordance with State Records Commission Standards to allow for informed, accountable and transparent decision making.

2. SCOPE:

This policy applies to all Town of Cambridge employees, Elected Members and contractors performing services on behalf of the Town, to ensure the Town's records which are made or received in the course of his or her duties for the organization, regardless of format, are captured in the Town's recognized Electronic Document Management System (EDRMS).

3. POLICY STATEMENT:

The purpose of this policy is to define the principles which underpin the Town's record keeping functions and responsibilities of the Town's employees. It establishes official protocol for effective records management that conforms to legislative requirements ensuring the Town is compliant in its record keeping obligations.

4. DEFINITION OF RECORDS:

Records are defined in the State Records Act 2000, as "any record of information however recorded, regardless of format" and are not limited to but include documents, books, papers, parchment, letters, memos, emails, photos, audio and video recordings, text messages and social media posts.

5. GOVERNING LEGISLATION:

The most significant legislation impacting the management of public records in Western Australia is the *State Records Act 2000*. Other legislation governing records management includes the:

- (a) *Electronic Transactions Act 2011*;
- (b) *Evidence Act 1906*;
- (c) *Financial Management Act 2006*;
- (d) *Freedom of Information Act 1992*;
- (e) *Limitation Act 1935*;
- (f) *Local Government Act 1995*; and
- (g) *State Records Commission Standards*.

6. ROLES AND RESPONSIBILITIES:

6.1 Chief Executive Officer

Under the Local Government Act 1995, The Chief Executive Officer (CEO) is responsible for ensuring that all records of the Town are kept in accordance with relevant legislation.

6.2 Elected Members

Elected Members' record keeping responsibilities shall be met through the creation and retention of records relating to the business activities they perform. Meetings of Council; Committees of Council; other communications, correspondence and transactions of Elected Members which constitute evidence affecting the accountability of the Council and the discharge of its business is to be captured into the Town's EDRMS, by relevant employees. Elected Members are responsible for providing records of communications and transactions to the Town's appointed officer or email address.

6.3 All employees

All employees are to create full and accurate records relating to the business activities they perform. They are to ensure these records are captured into the recognised EDRMS within an acceptable time frame, so these records are available for effective decision making. The Town's record keeping policies and procedures must be adhered to by all employees.

6.4 Directors and Managers

All Directors and Managers are to ensure record keeping policies and procedures are known and adhered to in their area of responsibility, and to ensure departmental record keeping training is provided.

6.5 Contractors and Outsourcing

Contractors and organisations performing outsourced functions on behalf of the Town are to create full and accurate records, as directed by specific contractual arrangements.

7. SECURITY AND PROTECTION OF RECORDS:

The Town's EDRMS allows for security access restrictions to be assigned to individuals, documents and files, ensuring access to records is relevant to individual requirements. Sensitive or confidential information is protected in this system and physical documents are stored in locked rooms, with access to vital records restricted.

The Town's records are stored, preserved and disposed of in accordance with legislation and contractors and employees are required to adhere to confidentiality agreements which provides protection of the Town's records.

8. ACCESS TO RECORDS:

Access to the Town's records by employees and contractors will be regulated according to security classifications.

Access to the Town's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the *Privacy Act 1988*.

Access to the Town's records by Elected Members will be through the CEO, in accordance with the *Local Government Act 1995* and *this Policy*.

9. TRAINING:

Recordkeeping training is provided to all staff when they commence work at the Town. Further one on one training is provided, and departmental specific training is provided within each team to ensure records are captured accurately.

10. CUSTODIANSHIP OF RECORDS:

All records are corporate assets and as such, do not belong to individual employees. The Town recognises its records as a government-owned asset and will ensure they are managed accordingly. 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 Town.

11. RETENTION AND DISPOSAL OF RECORDS:

All records will be disposed of in accordance with the 'General Retention and Disposal Authority for Local Government Information', produced by the State Records Office.

The CEO shall approve all disposal lists before records are destroyed.

Town records, identified as having archival value in the 'General Disposal Authority for Local Government Records' that are deemed 'State Archives', shall be permanently retained as 'Source Records' by the Town, as directed by the *State Records Office*.

Electronic records of archival value shall remain with the Town.

Historical materials, donated to and forming part of the Cambridge Library's Local Studies Collection, shall be retained permanently at the Library.

Document Control	
Office Use Only:	
Previous Policy No	Policy 118
Statutory Legislation and Compliance	<i>Local Government Act 1995; State Records Act 2000; Electronic Transactions Act 2011; and Freedom of Information Act 1992.</i>
Related Documents/Legislation	State Records Commission Standards.
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