

RICHMOND VALLEY COUNCIL POLICY REGISTER

Policy No: 1.3.3

Reference: Information Management - Policy; Information Technology - Policy;
Corporate Management - Policy

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| POLICY: | RECORDS MANAGEMENT |
| FUNCTION: | Corporate Administration |
| OBJECTIVE: | To ensure that the management of Council's information resources and records management provides timely and comprehensive information to meet operational needs |
| DIRECTORATE: | CORPORATE SERVICES |

PREAMBLE

The aim of this policy is to ensure compliance with the conditions and standards for record keeping and record management set down in State legislation and Australian Standards.

Relevant New South Wales legislation includes, but is not limited to:

- State Records Act 1998
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- Freedom of Information Act 1989
- Electronic Transaction Act 2000
- Evidence Act 1995
- Limitations Act 1969
- Public Finance and Audit Act 1983

The relevant Australian Standard is AS ISO15489.

Records play a critical role within Richmond Valley Council, documenting the Council's transactions, providing evidence of its actions and decisions and preserving its corporate memory. Effective records management and information systems support those functions and satisfy the necessary legal, administrative and audit requirements.

OBJECTIVES

This policy identifies the principles which will govern Richmond Valley Council's management of records. Those principles will ensure that records are created, protected and disposed of properly.

RELEVANT DEFINITIONS

The following definitions are used in this policy:

Record Information in any format created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489).

SCOPE

This policy applies to any record in any format, created, received or maintained by Council staff or anyone performing work on behalf of Council (including councillors, contractors and consultants), in the course of carrying out a Council function or activity.

All staff, councillors, consultants and contractors performing working on behalf of Richmond Valley Council must comply with the standards and procedures issued in accordance with this policy.

POLICY

Records Section

Records Management operations are to be carried out in accordance with centrally approved standards and procedures.

Richmond Valley Council's Records Section provides the formal standards and procedures which staff are required to adopt.

Records Management and information systems must support business operations, cater for future expansion and needs, enable statutory and other accountability requirements to be met and facilitate access to records-based information.

Implementation of Records Management is the responsibility of the Manager Information Services, assisted by Records Section staff.

Each directorate/business unit is responsible for making arrangements for managing the records relating to its functions, including allocating the necessary resources.

Each manager/business unit manager is formally accountable for the effective management of their unit's records.

Each member of staff is required to manage records in accordance with authorised procedures.

Creation of Records

All staff are obliged to create and maintain records which adequately document the business activities in which they take part.

Records must be created which document decisions and commitments (including oral decisions and telephone conversations) and decisions made at meetings and other events.

Richmond Valley Council will ensure that the information processing systems which support business activities will create appropriate records as part of supporting those activities.

Protection of Records

Under the State Records Act 1998, council records are State records. Staff must not alienate, relinquish control over, damage, alter or destroy records of Richmond Valley Council without authorisation.

Records must be appropriately maintained, stored and preserved for the period of retention.

Regardless of format, records must be accessible over time.

Staff are to handle records sensibly and with care and respect so as to prolong their life span.

Disposal and Destruction of Records

Staff may destroy or dispose of Council records only in accordance with the General Disposal Authorities and the Guidelines on what constitutes normal administrative practice.

Staff who wish to initiate the disposal of records are required to contact Records Section staff.

ACCOUNTABILITY PROCESS

The Manager Information Services (via the General Manager) has the authority to set and issue standards and procedures in relation to records management and to monitor and audit compliance with those standards and procedures.

REFERENCE TO OTHER DOCUMENTS

- Guidelines for Creation of Records
- E-mail policy
- Records Management Guidelines for Councillors
- Records Management Guidelines for Contractors
- Other procedures and standards published by Records Section

VARIATION

Council reserves the right to review, vary and/or revoke this Policy from time to time.