

Policy Number:	ADM 11
Policy Type:	Administration Policy
Policy Name:	Records Management
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

OBJECTIVE

The purpose of this policy is to provide guidelines for good recordkeeping practices within the Shire of Nannup in order to comply with the requirements of the State Records Act 2000.

POLICY

Creation of Records

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

Capture & Control of Records

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

Security & 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.

Access to Records

Access to the Shire of Nannup's records by staff and contractors will be in accordance with designated access and security classifications as outlined in the Shire of Nannup Record Keeping Procedure Manual. Access to the Shire of Nannup's records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the Shire of Nannup's records by elected members will be through the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Nannup will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

Related Policies	6.1 Shire of Nannup Document Control Procedure for OSH Information.
Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures
Delegated Level	
Adopted	OM 24 March 2005
Reviewed	OM 25 January 2018