



Shire of **Ngaanyatjarraku**  
ON A JOURNEY

# Council Policy

Policy 1.21 – Records Management

## Table of Contents

<b>Policy Objective</b> .....	3
<b>Policy Statement</b> .....	3
<b>Guidelines</b> .....	3
<b>Policy History</b> .....	4
Amendments to this Policy.....	4
History .....	4
Previous Policy .....	4



# Council Policy 1.21 – Records Management

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## Policy Objective

To control and manage government records within a records management and record keeping framework that complies with legislative, accountability and best practice requirements.

## Policy Statement

The Shire is committed to making and keeping full and accurate records of its business transactions and official activities. Records created and received by Shire personnel and contractors, irrespective of format, are to be managed in accordance with the Shires Record Keeping Plan and Records Management Policy and Procedure Manual. Records will not be destroyed except by reference to the State Records Office's General Disposal Schedule for Local Government Records.

## Guidelines

It is the responsibility of all staff to ensure that the business, operational and corporate activities of the Shire are appropriately documented and that records are created and maintained in fulfilment of legislative requirements;

All significant records, irrespective of format, are to be registered, classified and captured into the Shires official record keeping systems. All correspondence should be attached to a corporate file.

The Shire is responsible for the security and protection of all records created or captured as part of the Shire's day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business;

Access to the Shire records by staff and contractors will be in accordance with designated access and security classifications.

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

Access to the Shire's records by Elected Members will be through the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Records will only be destroyed or otherwise disposed of by reference to the General Disposal Authority for Local Government Records issued by the State Records Office, and following authorisation from the Section Manager and the Chief Executive Officer. Records identified as a State Archive should be transferred to the State Records Office in accordance with the requirements of the General Disposal Authority for Local Government Records.

# Policy History

## Amendments to this Policy

Amendments to this policy require a simple majority decision of Council.

## History

Policy adopted: unknown

Policy reviewed: 24 June 2020

Policy reviewed: 28 June 2023

## Previous Policy

Policy 2.12

