

Policy Number	Policy Title
<b>CP24</b>	<b>Recordkeeping</b>

## OBJECTIVE

To provide recordkeeping principles to ensure the Shire of Irwin meets statutory requirements under legislation, including but not limited to, the *Local Government Act 1995* and the *State Records Act 2000*.

## POLICY

This policy applies to all Shire of Irwin employees, elected members and contractors.

To ensure that records and documents related to the Shire are properly recorded and disposed of during the course of business. Sound records management will ensure process efficiency and compliance.

The Shire is required to maintain a Recordkeeping Plan in accordance with requirements by the *State Records Act 2000*.

### Custodianship of Records

The Shire recognises that all records created and/or collected during the course of Shire business are a Government Record and will ensure that the records are managed as such.

### Creation of records

All elected members, staff and contractors are to create and record full accurate records, in the appropriate format and in accordance with the General Disposal Authority (GDA) for Local Government Records. The GDA is approved by the State Records Commission and lists the mandatory minimum retention period for local government records.

### Recordkeeping system

The Shire is to maintain an appropriate recordkeeping system to ensure all documentation is captured and recorded. This system is required to store data in the correct format and manage records for the correct retention and disposal.

### Security of records

All records are required to be assessed in accordance with their level of sensitivity. Records are required to be adequately secured from unauthorised access or destruction and kept in accordance with the GDA requirements.

### Access to records

Records are to be allocated security classifications through the recordkeeping system. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and where applicable the Shire's policies and procedures.

### Disposal of records

Is to be performed in accordance with the GDA for Local Government produced by the State Records Office in WA, following authorisation from the CEO.

### Statutory Obligations

There are legislative requirements for managing records. The primary legislation relating to the keeping of public records is the *State Records Act 2000*. Other legislation that affects records management includes, but is not limited to:

*Local Government Act 1995*  
*Freedom of Information Act 1992*

*Electronic Transactions Act 2000*  
*Financial Administration and Audit Act 1985*  
*Evidence Act 1906*  
*Criminal Code 1913 (Section 85)*

<b>Date of Adoption:</b>	25 February 2020	<b>Adoption Ref:</b>	100220
<b>Date of Review:</b>		<b>Review frequency:</b>	Biennial
<b>Responsible Directorate:</b>	Governance		
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>State Records Act 2000</i>		
<b>Related Management Policy and/or Procedure:</b>	Recordkeeping Plan PRO Recordkeeping Procedure Manual E11 Code of Conduct		