

Council Policy 7.3

Records Management

Strategic Plan Objective

3.3 To provide responsible and accountable governance and management of the EMRC.

Purpose

The purpose of this policy is to provide a framework for the EMRC's recordkeeping to accurately record the business transactions and decisions directed at protecting EMRC staff and property, and other people who may interface with EMRC and ensure compliance with legislative obligations.

Legislation and Standards

- *State Records Act 2000*
- *Freedom of Information Act 1992*
- *Local Government Act 1995*
- *Criminal Code 1913*
- *Evidence Act 1906*
- *Public Sector Management Act 1994*
- *Financial Management Act 2006*
- *National Trade Measurement Regulations 2009*
- *State Records Commission Standards 2002*
- *AS ISO 15489.1:2017 Information and Documentation – Records Management Concepts and Principles*

Policy Statement

The EMRC, in order to be compliant with the aforementioned legislation and standards, has a responsibility to produce accurate and complete records, in the course of conducting its business operations and administration.

The EMRC is defined in sch.1.12 of the *State Records Act 2000* (SRA) as a government organisation, and the SRA requires each government organisation to have an approved Recordkeeping Plan. This plan requires reviewing every five years or sooner if the need arises or directed by the State Records Commission. The Recordkeeping Plan details the records created and held by an organisation in undertaking its lawful business, the policies and procedures applied in the management of records and how they are maintained and destroyed.

All EMRC officers including councillors and contractors employed under a contract of service or otherwise are individually and personally liable and responsible for adhering to the approved EMRC Recordkeeping Plan, and its associated policies and procedures.

All EMRC records are to be recorded in the Electronic Document and Records Management System (EDRMS), other than the financial transaction records that are to be held in the EMRC Finance System.

- Where possible, all paper correspondence is to be scanned and stored in the organisation's EDRMS. This is the responsibility of all EMRC staff and includes the scanning and registration of hardcopy records produced by contractors and consultants under EMRC staff's supervision and management.
- All contracts and agreements containing a wet signature must be scanned into the EDRMS, with the original hardcopy document being held in a secure repository by the Information Team.
- Electronic records will be identified as the primary record of the EMRC's business decisions, transactions, operations and administration. This will enable the organisation to develop greater efficiencies in the access to corporate records, the assigning of access to corporate records, the backing up of and the recovery of records during incidents of disaster and the identification of vital records necessary for business continuity, also in the event of a disaster. Further, this will assist the organisation in creating mechanisms to cope, manage and succeed with the challenges faced with technological obsolescence of business systems.
- All records created by Council Members, acting on behalf of the EMRC, must be recorded in the EMRC's EDRMS, through the Chief Executive Officer.
- The Information Team will perform the delegated responsibility of the internal administration and application of the approved Recordkeeping Plan, and its associated policies and procedures.

Financial Considerations

Nil

Adopted/Reviewed

17 September 2020

Next Review

Following the Ordinary Elections in 2021

Responsible Unit

Business Support Team