



BANANA SHIRE COUNCIL

Policy

TITLE	RECORDS MANAGEMENT POLICY
POLICY NUMBER	88
COUNCIL FUNCTION	ADMINISTRATION, EXECUTIVE AND GOVERNANCE
RESPONSIBLE DEPARTMENT	CORPORATE AND COMMUNITY SERVICES
LEGISLATION	<i>Electronic Transactions (Queensland) Act 2001</i> <i>Evidence Act 1977</i> <i>Evidence Regulation 2007</i> <i>Financial Accountability Act 2009</i> <i>Financial Accountability Regulation 2009</i> <i>Financial and Performance Management Standard 2009</i> <i>Information Privacy Act 2009</i> <i>Information Privacy Regulation 2009</i> <i>Judicial Review Act 1991</i> <i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Public Records Act 2002</i> <i>Public Records Regulation 2014</i> <i>Right to Information Act 2009</i> <i>Right to Information Regulation 2009</i>
ADOPTED	23 March 2005 Minute No 30064
REVIEWED/AMENDED	26 April 2017 Ordinary Meeting – Minute No. OM003728
NEXT REVIEW DUE	March 2021

SCOPE

- All Council staff, including contract staff, councillors and external service providers,
- All aspects of Council's operations,
- All records created to support Council business activities and
- All Council business applications used to create records, including email, business systems, database applications and websites.

OBJECTIVE

To provide the overarching framework for the creation and management of records within the Banana Shire Council.

RATIONALE

Banana Shire Council's records are its corporate memory, and as such are a vital asset that support

ongoing operations and provide valuable evidence of business activities over time.

Council is committed to implementing best practice recordkeeping practices and systems to ensure the creation, maintenance and protection of accurate and reliable records.

Council recognises its regulatory requirements as a public authority under the *Public Records Act 2002*. It is committed to the principles and practices set out in Information Standard 40 *Recordkeeping*, and other standards and guidelines promulgated by Queensland State Archives to all agencies.

All practices concerning recordkeeping within Council are to be in accordance with this policy and its supporting procedures.

DEFINITIONS

CEO, Chief Executive Officer

The Chief Executive Officer of Banana Shire Council

Council

Banana Shire Council

Record

Recorded information in any form, including data in computer systems created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Information Standard 40 (IS40)

Standards issued under the ambit of the *Public Records Act 2002* which states that all staff have a recordkeeping responsibility.

Electronic Data Management System

A computerised system used by council to record, hold and distribute documents electronically

POLICY

Council is committed to complying with relevant legislative Acts and Regulations as well as recognised standards.

Accordingly Council is committed to developing and maintaining a recordkeeping systems that captures and maintain records with appropriate evidential characteristics in accordance with the requirements of such legislation and standards, including those issued by the Queensland State Archives, for the management of Council's records including the ongoing development and maintenance of a recordkeeping systems that captures and maintains records with appropriate evidential characteristics.

Council supports a holistic approach to the management of all corporate information, and integrates its recordkeeping policies and procedures within the broader information management regime of the organisation.

To achieve this Council will utilise an electronic data management recordkeeping system to create and maintain authentic, reliable and useable records, which meet the needs of internal and external stakeholders. These records are to be maintained for as long as they are required to effectively and efficiently support the business functions and activities of the Council by management of the following

processes:

- creation and capture of records;
- storage of records;
- protection of record integrity and authenticity;
- security of records;
- access to records;
- the disposal of records.

Note – in general, it is an offence to destroy any public record without authorisation from the State Archivist. Unless otherwise authorised, all record disposal within Council must be undertaken in compliance with the relevant General and Local Government Retention and Disposal Schedules issued by Queensland State Archives.

Council's recordkeeping systems are to assist in making full and accurate records which should be:

- **adequate** for the purposes for which they are created and kept;
- **complete** in content and contain the structural and contextual information necessary to document a transaction;
- **meaningful** with regards to information and/or linkages that ensure the business context in which the record was created and used is apparent;
- **accurate** in reflecting the transactions, activities or facts that they document;
- **authentic** in providing proof that they are what they purport to be and that their purported creators did actually create them;
- **inviolable** through being securely maintained to prevent unauthorised access, alteration, removal or destruction;
- **accessible** by being kept in a format that allows their continued use;
- **useable** through being maintained so that they are identifiable, retrievable and available when needed.

PROCEDURE

As approved, issued and subject to amendment by the Chief Executive Officer.

CERTIFICATION



CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

5.5.17
DATE