BANANA SHIRE COUNCIL

Procedure

TITLE	**RECORDS MANAGEMENT PROCEDURE**
RELATES TO POLICY	**RECORDS MANAGEMENT POLICY**
APPROVED BY CEO	**26 April 2017**
REVIEWED/AMENDED	

PREAMBLE

Banana Shire Council is committed to:

- consulting with Queensland State Archives in relation to Policy and Information Standards development

- complying with legislation, standards and policies including:

    o   *Public Records Act 2002;*
    o   *Local Government Act 2009,*
    o   *Local Government Regulation 2012,*
    o   *Right to Information Act 2012, and*
    o   *Information Privacy Act 2012.*

- make, keep and preserve full and accurate records that document business transactions within compliant and accountable recordkeeping systems.

- continue to develop and maintain a recordkeeping function and/or program for Council.

- implement government recordkeeping policies and standards within Council.

- ensure that all personnel are aware of their recordkeeping responsibilities.

PROCEDURE

Recordkeeping Systems

The primary recordkeeping system of the Council is *MagiQ.*

MagiQ is the internal recordkeeping system where all corporate administrative records are captured and stored.   All paper-based records received by Council are captured within this system through digital imaging.   Paper files are also created and maintained for records by the Records Management section.

While *MagiQ* constitutes the Council's preferred primary recordkeeping system for all corporate administrative records, there are a number of databases, software applications and paper based systems that operate outside *MagiQ* and function as recordkeeping systems.

All of Council's records must be created and maintained within the preferred recordkeeping systems outlined above or as specified by the Information Management section.

Records must not be maintained in shared areas, any shared drives, local hard drives, or Temp Docs. These electronic storage facilities do not contain recordkeeping functionality to ensure that records will be captured and maintained. They are therefore unable to provide access to, and evidence of, business activities over time.

All employees of the Banana Shire Council are to:

- create full and accurate records of Council business in accordance with the *Public Records Act 2002.*
- comply with
  - ➤ Information Standard 40 (Recordkeeping)

  as well as all policies and procedures and protocols that have or will be introduced to foster recordkeeping best practice across Council.
- Capture records of Council business into the relevant recordkeeping system.
- Keep records for as long as they are required for business, legislative, accountability and cultural needs.

All managers and supervisors of Banana Shire Council employees are to:

- ensure that recordkeeping systems underpin and support business processes.
- ensure that full and accurate records are made and captured into the relevant record systems and business systems that create and maintain records.

The Records Management section is to:

- develop and implement recordkeeping systems.
- identify recordkeeping requirements in consultation with other organisational units.
- train and educate the Council's personnel in relation to recordkeeping obligations, processes and procedures.
- ensure that strategies and procedures exist to identify and locate records.
- develop and maintain system administration for Council's primary recordkeeping system.
- develop and issue an internal recordkeeping framework, including policies, standards, procedures and tools.
- identify and manage vital corporate records with regard to the relevant storage parameters and accessibility standards.
- develop, manage, test and review disaster preparedness and recovery strategies and procedures for all records, including electronic records.

The Information Technology section is to:

- provide the technical infrastructure required for recordkeeping
- provide technical support of recordkeeping systems.
- provide expert advice on information technology for recordkeeping strategies in an electronic environment.
- in partnership with Records Management personnel, develop, manage and monitor the technical aspects of disaster preparedness and recovery strategies and procedures; records and systems migration strategies; and procedures and regular backups for records and recordkeeping systems and business systems that create and store records.

- manage the security mechanism for the protection from unauthorised access to information in electronic form.

Chief Executive Officer of Banana Shire Council is to:

- account for recordkeeping and recordkeeping systems within the Council to Ministers, Parliament and others as required.

- assign recordkeeping responsibilities within the Council.

- ensure that the recordkeeping systems are in place to produce full and accurate records.

- ensure that recordkeeping requirements are included in all business undertaken by the Council.

- provide appropriate resources to maintain recordkeeping systems and processes.

- take all reasonable steps to implement recommendations made by the State archivist.

- actively promote and support a positive recordkeeping culture throughout the Council.

The Quality Assurance and the Internal Audit teams are to:

- develop, implement and monitor internal quality control and audit processes.

Information requests for Council databases and like information:

Administratively released documents and documents required to be released under legislation can be inspected free of charge on Council's website or at any Council office or purchased by payment of the applicable fee or charge under Council's Schedule of Cost Recovery Fees and Commercial Charges.

Other documents can be accessed by application under the *Right to Information Act 2009* and the *Information Privacy Act 2009* unless, on balance, it is contrary to the public interest to give the access.

Note:

Banana Shire Council is committed to providing open, transparent and accountable government and is therefore committed to encouraging open discussion of public affairs and keeping the community informed of its operations.

As well Council is required to be proactive in the release of information and make Council held information readily and easily available to the public unless there is a particular reason not to under The *Right to Information Act 2009* and the *Information Privacy Act 2009*

Certain other government legislation Council compels to release specific documents.

Therefore Council is pro-active in giving the community right of access to information in Council's possession or under Council's control unless, on balance, it is contrary to the public interest to give the access.

Certain information cannot be released or may only be releases in part due to privacy or confidentiality restraints.

Council makes copies of each of its policy documents and many other documents available on its website or open to inspection at the Council offices.

Council releases administratively, as a matter of course, documents that inform of Council's operations, including, in particular, the rules and practices followed by Council in its dealing with the community if the publication or giving access can properly be done or is permitted or required to be done by law.

Monitoring

Staff and system compliance with this Recordkeeping Policy will be regularly monitored.

Following established procedures, supervisors, senior management, and the Records Management section must carry out monitoring activities.

APPROVED

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CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

5-5-17
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DATE