

RECORDS MANAGEMENT POLICY

SCOPE

This policy applies to all Council employees, including contract staff, Councillors, and external service providers whilst undertaking all aspects of Council's operations. This policy encompasses all records made to support Council business activities and business applications used to make 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.

LEGISLATION

Electronic Transactions (Queensland) Act 2001
Evidence Act 1977
Evidence Regulation 2017
Financial Accountability Act 2009
Financial Accountability Regulation 2019
Financial and Performance Management Standard 2019
Information Privacy Act 2009
Information Privacy Regulation 2009
Judicial Review Act 1991
Local Government Act 2009
Local Government Regulation 2012
Public Records Act 2023
Right to Information Act 2009
Right to Information Regulation 2009

DEFINITIONS

CEO	Chief Executive Officer of Banana Shire Council.
Council	Banana Shire Council.
Record	Recorded information in any form, including data in computer systems made 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.
Electronic Data Management System	A computerised system used by Council to record, hold and distribute documents electronically.

POLICY

In accordance with the *Public Records Act 2023*, Councils are considered public authorities and therefore required to make and manage public records - these records are important for preserving the history of Queensland.

Banana Shire Council is committed to developing and maintaining a recordkeeping system that meets its legislative recordkeeping requirements, including those issued by the Queensland State Archives to make, manage and keep, full and accurate public records.

To achieve this, Council will utilise an electronic data management recordkeeping system to make 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 support the business functions and activities of the Council effectively and efficiently 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 made 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 made 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 make 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.
- **usable** through being maintained so that they are identifiable, retrievable, and available when needed.

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.

PROCEDURE

Procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION



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CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

20 June 2025

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DATE