

OBJECTIVE

To ensure that records of all activities and decisions of the Shire of Chittering (**the Shire**) are created, accessed, managed and retained or disposed of appropriately, and in accordance with relevant legislation.

SCOPE

This policy applies to all Shire Council Members and employees.

POLICY STATEMENT

The Shire is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel and contractors are to be managed in accordance with the Shire's Approved Record Keeping Plan, this Policy and associated Procedures.

DEFINITIONS

Record – means a record as defined in the *State Records Act 2000* as set out below:

Any record of information however recorded and includes:

- anything on which there is writing or Braille;
- a map, plan, diagram or graph;
- a drawing, pictorial, graphic work or photograph;
- anything on which there are figures, marks perforations or symbols, having a meaning for persons qualified to interpret them;
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and/or
- anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

ROLES AND RESPONSIBILITIES

Records of decision making processes of external bodies to which a Council Member has been appointed and any correspondence by a Council Member as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system

All staff are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping



1.5. Record Keeping Policy

COMPLIANCE

Legislation	State Records Act 2000, Freedom of Information Act 1992, Local Government Act 1995, General Disposal Authority (GDA) for Local Government Records
Industry	State Records Office
Organisational	Recordkeeping Plan
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	5 Years (with recordkeeping Plan)	Next Review Due	2029
Policy Owner	Corporate Services		

Version	Decision Ref	Date	Change
1		18 May 2011	Adoption
2		19 July 2023	Amendment