



Records Management Policy

Classification	Policy
Strategic reference	Goal 4: Governance and organisational culture
Relevant legislation	Freedom of Information Act 1991 Local Government Act 1999 State Records Act 1997
Relevant documents	Information Management Standard, State Records of South Australia SA Government's Information Privacy Principles (IPPS) AS ISO 15489-2002 Records Management, Standards Australia (2002) Managing Digital Records in System Standards, State Records of South Australia
Responsible officer	Chief Executive Officer
Date adopted	20 September 2023
Next review date	September 2026

PURPOSE

The purpose of this policy is to direct staff, elected members, contractors, and volunteers, on how to manage official records of Southern Mallee District Council throughout the lifecycle of records.

Council has an obligation under the State Records Act 1997 to maintain official records in its custody in good order and condition. This includes the creation, capture, storage, maintenance, and disposal of physical and electronic records.

Adherence to this Policy will ensure that Council is able to:

- Meet its legislative requirements
- Provide evidence of business transactions and accountability
- Validate and support its decisions and actions
- Protect the interests of its staff and customers

SCOPE

This policy applies to all staff, elected members, contractors, and volunteers appointed by Southern Mallee District Council.

All records generated and/or received in the conduct of Council business are within the scope of this policy. This includes:

- records in any format and at any stage of their life cycle, which are created, collected, processed, used, sentenced, stored, and disposed of in the conduct of official Council business including communications and information gathering, policy formulation or decision-making processes of Council.

Associated procedures / work instructions covering creation, capture and disposal of official records of Council are separate to this policy.

The electronic version accessible on Council's website and within Skytrust is the controlled version.
Printed copies are considered uncontrolled – before using a printed copy verify that is the current version.



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POLICY STATEMENT

Council is dedicated to implementing efficient recordkeeping protocols to effectively manage its records and information assets, while adhering to both business and legislative requirements.

Council's records are assets that support the daily operations of Council, providing evidence of actions and decisions made, demonstrating good governance, and enhancing the Council's reputation of a transparent and accountable community orientated environment.

DEFINITIONS

Term	Definition
Disposal	Disposal includes the destruction of records, retention and storage of records (temporary or permanent) and the transfer of ownership of records.
Ephemeral/Transitory Records	A record is transitory or ephemeral in nature if it is of little or no continuing value to Council and only needs to be kept for a limited or brief period, such as a few hours or a few days.
Normal Administrative Practice (NAP)	NAP is the concept that material can be destroyed according to 'normal administrative practices' including the routine destruction of drafts, duplicates and publications, of no continuing value to Council. This may include drafts, copies, unsolicited material etc.
Official Record	An official record is a record made or received by Council in the conduct of its business and provides evidence of Council activities.
Record	A record refers to written graphic or pictorial matter, or a disk, tape or other object that contains information or from which information may be reproduced.

RESPONSIBILITIES

Specific responsibilities and accountabilities for records and information management at the Council include:

Chief Executive Officer – as prescribed by Section 99 of the Local Government Act 1999, the Chief Executive Officer is responsible for ensuring that systems are in place to ensure all records required under legislation are kept and maintained properly.

The Chief Executive Officer is also responsible for ensuring:

- managers take responsibility for the records management practices of their staff
- staff are aware of their records management responsibilities, and they receive the appropriate training and education
- the authorisation of the alteration and validity of records of Council.

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Managers – are responsible for ensuring staff are aware of and comply with policies, procedures and/or systems designed to affect the appropriate capture, storage, maintenance and disposal of Council records.

Elected Members – are responsible to ensure that all email and correspondence (received and sent) in the conduct of their roles are corporate records and must be forwarded to the Records Team to be captured in Council's records management system Synergy. Under section 17 of the State Records Act 1997, persons shall not intentionally damage, alter, dispose of, or remove official records without authorisation to do so.

Records Officers – are responsible for the efficient management of Council's Electronic Document and Records Management System (EDRMS) Synergy, including maintaining control over daily records management activities and services and providing support to staff in the use of the EDRMS.

All Employees – All employees have a responsibility to create, capture and manage appropriately complete and accurate records of Council's business operations including records of decisions made, actions taken and transactions of daily business. Under section 17 of the State Records Act 1997, persons shall not intentionally damage, alter, dispose of, or remove official records without authorisation to do so.

ACCESS AND SECURITY

Access and security of Council's records and information is determined in accordance with Council's business rules and reflected within the EDRMS, providing any required and specific access permissions or restrictions to records. (For example, personnel records)

Records may contain information that is confidential in nature and should not be divulged to certain parties, including other staff within the Council. Staff must be aware of issues relating to confidentiality and sensitivity when managing, accessing, or divulging information either on request from within the Council or externally.

Access controls and security protocols of the Council apply to documents and records at the time of creation, receipt and capture to ensure protection of confidential and/or sensitive information from inappropriate access, use, disclosure, or alteration.

USE OF PERSONAL INFORMATION

Whilst Council is not bound by the Privacy Act, its practices in relation to privacy should be wherever possible, consistent with the SA Government's Information Privacy Principles (IPPS) Instruction and the National Privacy Principles.

The principles cover the collection, storage, access, correction, use and disclosure of personal information.

All personal information collected by Council is to be used only for the purpose of conducting business and the provision of services to customers.

Policy review

The effectiveness of this policy will be reviewed every three years or as necessary.

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Further information

This document is available on Council's website www.southernmallee.sa.gov.au and at the principal office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

A copy of this document may be purchased from Council.