

# Records Management Policy 2013

- Subject :** Records Management
- Description:** This Policy regulates the storage of Uralla Shire Council records and ensures best practice in records management.
- Applies to:** All Council activities.
- Objectives:**
- To ensure records management complies with legislation.
  - To ensure that records are appropriately stored (electronically and in paper form) to meet operational needs, reporting requirements and community expectations.
  - To preserve the corporate history of the Council.

## Policy:

### Overview:

Uralla Shire Council records are any records (regardless of format) made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (*State Records Act 1998*). This includes records in any format such as paper, electronic, audio or video cassettes, film, photographs and publications.

### Policy Statement:

The Uralla Shire Council is committed to meeting its responsibilities under the *State Records Act 1998 (NSW)* and to implementing best practice in its records management practices and systems.

This Policy applies to all departments of the Uralla Shire Council, and all practices and procedures concerning records management.

Records management is supported through the continued implementation of the TRIM records management system. All staff must record all substantive official business in TRIM and are, as far as reasonable, not to maintain individual files or recordkeeping systems. All Uralla Shire Council formal documents should include either a TRIM file number or document number.

The Uralla Shire Council will manage its records in accordance with the *State Records Act 1998 (NSW)* and any policies, standards, codes of best practice and other requirements issued by the State Records Authority of New South Wales (*State Records NSW*) under the Act.

Uralla Shire Council Records will also be subject to the *Government Information Public Access Act 2009* and the *Privacy and Personal Information Protection Act 1998 (NSW)*. Other relevant legislation and standards include the *Evidence Act 1995 (NSW)*, the *Public Finance & Audit Act 1983*, the *Local Government Act 1993* and the *Australian Standards*.

Staff are responsible for records creation and management and must:

- take responsibility for creating records of all incoming and outgoing correspondence, conversations and documents.
- make and keep full and accurate records of all activities and decisions for which they are responsible.
- enter all Uralla Shire Council records into TRIM.
- submit paper records to the Records Officer for filing.
- protect records from accidental damage, loss or unauthorised access.
- not destroy records without entering them in TRIM and/or submitting to the Records Officer.

All staff who create records in the course of their employment must be trained in records management procedures.

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated to manage the assets.

The **General Manager** has the responsibility to oversee the Policy.

**Directors and Managers** are responsible for ensuring staff comply with the Policy and undertake appropriate records management procedures.

**Employees** are responsible for managing records in compliance with Uralla Shire Council policies and procedures.

- Related Documents:**
- Uralla Shire Council Information Technology and Communication Resources Policy.
  - *State Records Act 1998 (NSW)*
  - *Government Information Public Access Act 2009*
  - *Privacy and Personal Information Protection Act 1998 (NSW)*
  - *Evidence Act 1995 (NSW)*
  - *Public Finance & Audit Act 1983*
  - *Local Government Act 1993*
  - *Australian Standards.*

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

**Resolution #** 248/13: 27 August 2013