

COUNCIL POLICY LG518

RECORDS MANAGEMENT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to demonstrate Council's commitment to the creation, control and management of records to ensure compliance with the *State Records Act 2000* and the Town of Claremont's (Town) approved Recordkeeping Plan.

Policy

Council understands the importance of creating and maintaining full and accurate records of the Town's business transactions, operations and official activities to comply with legislative obligations and ensure transparency and good governance.

The following principles apply to records management at the Town:

- Training will be provided in record keeping practices to all new employees upon commencement and periodically thereafter.
- Council Members, volunteers and contractors will be made aware of their record keeping obligations as part of their induction program and periodically thereafter.
- Access to the Town's records by employees, volunteers and contractors will be in accordance with designated access and security classifications as determined by the Chief Executive Officer.
- Access to the Town's records by the general public will be in accordance with the *Local Government Act 1995* (for publicly available documents), the *Freedom of Information Act 1992* and any other applicable legislation.
- Records will only be destroyed or otherwise disposed of in accordance with the General Retention and Disposal Authority for Local Government Information (GDA) issued by the State Records Office and following authorisation from the Director responsible for the records business unit and the Chief Executive Officer.
- Records identified as a State Archive will be transferred to the State Records Office in accordance with the requirements of the GDA.

Document Control Box			
Legislation:	<i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1995</i> General Retention and Disposal Authority for Local Government Information DA 2023-005		
Organisational:	Town of Claremont Record Keeping Plan Work procedures contained within the Town of Claremont Record Keeping Plan		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	20 November 2012	222/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Modified	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/18
7.	Modified	26 June 2024	88/24