

POLICY	RECORDS MANAGEMENT POLICY	 Moree Plains
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1.0 INTRODUCTION

1.1 Moree Plains Shire Council has a records management framework that includes a Strategy, Policy, and Business Rules, protocols, procedures and supporting guidelines specifically designed for managing its corporate information.

The strategy is aiming for best practice in information management practices and procedures. Council will manage its information in order to ensure:

- Better support of business activities and improved customer service, through faster and more efficient access to information.
- Reduction of redundant and duplicated information across departments through better control and management of information.
- Enhanced privacy and confidentiality, through improved security of information.

2.0 PURPOSE

2.1 The purpose of this policy is to ensure that Council's information and records are managed effectively and efficiently throughout their life cycle. This management will be achieved by:

- Describing and understanding the lifecycle activities and fundamental characteristics of all types and forms of Council held information.
- Establishing information management responsibilities, and developing information management requirements for good management.
- Providing a series of protocols and procedures to be followed by staff when managing information.
- Providing a series of guidelines and support to staff which assist with the practices of information management.

3.0 SCOPE

3.1 This policy applies to all people working for or with Council, and to persons who have been authorised to access Council's information and records. This includes all partner organisations, employees, contractors, consultants, work experience students, volunteers and agents engaged by or for Council.

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4.0 POLICY STATEMENT

- 3.1 Council is committed to managing its corporate information in a way that meets its legislative responsibilities and business needs, and Council will endeavour to use electronic systems as the preferred means of creating, using and managing its corporate information.
- 3.2 To meet the obligations of the Records Management Policy, Council will abide by the following fundamental principles. Council will:
- Work electronically wherever possible.
 - Share information wherever possible, including managing information in such a way as to optimise information sharing and re-use, and to reduce duplication.
 - Treat information as a valuable corporate asset.
 - Take individual responsibility for information, particularly information that the individual creates, receives or updates.
 - Appropriately manage significant* Council information at all stages in its lifecycle. This means:
 - o Managing information, regardless of its medium or format, to ensure its authenticity, accuracy, integrity, clarity, and completeness for as long as it is required in accordance with legislative requirements;
 - o Managing information securely;
 - o Managing the retention and disposal of documents in accordance with New South Wales State Records (GA39) Local Government Records;
 - o Collecting, using, and disclosing personal information in accordance with Moree Plains Shire Council's privacy principles;
 - o Protecting essential records to ensure the continuity of key services and business operations.
- * Significant information is indicated by the need to retain it to do business, to meet legislative obligations, or as reference or historical material.
- 3.3 All records created by contractors performing work on behalf of Council belong to Council. This includes the records of contract staff working on the premises as well as external service providers. Contracts will clearly state that ownership of records resides with Council, and instructions regarding creation, management, and access to the records created.
- 3.4 The IS Information Services Manager is responsible for implementing this policy and will have the authority to propose the direction, implementation and strategy for the recordkeeping framework and thus guide the implementation of this policy across the organisation.
- 3.5 Council staff are responsible for:
- Complying with the Records Management Policy and Procedures.

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- Creating full and accurate records of their business activities, including records of all decisions and actions made in the course of their official business.
- Ensuring that all records are saved into the organisation's recordkeeping systems.
- Creating, registering and protecting records, until their authorised disposal.
- Not compromising the value of a document by ensuring records are not defaced or altered.
- Ensuring records are made at the time of or as soon as practicable after the event or transaction to which they relate.
- Adhering to corporate standards for document styles and formats.
- Using corporate templates.
- Making use of spelling and grammar checkers and approved corporate terminology and abbreviations.
- Recording information about each document created or received to enable others to locate the document in the future.
- Not compromising security by sharing passwords or other actions.
- Ensuring that other staff have appropriate access to documents and tasks as required.
- Not using password protection on documents.
- Ensuring records are not destroyed or deleted without formal authorisation from the Records Coordinator.
- Asking for training if unable to achieve these responsibilities.

3.6 Contractors, consultants and others acting on behalf of Council are responsible for managing records that they create on behalf of the Council according to the terms of their contract and ensuring that all correspondence is forwarded to Council for registration in the records management system.

3.7 Councillors are responsible for records related to their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. Councillors should:

- Create, register and protect records, until their authorised disposal, in accordance with the standard on full and accurate recordkeeping; corporate business rules and procedures.
- Ensure records are made at the time of or as soon as practicable after the event or transaction to which they relate for accuracy and completeness of records.
- Ensure records are not destroyed or deleted without formal approval.

5.0 DELEGATION

5.1 The General Manager is authorised, pursuant to Section 377 of the *Local Government Act 1993*, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

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6.0 KEY LINKAGES

6.1 Corporate Links to this document are:

- Moree Plains Shire Council's Records Management Business Rules
- Moree Plains Shire Council's Records Management Framework
- Moree Plains Shire Council's Records Management Unit's Communication Plan
- Moree Plains Shire Council's Records Management Plan
- Moree Plains Shire Council' Privacy Management Plan
- Moree Plains Shire Council's Breach Report Register
- Moree Plains Shire Council's Disaster Recovery Plan
- Moree Plains Shire Council's Records Storage Policy
- Moree Plains Shire Council's Access to Records Policy
- Moree Plains Shire Council's Disposal of Records Policy

7.0 DISPUTE PROCEDURE

7.1 In the event of a dispute over any aspect of this policy, immediate action will be taken to resolve the situation through effective and constructive consultation between the parties concerned. If a resolution cannot be reached, the services of a mediator will be requested to finalise the matter to the satisfaction of all parties concerned.

8.0 ATTACHMENTS

Nil.

9.0 REVIEW

9.1 Council will review this policy if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.

9.2 Staff will review the policy at least once within four years of the date of its adoption.

HISTORY

Drafted by:	Records – Corporate Services
Original Policy	Nil
Policy reviewed and amendments made by:	Managers Meeting
On:	16/07/2014
Policy reviewed and amendments made by:	Manex Meeting
On:	26/05/2015
Policy reviewed and amendments made by:	JCC Committee
On:	N/A
Adopted by Council on:	June 2015
Resolution No:	
This policy works in conjunction with these policies:	Nil
This policy supersedes the following policies:	(List if applicable or Nil)
Classification of policy	External
Issue Date:	May 2015
Review Date:	May 2019

SIGNED BY THE GENERAL MANAGER OF MOREE PLAINS SHIRE COUNCIL,
WHOSE SIGNATURE APPEARS BELOW.



 LESTER RODGERS

12.2.16

 DATE