

Council Policy

Title	Records Management Policy		P66
Type	Council Policy		
Document Owner	Director of Corporate Services		
Approval Date	29 November 2018	Review Date	29 November 2021
MaGiQ Document ID	690811	Council Resolution Number	OC150/2018

This policy is to outline responsibilities and obligations for all staff in the creation, capture, management and disposal of records created or received by Central Desert Regional Council.

PURPOSE

Council is committed to ensuring that:

- Records of the business of Council are created, captured and managed using an approved recordkeeping system,
- Disposal of corporate record is in accordance with an authorised retention and disposal schedules,
- Records are retained in an environment free from undue risk and appropriate accountability is practiced by all employees in their storage and management.

SCOPE

This policy applies to all employees and to all records of Council from the time of receipt, creation and capture until its disposal or transfer to NT Archives Service.

DEFINITION AND TERMS

Council - Central Desert Regional Council

Record- A record is a piece of information which has been created, received or used by Council to come to a decision, conduct a transaction, or in some way document government business.

Approved Electronic Document and Records Management System (EDRMS)- MAGIQ and Technology1.

Employee - Includes a Council employee, apprentice or trainee, a student gaining work experience, a volunteer, a contractor or subcontractor, an employee of a contractor or subcontractor or an employee of a labour hire company, hereafter referred to as 'employee'.

LEGISLATION AND REFERENCE

This document should be read in conjunction with the following documents:

Document	Description
Local Government Act	Council's legislative obligations.
Information Act	
Local Government Administration Regulations	
Records Management Standards for Public Sector Organisations in the Northern Territory	Information elaborating accountability in the conduct of the government businesses.
Records Disposal Schedule for Local Authorities in the Northern Territory	Approved local authority disposal schedule with general administrative and specific functional activities.
P45 Privacy Policy	Council's policy related to collection, storage, use and disclosure of personal information
P72 Code of Conduct	Behaviour and values to be followed for all Employees.
PR04 Recordkeeping Procedure	Rules in relation to recordkeeping.
Delegations Register	A register of all delegations made by the Council or the CEO.

POLICY STATEMENT

Council maintains an approved EDRMS for the management of its records. The primary function of the EDRMS includes:

1. The capture and storage of records
2. Ability to search and access Council's corporate knowledge
3. Record security and delegation, and
4. The disposal of records in accordance with the Council's retention and disposal schedule

Council requires that:

1. All employees must create and maintain complete records of all business activities according to Recordkeeping Guidelines & Business Rules Manual.
2. Employee shall not keep records of Council in separate, individual filing systems or on a hard drive or other storage device.
3. Employees who deal with an external organisation are to ensure suitable arrangements are included within the contract established, so that records created are given to Council and registered in the EDRMS.
4. Retention and disposal schedule must be routinely assessed and applied.

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two ways :: one outcome

REVIEW HISTORY

Date	Details
29/11/18	Policy reviewed and amended OC150/2018
10/04/15	Adoption of policy CRN051/2015

