

Records Management

Policy scope

The purpose of this policy is to define the principles of the City's record keeping functions and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the City.

This policy is the framework for reliable and systematic management of the City's records in accordance with legislative requirements and best practice standards.

Policy statement

All records received or compiled remain the property of the City of Fremantle.

All business decisions and transactions in relation to policy, administration and operational transactions are to be documented in records.

All records of the City of Fremantle, regardless of physical format and including electronic records, sent, received or circulated internally, are to be managed within the official recordkeeping systems of the City of Fremantle.

All records are to be managed in an efficient and effective manner at a cost commensurate with operational, informational and legislative requirements so as to enhance retrieval and ensure their integrity, physical safety and security, as well as to support the City of Fremantle's compliance with recordkeeping legislation and privacy principles.

Responsibilities

The chief executive officer (CEO)

- The CEO is to ensure that an organisational system for the capture and management of records is compliant with legislative requirements and best practice standards.

Executive staff and managers

- All executive staff and managers are to ensure the record keeping policy and procedures are known and adhered to in their area of responsibility.

Elected members

- All elected members are to retain records relating to their role as an elected member for the City of Fremantle in a manner commensurate with legislation and the City's

procedures for record keeping. Council and committee decision making documentation will be created and controlled.

All staff

- All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the record keeping system and that all records are handled in a manner commensurate with legislation and the City's policies and procedures for record keeping.

Staff with responsibility for maintaining the records management system

- Corporate information services staff are responsible for assisting with the development of records and information management policies, providing advice about records management practices and providing a records management service which complies with the City of Fremantle's records management policy and procedures and documented WA State Records Office requirements.

Creation of records

All staff and contractors will create full and accurate records, in the appropriate format, of the City's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture and control of records

All records created and received in the course of City business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

Security and protection of records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to records

Access to the City's records by staff and contractors will be in accordance with designated access and security classifications. Access to the City's records by the general public will be in accordance with the *Freedom of Information Act 1992* and city policy. Access to the City's records by elected members will be via the CEO in accordance with the *Local Government Act 1995*.

Appraisal, retention and disposal of records

All records kept by the City will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

Policy implementation steps

Appropriate good practice guidelines and standing operating procedures for records management will be maintained and the records staff trained in their application.

Reporting arrangements on decision making under this policy

Specific reports as deemed necessary including those as required by legislation (*eg recordkeeping plan*).

Definitions and abbreviations

Nil.

Responsibility and review information	
Responsible officer:	Manager Information Technology
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