



Council Policy

Records Management

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 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.

1. Responsibilities

- 1.1 **The Chief Executive Officer (CEO)** is to ensure that an organisational system for the capture and management of records is compliant with legislative requirements and best practice standards.
- 1.2 **All executive staff and managers** are to ensure the record keeping policy and procedures are known and adhered to in their area of responsibility.
- 1.3 **All elected members and independent committee members** are to retain records relating to their role as an elected member and/or independent committee 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.
- 1.4 **All staff (including volunteers and 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.

- 1.5 **Records management staff** are responsible for assisting with the development of records 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.

2. Creation of records

- 2.1 All staff, volunteers 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.

3. Capture and control of records

- 3.1 All records created and received during 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.
- 3.2 Elected members and independent committee members are responsible for forwarding records to relevant staff to meet the requirements of clause 3.1.

4. Security and protection of records

- 4.1 All records must be categorised according to their level of sensitivity and appropriately secured to prevent compromise, unauthorised access, or destruction. Records must also be kept in accordance with established requirements for retrieval, preservation, and storage.

5. Access to records

- 5.1 Access to the City's records by staff and contractors will be in accordance with designated access and security classifications.
- 5.2 Access to the City's records by the public will be in accordance with the *Freedom of Information Act 1992*, *Privacy and Responsible Information Sharing Act 2024*, *Local Government Act 1995*, and city policy.
- 5.3 Access to the City's records by elected members will be via the CEO in accordance with the *Local Government Act 1995*.

6. Appraisal, retention and disposal of records

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

7. Policy implementation and training

- 7.1 Administration policies may provide record classifications to assist with the application of this policy.
- 7.2 Appropriate good practice guidelines and standing operating procedures for records management will be maintained and the records staff trained in their application.
- 7.3 Training will be provided in record-keeping practices to all ~~new~~ employees upon commencement and periodically thereafter.
- 7.4 Elected members, independent committee members, volunteers, and contractors will be made aware of their record-keeping obligations as part of their induction program and periodically thereafter.

8. Reporting arrangements on decision making under this policy

- 8.1 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 Governance
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