



# RECORD KEEPING POLICY

**POLICY NUMBER: CORP-IM-001**

## PURPOSE

---

The policy defines:

- a. the principles of the City's records management system; and
- b. sets out requirements for all City staff to comply with legislative and regulatory record management requirements.

## SCOPE

---

This policy applies to all City employees and all external and internal Records which are handled, received or generated by the City, regardless of their physical format or media type.

## DEFINITIONS

---

**CEO** means the Chief Executive Officer of the City.

**City** means the City of Kalgoorlie-Boulder.

**GDA** means the General Disposal Authority for Local Government records, being a continuing authority for the consistent disposal and archival of Government Records.

**Government Record** means a record created or received by a government organisation or an employee in the course of their work for the government organisation.

**IM** means City's information management department that is responsible for the City's records management.

**Record** means information in any form created or received and maintained by an organisation in the transaction of business and is to be kept as evidence of such activity, including without limitation:

- Anything on which there is writing or braille;
- A map, plan, diagram or graph;
- A drawing, pictorial, graphic work or photograph;
- Anything on which there are figures, marks, perforations, symbols or having meaning for



persons qualified to interpret them;

- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- Anything on which information has been stored or recorded either mechanically, magnetically or electronically.

**Disposal** means the way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with General Disposal for Local Government.

**Significant Records** means records that contain information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They may describe an issue, record who was involved, why a decision was made, and/or may include actual guidelines and procedures.

**State Records** means any record of information (in any form) created, received or maintained by a government agency or parliamentary department in the course of conducting its business activities.

**Vital Records** means records which are essential to the continued business of the City including those that protect the rights of any individual and/or the City and are essential for reconstruction in the event of a disaster.

## POLICY STATEMENT

---

The City is committed to legislative and regulatory compliance and best practices in its record keeping systems. The City recognises that Records are an important information resource in the City, and that sound record management practices will contribute to the overall efficiency and effectiveness of the City.

## POLICY DETAILS

---

### 1. Record keeping requirements

- a. The City is required under the State Records Act 2000 to maintain a records management system that completely, accurately and reliably creates and maintains Records, and to dispose of those Records only through an approved scheme.
- b. All City records are to be managed according to whether or not they are Significant Records and/or Vital Records, and in accordance with their security classification. The City uses guidelines contained within the GDA to determine these classifications..



- c. All correspondence that is a Significant Record , whether paper or electronic and whether internal or external, appraised as a record, will be captured within the City's Electronic Records Management System.
- d. Access to the City's records by staff and contractors will be in accordance with designated access and security classifications as determined by the City's Coordinator Information Management.
- e. Access to the City's records by the general public will be in accordance with the relevant City policies.
- f. Access to the City's records by elected members will be via the Chief Executive Officer in accordance with s5.92 of the Local Government Act 1995.
- g. Registers are to be maintained by City officers of all records, including but not limited to, registers of policies, databases, FOI applications, assets, tenders and quotations, forms, vital records, files and contracts.
- h. The CEO must ensure all contractual arrangements entered by the City include provision for the City's ownership of Significant Records.
- i. All City officers are to ensure that all Records in their possession are registered to the City's nominated electronic records management system.
- j. 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.
- k. Only approved record formats are to be used in effecting the City of Kalgoorlie-Boulder's business see Record Keeping Procedure - Introduction for more details.
- l. All records kept by the City are to be disposed of in accordance with the State Records Office's general disposal schedule for local government records.
- m. Records are not to be removed from the City's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing their duties.
- n. Where a City officer is, within their duties, taking electronic format Records outside of the City's sites, the City officer should ensure that any external storage device is encrypted.
- 1. All City staff must familiarise themselves with and comply with the State Records Act 2000 including familiarizing themselves with offences (including in relation to failure to keep government records, transferring records to a person not entitled to a record, and destruction of government records).



## **COMPLIANCE REQUIREMENTS**

---

- State Records Act 2000 (section 78)
- Freedom of Information Act 1992
- Local Government Act 1995
- Evidence Act 1906
- Limitation Act 1935
- Financial and Administration and Audit Act 1985
- Criminal Code 1913 (section 85)
- Electronic Transactions Act 2000
- Privacy Act 1998
- Crimes Act 1914

## **RELEVANT DOCUMENTS**

---

- Record Keeping Plan 2019

<b>DOCUMENT CONTROL</b>		
Responsible department	Information Management	
Date adopted by Council	27 March 2023	Resolution number: 14.2.1
Date of last review	27 March 2023	Policy reviewed and amended n/a
Date of next review	March 2025	