Shire of Peppermint Grove

Administrative Policies - 2.1 Record Keeping Policy

Policy	Administrative Policies - 2.1 Record Keeping Policy
Purpose	The purpose of this policy is to define the principles of the Shire of Peppermint Grove records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard Shire of Peppermint Grove practices and enumerates basic records management requirements. Records are recognised as an important information resource for the Shire of Peppermint Grove, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Shire of Peppermint Grove. Due to legislative requirements, the Shire of Peppermint Grove is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme. The policy applies to all external and internal records, which are handled, received or generated by the Shire of Peppermint Grove, regardless of their physical format or media type.
Status	Administrative - Statutory

Policy

a) All records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles;
b) All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification;
c) All record are to be categorized as to their level of sensitivity and adequately secured and protected from violation, unauthorized access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements;
d) Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders and quotations, forms, vital records, files and contracts;
e) All contractual arrangements are to ensure the Shire of Peppermint Grove ownership of significant documents;
f) Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the General Public will be in accordance with the Freedom of Information Act 1992 and

Shire policy. Access to the Shire's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995;

g) Only approved record formats are to be used in effecting the Shire of Peppermint Grove business;
h) All records kept by the Shire will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records produced by the State Records Office; and
i) Records are not to be removed from the Shire of Peppermint Grove sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

Roles and Responsibilities

1. **Elected Members** All Elected Members are to create and maintain records relating to their role as an Elected Member for the Shire of Peppermint Grove in line with legislation and state policies and procedures for the management of records. Political and personal records of Elected Members are exempt.

2. **Chief Executive Officer** In accordance with section 5.41 of the Local Government Act 1995, the Chief Executive Officer is to "Ensure that records and documents of the local government are properly kept for the purpose of this act and any other written law."

3. **Managers** All managers are to ensure that there are records management systems established to manage the records under their control. They are also to ensure that all new staff are inducted as to their record keeping responsibilities.

4. **All Staff** All staff (including contractors) are to create, collect and retain records relating to business activities they perform. They are to;

   a) Identify significant and ephemeral records, ensuring that the significant documents are captured into the record keeping system, and that all records are handled in a manner compliant with legislation and the Shire of Peppermint Grove policies and procedures for record keeping.
   b) Ensure that only authorised disposal of records occur in accordance with the General Disposal Authority (GDA) for Local Government.

5. **Records Staff** The Records and Administration Officer is responsible for providing a records management service which complies with the Shire of Peppermint Grove records management policy and procedures, and Western Australia State Records Office requirements.

Statutory Obligations

There are legislative requirements for managing records, the primary legislation relating to the keeping of public records being the State Records Act 2000 (previously sections 22-23 of the Library Board Act of Western Australia).

In accordance with Section 19 of the State Records Act 2000, the Shire of Peppermint Grove has a Record Keeping Plan that has been approved by the State Records Commission.

Other legislation impacting on records management includes but is not limited to the:

- Evidence Act 1906
- Limitation Act 1935
- Freedom of Information Act 1992
- Local Government Act 1995
- Financial and Administration and Audit Act 1985
- Criminal Code 1913 (section 85)
- Electronic Transactions Act 2000
- Privacy Act 2001
- Crimes Act 1914
- Privacy and Responsible Sharing Information Act 2024

Definitions

1. **Ephemeral Records** Ephemeral records are duplicated records and/or those that have only short term value to the Shire of Peppermint Grove, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records or routine enquiries.

2. **General Disposal Authority (GDA)**
   The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

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

4. **Information Services** Is the service area within the Administrative Services section of the Shire of Peppermint Grove responsible for records and archives.

5. **Record** A record is information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.

6. **Record Keeping Plan** The Record Keeping Plan ensures that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the State Records Commission. It is the primary means of providing evidence of compliance with the Act, and that best practices have been implemented in the organisation.

7. **Records Disposal** Disposal is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.

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

9. **State Record** A parliamentary or government record

10. **Vital Records** Vital records are records, which are essential to the continued business of the Shire of Peppermint Grove. Vital records include those that protect the rights of the individual and the organisation and are absolutely essential for reconstruction in the event of a disaster.

Related Delegation	Privacy and Responsible Sharing Information Act 2024
Related Local Law/Legislation	State Records Act 2000 PRIS Act 2024
Adopted/Amended	24th May 2022 Amended 23rd May 2023 Reviewed September 2026