

11.4 Policy Review - Records Management

REPORT BY THE MANAGER, CUSTOMER SERVICES & GOVERNANCE
TO 21 SEPTEMBER 2022 ORDINARY MEETING
GOV400098, GOV400047

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Customer Services & Governance on the Policy Review - Records Management; and**
2. **adopt the revised Records Management Policy.**

Executive summary

The Records Management Policy was due for review in this Council term and was last adopted by Council in May 2017.

This Policy was originally modelled of the NSW State Archives & Records NSW Standard on Records Management back in 2017 and has been reviewed in conjunction with any relevant changes to this standard which was last revised in November 2018.

Disclosure of Interest

Nil

Detailed report

It is essential that Council staff and Councillors meet the requirements of the State Records Act and that Council develops and follows a Records Management Policy that reflects which documents and records need to be captured and retained. The most important consideration is to ensure that records are kept on Council decisions, how these decisions may be arrived at, and the business interactions that follow the enactment of those decisions.

Records of Council can include incoming and outgoing mail, phone calls, emails and other communications between Council staff, Councillors, contractors, members of the public, external organisations and other levels of government that are required under the State Records Act to be kept in our Records Management System.

The key objectives of this Policy are to:

- Support our ongoing business activity and customer services.
- Meet legislative requirements and community expectations.
- Manage records efficiently and effectively.
- Be accessible to meet our business needs.
- Store them cost effectively and when no longer required are disposed of in a timely and efficient manner.

- Ensure that records of longer term value are identified and protected for historical and other research.
- Maintain digital and other technology dependent records in an accessible format for as long as they are required.
- To comply with all external requirements relating to record keeping practices.

While this revised policy does not change any of the requirements of Council staff or Councillors to maintain Records appropriately, some of the staff responsibilities and positions have been updated to support the revised organisational structure which was introduced back in February 2021.

In addition it was determined to introduce a Records Management Procedure which outlines the key processes for staff to follow and operates in conjunction with the Records Management Policy. Please note some of the sections of the current policy have been removed and incorporated in the new Procedure.

Community Plan implications

Theme	Good Government
Goal	An effective and efficient organisation
Strategy	Pursue excellence in service delivery

Financial implications

Not Applicable

RICHARD CUSHWAY
MANAGER, CUSTOMER SERVICES &
GOVERNANCE

SIMON JONES
DIRECTOR COMMUNITY

7 September 2022

- Attachments:*
1. Revised Policy - Records Management - with Track Changes. (separately attached)
 2. Revised Policy - Records Management - Clean Version. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER