1.2.1 RECORDS MANAGEMENT POLICY
Administration

Title:	1.2.1 RECORDS MANAGEMENT POLICY
Adopted:	16 March 2018
Reviewed:	16 December 2020
Associated Legislation:	State Records Act 2000
	Local Government Act 1995
	Freedom of Information Act 1992
	Electronic Transactions Act 2011
	Financial Management Act 2006
	Corruption and Crime Commission Act 2003
	Criminal Code Act 1913
Associated Documents:	Shire of Mingenew Recordkeeping Plan
Review Responsibility:	Governance Officer
Delegation:	

Objective:
To ensure that the Shire of Mingenew meets the statutory requirements provided for by the State Records Act 2000.

Policy Statement:
The Shire of Mingenew is committed to creating and maintaining full and accurate records of its business transactions and official activities and managing them in accordance with the State Records Act 2000, the Shire of Mingenew Recordkeeping Plan, Policy and Procedures.

Elected Members
Records must be created and kept (by elected members) by forwarding to the Chief Executive Officer for retention and disposal in accordance with the requirements of the State Records Office of WA if:
  •   The subject matter is in relation to their participation in the decision making processes of Council or Committees of Council, and
  •   Deemed to be a significant or vital record. (See Recordkeeping Procedure).

Activities or transactions that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory recordkeeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Elected Member.

Employees
All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.