



1.2.1 RECORDS MANAGEMENT POLICY

Administration

Title:	1.2.1 RECORDS MANAGEMENT POLICY
Adopted:	16 March 2018
Reviewed:	Biennially (last reviewed 30 April 2025)
Associated Legislation:	<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i> <i>Electronic Transactions Act 2011</i> <i>Financial Management Act 2006</i> <i>Corruption and Crime Commission Act 2003</i> <i>Criminal Code Act 1913</i>
Associated Documents:	Shire of Mingenew Recordkeeping Plan
Review Responsibility:	Manager Corporate Services
Delegation:	Nil.

Previous Policy Number/s 2014

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, or performance of official duties, 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.

Workers

All workers (includes employees, volunteers and contractors) are to create, collect and retain records relating to the business activities they perform on behalf of the Shire. 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.