

# GOV08: Records Management Policy

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## Background

This policy is to outline responsibilities and obligations for all staff in the creation, capture, management and disposal of records created or received by Central Desert Regional Council.

## Purpose

Council is committed to ensuring that:

- Records of the business of Council are created, captured and managed using an approved recordkeeping system,
- Disposal of corporate record is in accordance with an authorised retention and disposal schedules,
- Records are retained in an environment free from undue risk and appropriate accountability is practiced by all employees in their storage and management.

## Scope

This policy applies to all employees and to all records of Council from the time of receipt, creation and capture until its disposal or transfer to NT Archives Service.

## Definitions

Council – means the Belyuen Community Government Council and all of its various services.

Record- A record is a piece of information which has been created, received or used by Council to come to a decision, conduct a transaction, or in some way document government business.

Approved Electronic Document and Records Management System (EDRMS) AvePoint and Microsoft Office 365.

Employee - Includes a Council employee, apprentice or trainee, a student gaining work experience, a volunteer, a contractor or subcontractor, an employee of a contractor or subcontractor or an employee of a labour hire company, hereafter referred to as 'employee'.

## Legislative and Other References

- *Local Government Act 2019*
- *Information Act 1993*
- *Privacy Act 1988 (Cwth)*
- *Local Government (General) Regulations 2021 – Part 3 Division 3*

- Records Management Standards for Public Sector Organisations in the Northern Territory
- Records Disposal Schedule for Local Authorities in the Northern Territory Approved local authority disposal schedule with general administrative and specific functional activities.
- EMO1 Members Code of Conduct
- GOV01 Delegations Register
- GOV02 Code of Conduct for CEO and Staff
- GOV07 Privacy Policy
- Recordkeeping Guidelines & Business Rules Manual

## Policy Statement

Council maintains an approved EDRMS for the management of its records. The primary function of the EDRMS includes:

- The capture and storage of records
- Ability to search and access Council's corporate knowledge
- Record security and delegation, and
- The disposal of records in accordance with the Council's retention and disposal schedule

Council requires that:

- All employees must create and maintain complete records of all business activities according to *Recordkeeping Guidelines & Business Rules Manual*.
- Employee shall not keep records of Council in separate, individual filing systems or on a hard drive or other storage device.
- Employees who deal with an external organisation are to ensure suitable arrangements are included within the contract established, so that records created are given to Council and registered in the EDRMS.
- Retention and disposal schedule must be routinely assessed and applied.

## Revision History

Policy Version	Approval Date	Resolution	Doc Ref
v1			