GOV08: Records Management Policy

Policy Title	Records Management Policy	**Policy Number**	GOV08
Status	Endorsed	**Category**	Governance
Endorsement Date	29th September 2026	**Resolution**	14.01.09.26
Version	2		

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.

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

The 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*.
- Employees 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.

Document Control

Policy Owner	BCGC
Endorsed by	BCGC
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Amendments	
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