



Shire of Wyndham East Kimberley
Council Policy Manual
RM1

POLICY No.	RM1
DIVISION	Records Management
SUBJECT	Records Management
REPORTING OFFICER	Information Co-ordinator
ENABLING LEGISLATION	Local Government Act 1995 Section 2.7

OBJECTIVE:

“Records Management is everyone’s business”

Provide guidelines on principles governing management of Records by employees and Councillors of the Shire of Wyndham East Kimberley (SWEK).

POLICY:

This policy incorporates applicable legislative requirements and is designed to ensure a uniform and efficient approach to the management of Records. Records are an essential information resource for SWEK and sound Records Management practices will ensure the overall efficiency and effectiveness of SWEK. Reference should be made to the Records Procedure Manual on how these principles are put in practice.

As the Shire’s Records are a corporate asset, complete and accurate records must be made of all business decisions and transactions. Records must be registered in the Shire’s records management system, including content and context.

Records must be appropriately dealt with according to content, urgency and importance.

All contractual arrangements are to ensure the Shire’s ownership of significant records.

All Records are to be disposed of in accordance with the State Records Office’s *General Disposal Schedule for Local Government Records*.

All Records of SWEK business are the property of SWEK and not of any individual officer. Accordingly, Records and Files are to be registered to officers when held by them and must only be dealt with in the approved manner.

Roles and Responsibilities:

Councillors are to create and maintain records relating to their role as Councillor of SWEK in a manner commensurate with legislation and State policies and procedures for the management of Records. Party political and personal records of Councillors are exempt.

Chief Executive Officer must ensure that there is a system for the maintenance and management of records that is compliant with records management legislations and State guidelines and procedures.



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Executive, Managers and Supervisors are to ensure records management policies and procedures are known and adhered to. This includes ensure staff are trained.

All staff are to create and retain records relating to the business activities they perform.

ADOPTED: 17th October 2006

REVIEWED:

AMENDED:

