



POLICY OBJECTIVE

The objective of this policy is to ensure that Edward River Council's information and records are managed effectively and efficiently throughout their life cycle. This management will be achieved by:

- Describing and understanding the lifecycle activities and fundamental characteristics of all types and forms of Council's held information;
- Establishing information management responsibilities, and developing information management requirements for good management;
- Providing a series of procedures to be followed by staff when managing information; and,
- Providing a series of guidelines and support to staff which assist with the practices of information management.

SCOPE

This Policy applies to:

- All Council employees, Councillors, contractors and volunteers
- All Council business activities performed in whatever manner they are conducted
- All records, both hardcopy and electronic including, but not limited to, emails, portable storage devices, audio and facsimile.

LEGISLATIVE REQUIREMENTS

The **State Records Act 1998** (Act) came into effect in 1999, replacing the **Archives Act 1960**.

Key records management provisions of the Act require Council to:

- Make and keep records that fully and accurately document their operations and administration
- Establish and maintain a records management program in conformity with standards and codes of best practice approved by NSW State Archives & Records
- Ensure that records are stored in conditions appropriate to their format and preservation requirements
- Ensure that records held in digital or other technology-dependent formats are accessible for as long as they are required.

Other key parts of the Act include provisions governing the disposal of records, a statutory basis for a right of public access to records more than thirty years old, and the transfer of records required as state archives to the custody and control of NSW State Archives & Records.



POLICY STATEMENT

Council's records are its corporate memory and as such are a critical asset for its ongoing operations, providing valuable evidence of business activities and transactions. Council recognises its regulatory requirements and is committed to the principles and practices set out in the Australian Standard on Records Management (AS ISO 15489.1 - 2017).

Council is committed to implementing best recordkeeping practices and systems to ensure the creation, maintenance, storage and protection of accurate and reliable records. All practices concerning recordkeeping within council are to be in accordance with this Policy, the Records Management Practice and associated documents.

ASSOCIATED POLICIES AND PROCEDURES

- Records Management Practice which includes:
 - ECM Business Rules
 - ECM Naming Convention

POLICY VERSION CONTROL

Title	Records Management Policy			
ECM Doc Set ID	47735			
Date Adopted	20 September 2018			
Council Minute No.	2018/217			
Responsible Officer	Records officer			
Version Number	Modified By	Modifications Made	Date modified and Approved by Council	Council Minute Number