Procedure 5.11.1 Records Management Principles

Department | Organisational Development & Governance
Responsible Officer | Executive Manager

Introduction

As a positive Corporate Governance practice, these principles guide the creation, capture and maintenance of records which provide appropriate and adequate evidence of the conduct of Council’s business and affairs.

This procedure applies to all Council business including electronic business. It concerns records that are created, collected, processed, used, sentenced, stored and disposed of in the conduct of official business.

Electronic messages (E-mail) which are relevant to the information gathering, policy or decision making processes of Council are part of the scope of procedure 5.09.1 Internet, Intranet and Email Acceptable Use.

Principles

This procedure is based on the principles that:

1. Responsibility for record keeping in a geographically dispersed organisation with decentralised decision-making must be taken at all levels of the BVSC.
2. Management and supervisory staff in all offices and depots must ensure their officers create, capture and maintain records that provide appropriate and adequate evidence of the conduct of the Council’s business and affairs.
3. Record keeping standards across all sites must be consistent.
4. Records must be adequate and appropriate for the purpose for which they are kept. This means routine administrative transactions can be documented with a minimum of identifiable information and records that provide appropriate and adequate evidence of the conduct of the Council’s business and affairs must comply fully with the State Records Act 1998.
5. Record keeping standards and procedures must be written in Plain English for use by all staff.
6. Appropriate record keeping systems must be established and maintained for records in different formats and compatible system hardware and software adopted throughout the BVSC.
7. Electronic records and paperless systems of storage and retrieval should be used in preference to hardcopy systems. Mechanisms must exist to monitor compliance.