

Records Management Policy

IR05-CP

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1. Purpose

The purpose of this policy is to outline responsibilities and obligations for all staff in the creation, capture, management and disposal of records created or received by MacDonnell Regional Council (MRC) to ensure compliance with relevant legislation and standards.

2. Scope

This policy applies to all MRC staff and for records of all business activities performed by or on behalf of the council regardless of the media in which they are created or captured. All practices, systems and procedures pertaining to recordkeeping are to be consistent with this policy. It covers:

- 2.1 All MRC staff , regardless of employee type
- 2.2 All aspects of MRC business operations
- 2.3 All types and formats of records created to support business activities
- 2.4 All business applications used to create records
- 2.5 Organisations and businesses, including their employees, to which MRC has outsourced its functions or activities, and therefore associated recordkeeping responsibilities
- 2.6 It does not relate to records created by any other agencies, except where they form part of MRC's official business activities and procedures

3. Objectives

The policy objectives are to ensure that:

- 3.1 MRC has an efficient and effective electronic document records management system (EDRMS) in place
- 3.2 Strong records management practice exist that support communication and decision-making
- 3.3 All staff are aware of and practicing their records management responsibilities
- 3.4 Staff have access to records that provide information of MRC's decisions
- 3.5 Legislative and policy requirements are met
- 3.6 MRC's records protect the interests of MRC, the rights of customers, clients and residents, and at the same time ensure that privacy and information access needs are protected

4. Definitions

The following words and corresponding definitions apply specifically to this policy and supporting documents and are provided to support its interpretation and implementation.

BCS	Business Classification Scheme – BCS describes and shows relationships between MRC's functions, activities and transactions. It helps to establish a structure for titling records and makes it easier to find, share and dispose of records
Digitisation	The process of creating digital files by scanning or otherwise converting analogue materials – See Digitisation Policy
EDRMS	Electronic Document Records Management System

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FOI	Freedom of Information – Gives a person the right to apply for access to local government information, and the right to apply to view or correct personal information held by local governments – See Privacy and Freedom of Information Policy
Framework	Recordkeeping framework is used to contextualise Records Management within a setting and within the broader legislative, regulatory, standards, best practice and community environments
Naming Convention	Naming conventions is the titling of records through a standardised convention that assists information information that has been captured in the eDRMs that can be located later – See Records Naming Conventions
PSO	Public Sector Organisation – A public sector organisation is any of the following. This list is not exhaustive: A Government Business Division, a Government owned Corporation, a Local Government Council, the Police Force of the Northern Territory or a Court of the Territory
Scanning	Is a method for converting hard copy into an electronic format, Using this method supports the transition to eDRMs by reducing or completely eliminating the need for hard-copy records – See Scanning Procedure
Sentencing	Sentencing is a process of applying the provisions of a records disposal schedule to records, by determining the part of the records disposal schedule that applies to an individual record and assigning a retention period – See Appraising, Sentencing and Disposal of Records Procedure
Vital Record also Critical Record	Records which MRC could not continue to operate, are irreplaceable or would require significant resources to recreate – See Vital Records Policy

5. Statement

- 5.1 MRC is committed to good governance and ensuring that complete and accurate records of the business of Council are created, managed and retained using an approved recordkeeping system for as long as required. That is to support business, accountability and legislative requirements until their disposal in accordance with a statutory requirement governing their retention and disposal.
- 5.2 These records provide evidence of Council's functions and activities and form part of the public record. Council acknowledges its recordkeeping responsibilities and accountability to government, clients, the local community and the public.
- 5.3 MRC adheres to the recordkeeping principles as stated in the NT Government Records Management Standards for Public Sector Organisations in the Northern Territory
- 5.4 By adhering to these principles, MRC ensures accountability and transparency whilst conducting business on behalf of Council.
- 5.5 The Principles (core requirements) are as follows:
 - 5.5.1 Governance – effective management of records management systems to ensure the records of MacDonnell Regional Council meet requirements of its regulatory environment and community expectations of accountability and transparency
 - a) Capture – records are adequately captured and stored to protect their authenticity and integrity as a full and accurate representation of the

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transaction(s) to which they attest, and can be depended on in the course of subsequent transactions Discovery

- b) Discovery - Records can be readily located, retrieved, interpreted and preserved for the duration the record
- c) Security – information security protects the confidentiality and integrity of records through controls on their access and handling
- d) Disposal – records are disposed of in accordance with the Information Act, Records Disposal Schedule for Local Authorities in the Northern Territory # 2018/3 – June 2018 and MRC’s Policy Guidelines.

5.6 Council will ensure compliance in accordance with s 131A (a) of the Information Act by ensuring that:

- 5.6.1 MRC has a records management policy in place that is made known to all staff during induction training, and is promoted and regularly made widely available to all staff
- 5.6.2 MRC provides adequate resources (including budgetary requirements) to plan, develop and manage its records management responsibilities and to promote records management procedures throughout the organisation
- 5.6.3 Regular training is provided to staff to provide skills to fulfil MRC's records management responsibilities
- 5.6.4 MRC ensures that its staff are able to identify a record in the course of conducting their daily business and know they must capture it as a corporate record
- 5.6.5 The Chief Executive Officer reports on records management compliance in the annual report in accordance with s 131(2) of the Information Act

6. Policy Details

Replaces Policy No: (if applicable)	N/A
Responsible Directorate/Department:	Corporate Services - Information Services
Approval Date:	25 June 2021
Minutes Reference and Resolution number:	OCM Item # 15.2 – OC2021-034
Review Cycle:	June 2025 Every four (4) years or after changes to the Information Act (NT) or other relevant legislation

7. Legislation and References

Related Legislation:	Local Government Act (NT) 2019 Local Government Administration Regulations (NT) 2008 Information Act 2002
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	Records Management Standards for Public Sector Organisations in the Northern Territory 23 October 2017 V1.1 Privacy Act 1988
Related Policies:	GS03-CP Customer Complaints Policy IR03-CP Privacy and Freedom of Information Policy IR01-CP Vital Records Policy IR02-CP Digitisation Policy
Associated Documents:	IR01-P1 Vital Records Procedure IR01-P2 Records Emergency and Disaster Preparedness Procedure IR01-P3 Appraising, Sentencing and Disposal of Records Procedure IR02-P1 Scanning Procedure IR03-P1 Freedom of Information Procedure IR05-P1 Correspondence Opening and Distribution Procedure IR05-P3 Managing Emails as Records Procedure IR05-G2 Records Naming Conventions Procedure IR01-F1 Notification of Destruction IR01-R1 Records Destroyed Register IR03-F1 Application to Access Information Form IR03-R1 FOI Requests Register IR05-R1 Archive Request Register IR05-R2 CRM Archive Register

8. Version Control

Version No	Approval Date	Policy No.	Minutes reference and Resolution number (previous version)
1	30 October 2020	IR05-OP	N/A
2	28 June 2021	IR05-CP	Resolution #111 Item # 15.1 OCM