

Records Management

CP 116



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Policy Number	CP116
Area Responsible	Governance and Planning
Strategic Plan Reference	Regional Plan 2017-2021: 4. A Supportive Organisation
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Minutes Reference	OCM 15/12/2017 Item 13.2
Last Reviewed	November 2017
Next Review Date	November 2021 - <i>Review every four (4) years or after changes to the Information Act (NT) or other relevant legislation</i>

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.

1. Scope

This policy applies to all staff of the Council and to 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;

- all MRC staff , regardless of employee type;
- all aspects of MRC business operations;
- all types and formats of records created to support business activities;
- all business applications used to create records
- organisations and businesses, including their employees, to which MRC has outsourced its functions or activities, and therefore associated recordkeeping responsibilities; and
- it does not relate to records created by any other agencies, except where they form part of MRC's official business activities and procedures.

2. Objectives

The policy objectives are to ensure that:

- MRC has an efficient and effective records management system in place;
- strong records management practice exist that support communication and decision-making;
- all staff are aware of and practicing their records management responsibilities;
- staff have access to records that provide information of MRC's decisions;
- legislative and policy requirements are met ; and
- MRC's records protect the interests of Council, the rights of customers, clients and residents, and at the same time ensure that privacy and information access needs are protected.

3. Statement

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.

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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 general public.

MRC adheres to the recordkeeping principles as stated in the NT Government Records Management Standards for Public Sector Organisations in the Northern Territory

By adhering to these principles MRC ensures accountability and transparency whilst conducting business on behalf of Council.

The Principles (core requirements) are as follows:

- i. **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.
- ii. **Capture** – records are adequately captured and stored to protect their authenticity and integrity as a full and accurate representation of the transaction(s) to which they attest, and can be depended on in the course of subsequent transactions.
- iii. **Discovery** – the record can be readily located, retrieved, interpreted and preserved for the duration the record is required to be retained.
- iv. **Security** – information security protects the confidentiality and integrity of records through controls on their access and handling.
- v. **Disposal** – records are disposed of in accordance with the *Information Act*.

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

- 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;
- 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;
- regular training is provided to staff to provide skills to fulfil MRC's records management responsibilities;
- 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; and
- the chief executive officer reports on records management compliance in the annual report in accordance with s 131(2) of the Information Act.

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4. Legislation and References

Related Legislation	Local Government Act (NT) Local Government Administration Regulations Information Act (NT)	Records Management Standards for Public Sector Organisations in the Northern Territory Privacy Act
Related Policies	CP 135 Privacy and Freedom of Information	
Related Procedures	Records Management Framework Records Management Business Rules Business Classification Scheme Naming Conventions	
Associated Documents		

5. Delegation and Implementation

Delegate	Director Corporate Services
Implementation Officer	Manager Governance and Planning

6. Administration

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On Internet	(Date placed)

7. Version Control

Version No	Date Changed	Modified By	Details and Comments
1.0	July 2016	D Teudt	Reviewed
2.0	December 2017	E Brown	Grammatical and content updates and changes.