

Policy Name	Records Management
Policy Type	Governance
Policy Number	GOV18
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Approval Date	30 October 2019
Renewal Date	January 2022



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Summary

West Daly Regional Council (WDRC) is committed to managing its corporate information in a way that meets its legislative responsibilities and business needs. WDRC will endeavor to use electronic systems as the preferred means of creating, using and managing its corporate information.

Policy Statement

To meet the obligations of the Records Management policy, WDRC will abide by these fundamental principles:

- Work electronically wherever possible;
- Share information wherever possible, including managing information in such a way to optimise information sharing and re-use, and to reduce duplication;
- Treat information as a valuable corporate asset;
- Take individual responsibility for information, particularly information that the individual creates, receives or updates;
- Appropriately manage WDRC information at all stages in its lifecycle. – this means:
 - Manage information, regardless of its medium or format, to ensure its authenticity, accuracy, integrity, clarity, and completeness for as long as it is required in accordance with legislative requirements;
 - Manage information securely;
 - Manage the retention and disposal of documents in accordance with NT Archives Disposal schedule for Local Authorities in the Northern Territory 2018/3;
 - Collect, use, and disclose personal information in accordance with WDRC’s privacy principles; and,
 - Protect essential records to ensure the continuity of key services and business operations.

* Significant information is indicated by the need to retain it to do business, to meet legislative obligations, or as reference or historical material.

Applicability

This policy applies to West Daly elected members, local authority members, employees, contractors and volunteers of WDRC.

Context / Rationale

WDRC has a records management framework that includes a Strategy, Policy, and Business Rules, protocols, procedures and supporting guidelines specifically designed for managing its corporate information.

The strategy is aiming for best practice in information management practices and procedures. WDRC will manage its information in order to ensure:

- Better support of business activities and improved customer service, through faster and more efficient access to information;
- Reduction of redundant and duplicated information across departments through better control and management of information; and
- Enhanced privacy and confidentiality, through improved security of information.

Objectives

The objective of this policy is to ensure that WDRC'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 WDRC held information;
- Establishing information management responsibilities, and developing information management requirements for good management;
- Providing a series of protocols and 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.

Associated Documents

Corporate Links to this document are:

- WDRC's Records Management Framework.
- WDRC's Records Management Communication Plan.
- WDRC's Information Privacy Policy.
- WDRC's Business Rules.

Review History

This policy and associated business rules will be formally reviewed, on a three-yearly basis.

REFERENCES

Local Government Act

FURTHER INFORMATION:

Chief Executive Officer