

Version Control and Objective ID	Version No:	Objective ID:
Approved by Council on		
Date of Review		

1. Statement

Council is responsible for the efficient management of public records and ensuring that information, records and knowledge practices are consistent, accurate, efficient and compliant.

2. Purpose and Principles

Council will enable councillors and employees to make informed, effective and timely decisions for the maintenance and protection of records which meet the organisation's business needs, legislative responsibilities and stakeholders' expectations.

3. Strategic Plan Links

This policy relates to:

- Listening, Leading and Financial Management

4. Regulatory Authority

Local Government Act 2009

Public Records Act (2002)

Crime and Corruption Commission Queensland – Council Records Guideline

Information Standard 40 – Record Keeping

Local Government Sector Retention and Disposal Schedule

FCS-49 Recordkeeping procedure

Information and Communications Technology (ICT) Policy

5. Scope

This Policy applies to all correspondence addressed to or from the Mayor and other Councillors. Information received and/or created as part of user's statutory and normal administrative business transactions, activities and responsibilities.

Records can include paper, emails, images, video, text messages, social media interactions and other electronic messaging or communication regardless of the format used.

Any correspondence or communications received or generated as personal, party political activities are not required to be captured as they are not considered Corporate Records.

6. Roles and Responsibilities

In accordance with *Public Records Act 2002* (Section 7 - Making and Keeping of Public Records, subsection (2)), the Chief Executive Officer (CEO) is responsible to ensure the Council complies with its requirements under the Act.

All councillors and employees are responsible for:

- creating records of their business activities
- capturing records in an appropriate way
- ensuring records are kept for the required retention period in accordance with an authorised retention and disposal schedule
- securing records from unauthorised access
- complying with this policy

Incoming correspondence addressed to the Mayor or a Councillor that is a public record must be registered in the Council electronic document and records management system (eDRMS) to ensure the proper capture, retention and eventual disposal in accordance with the relevant legislation.

Public records created by or for the Mayor or Councillors must also be submitted for capture in the eDRMS.

The Office of the Mayor and Councillor support staff will be responsible for the capture of any records submitted by the Mayor and Councillors. The Mayor and Councillors will be personally responsible for identifying relevant records that they personally hold in accordance with the Record Keeping Policy.

The ICT Manager will ensure records contained on council supplied mobile devices and other equipment will be captured by routine physical backup or device management software.

Full and accurate records must be created and maintained for as long as required for legislative, business and accountability purposes. Inadequate management of public records can constitute corruption.

The use of unapproved technology platforms including private email accounts or messaging systems is prohibited. Failure to capture communications about council business or deliberately avoiding the use of approved channels is a breach of an individual's record keeping responsibilities.

7. Monitoring and Evaluation

The Information Knowledge Management team will undertake regular audits of Council's electronic Document Records Management System using benchmarking metrics to gain insight into how the business is performing. The team will provide reports to individual departments, the Executive Leadership Team meetings and Council outlining the outcomes of the audits.

8. Definitions

“Public Record” – original information regarding the following activities are examples of public records for the purposes of the *Queensland Public Records Act (2002)*:

- Decisions regarding facilities, services and enterprises for the local government area;
- The process of formulating, adopting and reviewing the local government’s corporate and operational plans; and
- Decision making regarding the goals and policies of the local government and their implementation.
- Diaries of the Mayor and other Councillors may also be public records with the exception of personal or party political appointments recorded in the diaries.
- Correspondence (including email) received or generated by the Mayor and Councillors in local governments, in the exercise of their statutory, administrative or other public responsibilities, are public records.

Correspondence received or generated by the Mayor and Councillors in the course of undertaking personal, party political and electoral activities are, however, deemed not to be public records.

9. Policy Owner

The General Manager (Corporate Services) is the policy owner and the Corporate Governance Manager (Legal and Governance Branch) is responsible for authoring and reviewing this policy.