

<p>RECORDKEEPING POLICY</p>	<p>Version: 1</p> <p>Document No: A5230951</p>
<p>1.1 Objectives:</p> <p>This policy is applicable in all technological and administrative environments in which council business is conducted. It applies to all councillors and council employees. The policy encompasses all records regardless of their format (e.g. paper, photographic, electronic). This policy aims to ensure:</p> <ul style="list-style-type: none"> • enhanced control and accountability over record keeping, including increased efficiency in the storage, identification, classification and retrieval of records and enhancing information sharing within Ipswich City Council • compliance with the <i>Public Records Act 2002</i>, <i>Local Government Act 2009</i>, <i>Right to Information Act 2009</i>, <i>Information Privacy Act 2009</i> and other relevant legislation, • consistent application of the principles within the Queensland State Archives Records Governance Policy • that all councillors and council employees are aware of their recordkeeping responsibilities. <p>1.2 Regulatory Authority:</p> <p><i>Local Government Act 2009</i> <i>Public Records Act 2002</i> Queensland State Archives Records Governance Policy Local Government Sector Retention and Disposal Schedule General Retention and Disposal Schedule</p> <p>Under the <i>Public Records Act 2002</i>, Ipswich City Council (Council) is required to make and keep full and accurate records of its activities. Full and accurate records are those records that provide reliable, complete and authentic evidence of business activities and decisions.</p> <p>Council also has other legal obligations in relation to its records and records management practices. Council records are themselves subject to legislation, such as the <i>Right to Information Act 2009</i>, and legal processes such as discovery and subpoenas. The records may also be required by Royal Commissions, the Ombudsman, the Courts, auditors and other people or bodies to whom or which they may be subject.</p>	

1.3 Policy Statement:

Council is committed to establishing a culture of shared responsibility for recordkeeping and ensuring that information, records and knowledge practices are consistent, accurate, efficient and compliant. 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.

Council will implement appropriate strategies, processes, applications and tools to ensure records of business activities are made and kept.

This policy supports organisational information governance aims and goals, by aligning with:

- Advance Ipswich Goal 5 - Visionary and accessible leadership is provided that consults and communicates on key decisions and delivers sound financial management and good governance outcomes.
 - Strategy 3 - Implement initiatives that strengthen governance skills and knowledge.
 - 3.1 Councillors and staff are provided with the necessary skills, training and resources to make informed, effective, efficient, impartial and timely decisions.
 - 3.2 Council information is accurate and managed effectively to ensure appropriate access, confidentiality and security.
- Capture and Retention of Public Records Mayor and Councillors Policy
- Ipswich City Council Information and Communication Technology Policy
- Open Data Policy
- FCS-049 Recordkeeping Procedure
- FCS-050 Registration of Corporate Documents in ECM Procedure

1.4 Policy Context:

Full and accurate records must be created and maintained for as long as required for legislative, business and accountability purposes. Records must be captured and managed in an appropriate application and only be disposed of in accordance with the Local Government Sector Retention and Disposal Schedule or General Retention and Disposal Schedule and authorisation from the Chief Executive Officer or authorised delegate.

1.5 Scope:

This policy covers public records created, commissioned or received by council over which council has a legislative responsibility.

For the purpose of this policy, a council record is any form of recorded information, created or received by, or created on behalf of Council as a part of everyday business processes that relates to the administration of council business and documents a decision, action taken, or any recommendations, advice or instructions given.

Council records may be in a variety of formats including for example emails sent and received, photos taken, reports, spreadsheets and any other type of document created, either hard copy or electronic. Council records may be created or received by a Councillor or council employee, or created automatically by a system or processes e.g. CES, Oracle, Pathway, Objective and InfoCouncil.

Information that does not record work activities, such as personal emails and messages, external publications and external training material are not a council record.

This policy applies to all employees as defined Clause 1.7 below.

1.6 Roles and responsibilities:

The Chief Executive Officer is responsible for:

- ensuring the Council makes and keeps full and accurate records of its business activities

Records Management Unit is responsible for:

- managing recordkeeping activities to ensure compliance with legislative and better practice requirements.
- developing and implementing a recordkeeping program for Council including the development of a recordkeeping framework and disposal program.
- developing and implementing recordkeeping training and awareness programs
- undertaking disaster preparedness to ensure identification and management of vital records

Chief Operating Officers, Managers and Supervisors are responsible for:

- ensuring employees under their supervision are aware of their recordkeeping responsibilities and undertake training to ensure records are created and managed appropriately
- ensuring that their business area captures and controls records in an appropriate way
- ensuring that their business area complies with this policy

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

1.7 Definitions:

Council Employee: for the purposes of this policy a council employee is the Chief Executive Officer (CEO), a senior executive who reports directly to the CEO, and staff appointed by the Chief Executive Officer under section 196(3) of the *Local Government Act 2009*, a permanent, temporary, casual or

part-time employee, manager, supervisor, team leader, team member or individual, contractor, consultant, agency casual, contingent worker or council volunteer

1.8 Policy Author: Strategic Client Branch, Finance and Corporate Services Department is responsible for the maintenance of this policy.

Date of Council Resolution: 4 December 2018

Committee Reference and Date: Council Ordinary Meeting of 4 December 2018

Date to be reviewed: 4 December 2020