

## **Purpose**

The purpose of this policy is to ensure records are properly created, maintained, accessible, protected and disposed of in order to meet legal requirements, support transparency and ensure efficient and accountable operations.

## **Background**

This policy outlines principles and expectations applicable to the creation, management, retention and disposal of records within the Shire of Northampton (Shire), in accordance with the *State Records Act 2000 (WA)* and related legislative and accountability requirements.

## **Objectives**

The key objective of this policy is to ensure records are systematically created, maintained, protected, accessible, and disposed of in a lawful, efficient, and accountable manner.

## **Area of Application (Eligibility)**

This policy applies to Elected Members, employees and contractors of the Shire and to all external and internal records, which are handled, received or generated by the Shire, regardless of their format or media type.

## **Policy Measures**

Elected Members, employees and contractors of the Shire will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### **1. Creation and Categorisation**

All records created and received in the course of the Shire's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems that are managed in accordance with sound recordkeeping principles.

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction and kept in accordance with the necessary retrieval, preservation and storage requirements.

### **2. Maintaining Records**

All records made or received by Shire or an individual staff member in the course of conducting Shire business are the corporate property of the Shire and are therefore subject to the Shire's records management practices and procedures.

Registers are to be maintained of all records series and special categories, including by not limited to, registers of policies, assets, tenders and quotations, forms, vital records, files and contracts.

Records are not to be removed from the Shire unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

### 3. Access to Records

Access to corporate records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

Access to corporate records by employees and contractors will be in accordance with designated access and security classifications. Access to corporate records by the general public will be in accordance with the *Freedom of Information Act 1992*.

### 4. Disposal and Destruction

The officer responsible for management of Shire records will dispose of all corporate records in accordance with the General Disposal Authority for Local Government Records and/or the General Retention and Disposal Authority for Source Records, following authorisation from the Chief Executive Officer.

### 5. Ephemeral Records

Ephemeral records may not be required to be placed within the Shire's official record keeping systems. Elected Members, employees or contractors may dispose of such ephemeral records once reference ceases.

### 6. Training

The officer responsible for management of Shire records will make available training in relation to record keeping compliance, record keeping practices, policies and the records management system. Ongoing training and assistance is available on request.

Elected Members will receive training as part of induction and ongoing support from the Shire.

## DEFINITIONS

Terms	Definition
Corporate Record	<p>Means any hard-copy, digital or online record that meets one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>a. It conveys information essential or relevant in decision-making processes.</li> <li>b. It conveys information upon which others will, or may, use to make decisions affecting the Shire's operations, rights and obligations under legislation.</li> <li>c. It commits the Shire to certain courses of action, the commitment of resources or provision of services.</li> <li>d. It conveys information about matters of public safety or public interest or involves information upon which contractual undertakings are entered into.</li> <li>e. The information is likely to be needed for future use or is of historical value.</li> </ol>
Ephemeral Records	<p>Means any record that has no continuing value to the Shire, including duplicated records and/or those that have only short-term value with little or no on-going administrative, fiscal, legal, evidential or historical value. The Shire uses the guidelines contained within the <i>General Disposal Authority for Local Government Records</i> to determine which records are considered ephemeral.</p>
General Retention and Disposal Authority	<p>Means the General Retention and Disposal Authority DA-2023-005 for Local Government records or equivalent (<i>the schedule</i>). It is designed to provide consistency throughout Local Governments in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.</p>
Government Record	<p>A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.</p>
Record	<p>Recorded information in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business and kept as evidence of such activity.</p>
Significant Records	<p>Significant records contain information which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe a topic, record who was involved, why a decision was made, and may include actual guidelines.</p>
State Record	<p>A parliamentary or government record</p>

**Adoption and Date Due for Revision**

**ADOPTED 19 FEBRUARY 2026**

**NEXT DUE FOR REVIEW FEBRUARY 2031**

**The Administration of this Policy is by Office of the CEO.**