

Records Management

Council Policy 116



Policy Number	CP116
Area Responsible	Governance
Strategic Plan Reference	Goal 4: A Supportive Organisation
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Last Reviewed	
Next Review Date	October 2017

1. Purpose

This policy sets out the overarching framework that MacDonnell Regional Council (MRC) staff and Elected Members must follow when dealing with records so that MRC is compliant with the *Information Act*, the *Local Government Act* and other legislation.

2. Scope

This policy applies to all records of the business activities of MRC regardless of medium and includes records created and used in all Council workplaces.

All Elected Members and staff are responsible for ensuring that adequate records of the business they conduct on behalf of the organisation are identified and captured into the approved records management systems in a manner consistent with this policy.

3. Policy Objectives

The policy objectives are:

- MRC has an efficient, user-friendly records management system in place
- Strong records management that supports 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
- Information can be easily shared between teams
- MRC's records protect the interests of Council, the rights of customers, clients and residents, and at the same time ensure privacy and information access needs are protected.

4. Policy Statement

MacDonnell Regional Council will comply with the Records Management Standards that have been developed by the Northern Territory Government. These standards have been endorsed by the NT Information Commissioner and are as follows:

- **Standard 1 – Governance (including identification of records)**

Record management plans, strategies and activities occur within a managed framework, supported by policies, systems and practices in all offices of the MacDonnell Regional

Records Management

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Council. This includes training of Council staff in best record keeping practices and procedures

- **Standard 2 – Capture**

Records are captured into the authorised corporate management systems

- **Standard 3 – Discovery**

Records can be found promptly, are accessible for as long as they are required and are preserved in a way that ensures they remain readable and accessible for future reference.

- **Standard 4 – Security**

Records must be secure and access managed to minimise risks to the confidentiality, integrity, reliability and availability of council records.

- **Standard 5 – Disposal**

Official records are disposed of systematically and are not disposed of without an authorised records disposal schedule and authorised approval

5. Legislation and References

Related Legislation	Local Government Act (NT) 2008 and Administration Regulations Information Act (NT) 2002 Fair Work Act and Regulations
Related Policies	CP 135 Privacy and Freedom of Information
Related Procedures	Records Management Procedure
Associated Documents	Records Management Framework, Records Business Rules, Business Classification Scheme

6. Delegation and Implementation

Delegate	Director Corporate Services
Implementation Officer	Manager Governance and Planning

7. Administration

InfoXpert file number	
On Internet (Council Policy)	
On Intranet (Operational Policy)	