



LITHGOW CITY COUNCIL

9. GOVERNANCE

Policy 9.12

RECORDS MANAGEMENT POLICY

Version 3

9. GOVERNANCE

9.12 RECORDS MANAGEMENT POLICY

OBJECTIVES: To establish the framework for, and accountabilities of, Lithgow City Council's Records Management program. To ensure compliance with relevant legislative requirements.

POLICY:

1. GENERAL

- Our records management program will meet our legal requirements and service demands from our officers, Councillors and our Community.
- A recordkeeping framework that includes policy, procedures and work practices will be established.
- Council will manage records of its programs that comply with legislation and Government directives.
- The Records Department will be responsible for educating all staff of their responsibilities under legislation and Government directives.
- This policy applies across a number of corporate systems (e.g. those used for storing property and finance information) and to information in applications such as email and faxes. The changing nature of the corporate information systems requires the ability to deliver records management in an adaptive manner.
- As a significant part of Lithgow City Council's corporate memory, records enable informed decisions based on precedents and organisational experience. Records management principles support consistency, efficiency and productivity in program delivery, management and administration.
- Council acknowledges that those records kept as archives form part of the State's cultural heritage.
- The Council is committed to managing its records effectively and efficiently to promote informed decision making, better performance of business activities, improved customer service, and protection and support in litigation and management of risk.

2. ACCOUNTABILITY REQUIREMENTS

- Lithgow City Council records are *state records*.
- The requirements and regulations of the NSW State Records Act 1998, which set out specific practices with which we must comply and will be audited against, bind Council.
- Other standards and legislation, such as Freedom of Information Act, Crimes Act (NSW) 1900, Evidence Act 1995, Tax Act 1990, and other Acts are listed under Legislative Framework for Recordkeeping in the Records Management Program.

- We will set a corporate standard for records management that can be monitored and audited throughout Council that complies with AS ISO 15489 – Records Management.

3. THE CORPORATE RECORDS MANAGER

- The Corporate Records Manager is the senior officer in the Records Department of Council.
- Responsibility for Council's *Records Management Program* is assigned to the Corporate Records Manager.
- The role is to provide strategic focus for recordkeeping and to monitor/audit compliance with records management standards.

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