



LITHGOW CITY COUNCIL

Policy 9.12

RECORDS MANAGEMENT

Version 1

9.12 RECORDS MANAGEMENT

OBJECTIVES:

To establish the framework for and accountabilities of Lithgow city Councils Records management program and ensure compliance with relevant legislative requirements.

POLICY:

Lithgow City Council is committed to meeting its responsibilities under the NSW State records Act 1998 to ensure the creation and management of authentic, reliable and useable records to support business functions and activities for as long as those records are required.

Our records management program will meet our legal requirements and service demands from our officers, Councillors and our community. We will set a corporate standard for records management that can be monitored and audited throughout Council.

This will be achieved through and with compliance to AS ISO 15 89 - Records Management. This policy applies to all forms of recordkeeping, regardless of format or the system in which they are maintained.

Lithgow City Council is committed to implementing best practice in its records management activities, systems and procedures regarding records management through:

- Establishing a recordkeeping framework that includes policy, procedures and work practices
- Managing programs that comply with legislation and Government directives
- Creating supportive documents and resources to provide proactive staff guidance and assistance and
- Educating all staff of their responsibilities under legislation and Government directives

Lithgow City Council records exist across a number of business and recordkeeping systems (e.g. Proclaim, Microsoft Outlook, Dataworks, Finance One) that are constantly changing. Records provide evidence of actions and decisions and represent a vital asset which supports Lithgow City Councils daily functions and operations.

Records support policy formulation and managerial decision making, protect the interests of Lithgow City Council and the rights of employees, customers and citizens and help Lithgow City Council to deliver services in a consistent equitable way.

As a significant part of Lithgow City Councils corporate memory, records enable informed decisions based on precedents and organisational experience. They support consistency, efficiency and productivity in program delivery, management and administration. Those records kept as archives form part of the State cultural heritage.

Authority of the Policy

- Issued under the authority of the General Manager

- Will be reviewed and amended as required in consultation with Senior Manager, Councilors and Council staff
- Ownership and implementation rests with the corporate records manager

Authority of the Corporate Records Manager

- Responsibility for Councils *Record Management Program* is assigned to the corporate Records Manager
- Role is to provide strategic focus for recordkeeping and monitor/audit compliance with records management standards
- All procedures and practices are to be in accordance with this policy

Lithgow City Council operates in an accountable and service based environment. At its business climate is constantly changing and moving more towards the computerisation of business and information systems, the Council is committed to making and maintaining full and accurate records in all formats. The most effective support to this commitment is a comprehensive and coordinated records management program.

The policy is consistent with ethical standards binding upon the occupations and professions of those employed by council and councils Code of Conduct. The Records Unit staff has also adopted the RMAA Code of Ethics.

Supporting our business

Records are a key ingredient in the support of ongoing business activity. They are evidence of this activity and form the majority of our corporate memory. 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.

Meeting our accountability requirements

Lithgow City Council records are **State records**. The requirement 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) 1990, Evidence Act 1995, Tax Act 1990 and other Acts which are listed under legislative framework for recordkeeping in the Records Management Program.

Fulfilling community expectations

There are community expectations associated with recordkeeping and Council is committed to manage its records and eventually ensuring their timely transfer to State Records New South Wales.

Maintained by Department:	Internal Services	Approved by:	Council		
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