

HEAD OF POWER

- *Public Records Act 2002*, section 7
- *Local Government Act 2009*, section 13(3)(e)

INTENT

The purpose of this policy is to comply with the *Public Records Act 2002* and the Queensland State Archives Records Governance Policy to ensure that public records are made, managed, kept and preserved in a usable form.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff) including contractors and volunteers.

DEFINITIONS

Act means the *Public Records Act 2002*.

Employee means a local government employee as defined in the *Local Government Act 2009*.

Public record means as defined in section 6 of the Act.

Records Governance Policy means the policy issued on the authority of the State Archivist under section 25(1)(f) of the Act.

POLICY STATEMENT

1. Council must comply with its obligations under the Act and the Records Governance Policy. The Records Governance Policy contains six policy requirements that Council must comply with as an agency under the Act. The Queensland State Archives' Recordkeeping Maturity Assessment Tool will be used by Council to determine Council's current maturity and to guide improvements.
2. Council recognises that records management is an integral part of good management practice and is committed to meeting its recordkeeping obligations.
3. Council has established a framework of policy, procedures, guidelines and processes to ensure the creation, capture, preservation, discovery and retrieval of complete and accurate records.
4. Council will use and continually review existing governance practices and develop and implement new governance measures to embed records governance in their current functions, activities and processes and to foster a collaborative recordkeeping culture.
5. Council's records are its corporate memory and as such are a vital asset that supports business functions and activities for as long as they are required.

6. Council will ensure that disposal of records is undertaken in a planned and authorised way in conjunction with legislation, policy, procedure and business requirements.
7. Council must:
 - a. ensure records management is supported at all levels of the business;
 - b. systematically manage records using governance practices that are integrated and consistent with broader Council and agency frameworks;
 - c. create complete and reliable records; and
 - d. actively manage permanent, high-value and high-risk records and information as a priority.

ASSOCIATED DOCUMENTS

- Australian Standard ISO 15489.1:2017, Information and documentation – Records management – concepts and principles
- Queensland State Archives Records Governance Policy
- Queensland State Archives Maturity Assessment Tool
- Queensland Government Information Standard 34 – Metadata
- Queensland Government Information Standard 18 – Information Security

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.