



## 2.09 – RECORDS MANAGEMENT POLICY

### 1. INTRODUCTION

Council must capture and maintain accurate and reliable records as evidence to ensure that business activities and decisions are transparent and accountable. These records serve as a major component of Council's corporate memory. Council inherited records from the Administration of Norfolk Island and currently stores records of the Legislative Assembly of Norfolk Island.

### 2. POLICY OBJECTIVE

To ensure Council establishes and maintains records management practices that meet legislative requirements.

### 3. POLICY SCOPE

This policy encompasses all processes implemented to record, manage and ensure timely access to information across all sections of Council, including records created by contractors and consultants to Council.

### 4. DEFINITIONS

**Record** – all information created, sent and received in the course of carrying out business and provides evidence of a business activity and/or decision.

**Capture** – records that provide evidence of business activities and decision-making processes must be captured within approved records management systems.

### 5. LEGAL AND POLICY FRAMEWORK

The *Archives Act 1983 (Cth)* and *Freedom of Information Act 1982 (Cth)* apply to Norfolk Island.

### 6. IMPLEMENTATION

#### 6.1 Communication

Following adoption by Council, this Policy will be communicated to all staff as well as made available on Council's public website.

#### 6.2 Associated Documents

Records Procedures

## 7. POLICY

Norfolk Island Regional Council will address Records Management by:

- Implementing records practices and procedures that capture information from electronic sources and documents.
- Capture and maintain records that provide appropriate and adequate evidence of the conduct of Council's business activities and/or decisions.
- Ensure records are maintained, complete, accurate and authentic so that they can have integrity and are accessible and usable.
- Maintain permanent records in accordance with the *Archives Act 1983 (Cth)* and related Council procedures.
- Keeping full and accurate records of the activities and decisions of the Councillors in the course of their official duties.
- Managing records in accordance with organisational needs and accountability requirements.
- Enabling staff to effectively maintain records through the implementation of appropriate records management systems.
- Ensuring no unauthorised access to records is provided.

## 8. REVIEW AND VERSION CONTROL

Policy Number	2.09		Responsible Officer	Program Manager
Effective Date	20 September 2017		Next Review Date	2020
Version Number	<b>Version</b>	<b>Resolution No.</b>	<b>Effective Date</b>	<b>Version description</b>
	V1	2017/150	20 September 2017	Developed and Adopted