

Policy No. PP027

# Records and Information Management Policy

# Records and Information Management Policy

## 1 INFORMATION ABOUT THIS POLICY

### POLICY INFORMATION

<b>Date Adopted by Board: 23/02/2023</b>	<b>Resolution No. 23/009</b>
<b>Policy Responsibility: General Manager</b>	
<b>Review Timeframe: 4 yearly</b>	
<b>Last Review 02/2023</b>	<b>Next Scheduled Review 02/2027</b>

### DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	<b>02/2023</b>	<b>Added related policy P042 – Records and Information Management Strategy</b>
	DD/MM/YYYY	
	DD/MM/YYYY	
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	DD/MM/YYYY	

### FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

<b>Related Legislation</b>	<b>NSW State Records Act 1998</b>
<b>Related Policies</b>	<b>P042 - Records and Information Management Strategy</b>
<b>Related Procedures, Protocols, Statements and Documents</b>	<b>Content Manager Business Rules</b>

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### 3 PURPOSE

The purpose of this document is to ensure that full and accurate records, are created, managed and disposed of appropriately to meet Goldenfields Water's organisational needs and accountability requirements.

### 4 SCOPE

This document has been specifically developed to assist Goldenfields Water's councillors and staff to meet their recordkeeping responsibilities.

All councillors and staff must comply with this document in their conduct of official business for Goldenfields Water. This includes business relevant to the performance of the function and duties of councillors and staff. This document applies to information in all formats, including electronic records.

### 5 DEFINITIONS

**Information** – the communication or reception of knowledge or intelligence.

**A record** – A record is 'any information created and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (section 3(1) *State Records Act 1998*).

**Corporate Value** – Content containing important value of Goldenfields Water's business transactions and governance.

**GDA 39** – General Retention and Disposal Authority as stipulated by the NSW State Records.

### 6 POLICY

#### 6.1 Policy Statement

Goldenfields Water will address the matter of 'Record and Information Management' in the following manner:

Implementing records practices that capture information whether electronic or physical formats

Maintain records that provide appropriate and adequate evidence of Goldenfields Water's business transactions

Ensure records are maintained, complete, accurate and authentic, in order to maintain accessibility and integrity of the information.

Maintain permanent records in accordance with section 12(1) of the State Records Act 1998 and related procedures and business rules

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Keeping full and accurate records of the activities and decisions of Councillors in the course of their official duties

Managing records in accordance with organisational needs and accountabilities

Enabling staff to effectively and efficiently maintain records through the implementation of Content Manager (CM9)

### **6.2 What records to create and capture**

Staff shall create and capture full and accurate records of any significant business undertaken in the course of their official duties for Goldenfields Water. Significant business can include:

- providing advice, instructions or recommendations
- finalised version of all documents relating to Goldenfields Water
- drafts of documents where there is corporate value for GWCC containing significant annotations or submitted for comment or approval by others
- correspondence received and sent (including emails) relating to their work undertaken for Goldenfields Water

Examples of records include (but are not limited to):

- emails
- spreadsheets
- maps and plans
- text messages
- letters
- databases
- faxes
- agendas
- minutes

### **6.3 Where to store records**

All records created in the course of official Goldenfields Water business (regardless of electronic format) shall be stored and maintained in Goldenfields Water official electronic document and records management system this is currently Content Manager (CM9).

Other corporate systems that hold information independent from the corporate EDRMS include:

- ProMaster (Credit Card Statements)
- Element Time (Payroll/Time Sheets)
- Elmo (HR System)
- Authority (Finance/Accounts Payable System)
- WaterOutlook (Water Data)

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The information in these systems must also be retained in accordance with the GDA39 Local Government Records.

### 6.4 Disposal of records

Records must be disposed of in accordance with the State Records Act 1998.

State Records NSW has issued General Retention and Disposal Authority - Local Government records (GDA39), which outlines classes of records and how long they should be kept before being legally destroyed or transferred to archives. Periods specified are based on relevant legislation, guidelines and standards. Failure to keep records for the length of time specified in the GDA may put Goldenfields Water at risk.

Other forms of authorised disposal include:

- by order of a court or tribunal
- 'normal administrative practice' (NAP) where ephemeral, duplicate or facilitative records can be destroyed.