

## **Records Management Policy**

### **1. PURPOSE**

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The purpose of this policy is to ensure that all records and information created and received within Council, are managed in accordance with the relevant legislation, policies, standards and guidelines and ensure that full and accurate records of the actions and decisions of Council are properly managed, physically and electronically, to minimise risk of data loss.

### **2. SCOPE**

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This policy applies to all employees of Council, Councillors, and contractors regardless of whether they are permanent, temporary, fulltime, part-time, contracted, or casual employees as well as volunteers.

It applies to all Information Assets regardless of the format it is in, or the system it is created, managed or stored in. This includes physical and electronic records, including but not limited to contracts and agreements, financial documents, emails, correspondence, personnel files, and other official records created or received in the course of business.

### **3. LINK TO CORPORATE PLAN**

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- People *Bisnis* - *Pipol*
- Sustainability *Bisnis* - *Mekem las long*
- Prosperity *Bisnis* – *Pruitpul*

### **4. POLICY STATEMENT**

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Council records are the corporate memory of our organisation. They provide evidence of actions, decisions and communications. Council is committed to systematically managing its Information Assets in an accountable and transparent manner. Information governance will be applied at an organisational level to embed a culture where information is respected and valued as an asset that must be protected and controlled.

As a public authority, Council is required to adhere to the Queensland State Archives Records Governance Policy as a part of the Queensland Government Enterprise Architecture (QGEA).

Council will ensure its information and data is actively managed, created, maintained, and protected to meet business, legislative and accountability requirements as well as stakeholder and community expectations.

TSIRC is committed to creating and keeping complete and reliable records, therefore all information and records management practices are to be in accordance with this policy and any other supporting documents, including the lawful disposal of public records.

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

## 5. DEFINITIONS

<b>Complete and Reliable Records</b>	<p>Records where the content, context and structure of a record can be trusted as a true and accurate representation of the transactions, activities, or facts that they document can be depended upon in the course of subsequent use.</p> <p>The complete and reliable record must:</p> <ul style="list-style-type: none"> <li>• Contain not only the content, but also the structural and contextual information necessary to document the transaction and make sense of the content</li> <li>• Be meaningful – the record can be understood because of the information it contains and/or the linkages that ensure the context in which the records were created and used is apparent</li> <li>• Contain only the amount of information or context it needs to be meaningful and does not include extraneous information</li> <li>• Have context – the record included metadata and information that shows the business, legal and social context, relationships to other records, record systems and those who create, manage and use records</li> <li>• Be authentic – it can be proved and trusted to be what it says it is and to have been created, used, transmitted in the way and by the person (or agency) that it says it was created, used or transmitted by.</li> <li>• Be secure – protected to prevent unauthorised access, alteration, and removal</li> <li>• Be accessible – can be located and accessed as required</li> </ul>
<b>Disposal</b>	The lawful disposal of public records. Disposal is authorised by the State Archivist through a current retention and disposal schedule or other legal authority. Disposal of public records must also be endorsed by the Chief Executive Officer or authorised delegate.
<b>IS33</b>	Queensland Government Access and Use Policy
<b>QGCIO</b>	Queensland Government Chief Information Officer
<b>QGEA</b>	Queensland Government Enterprise Architecture

## 6. REGULATORY AUTHORITY, RELATED DOCUMENTS, AND REFERENCES

### **Regulatory Authority**

- *Public Records Act 2023 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Right to Information Act 2009 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Privacy Act 1988*
- *Human Rights Act 2019*
- *Information Access and Use Policy (IS33) (QGCIO)*
- *Information Asset Custodianship Policy (IS44) (QGCIO)*
- *Information Governance Policy (Queensland Government Enterprise Architecture (QGEA))*
- *Records Governance Policy (QGEA)*

### **Related Documents**

- Records and Information Management Procedure
- Information Privacy Procedure
- Right to Information
- Recordkeeping Processes and Procedures
- Internal Procedure for the Disposal of Paper Records after Digitation

## 7. REVIEW

This policy should be reviewed every three (3) years, or at the discretion of the CEO, or if legalisation changes.

Policy type:	X Council <input type="checkbox"/> Administrative
Directorate:	Corporate Services
Responsible Officer	Manager Information Technology Services
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