

COUNCIL POLICY LG518

RECORDS MANAGEMENT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to demonstrate Council's commitment to the creation, control and management of records to ensure compliance with the *State Records Act 2000*, the *Privacy and Responsible Information Sharing Act 2024*, and the Town of Claremont's (**Town**) approved Recordkeeping Plan.

Policy

Council understands the importance of creating and maintaining full, accurate and reliable records of the Town's business transactions, operations and official activities to comply with legislative obligations, support effective decision-making, protect personal information, and ensure transparency and good governance.

The following principles apply to records management at the Town:

- Training in recordkeeping, information management, privacy and information security practices will be provided to all new employees upon commencement and periodically thereafter.
- Council Members, volunteers and contractors will be made aware of their recordkeeping, privacy and information management obligations as part of their induction program and periodically thereafter.
- Records containing personal information will be collected, managed, stored, accessed, used, disclosed and disposed of in accordance with applicable legislation, including the *Privacy and Responsible Information Sharing Act 2024 (WA)*, the *State Records Act 2000* and any other relevant legislation.
- Access to the Town's records by employees, Council Members, volunteers and contractors will be restricted to authorised persons and granted only to the extent necessary to perform their duties, in accordance with designated access and security classifications and information management procedures as determined by the Chief Executive Officer.
- Access to the Town's records by the general public will be in accordance with the *Local Government Act 1995* (for publicly available documents), the *Freedom of Information Act 1992*, the *Privacy and Responsible Information Sharing Act 2024* and any other applicable legislation.
- Requests for access to, or correction of, personal information held by the Town will be managed in accordance with the *Privacy and Responsible Information Sharing Act 2024* and the Town's associated policies and procedures.
- Actual or suspected information breaches involving Town records will be managed in accordance with the Town's Privacy and Information Breach Policy and any associated procedures.
- Records will only be destroyed or otherwise disposed of in accordance with the General Retention and Disposal Authority for Local Government Information (**GDA**) issued by the State Records Office and following authorisation from the Director responsible for the records business unit and the Chief Executive Officer.
- Records identified as a State Archive will be transferred to the State Records Office in accordance with the requirements of the GDA.

Document Control Box			
Legislation:	<i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1995</i> <i>Privacy and Responsible Information Sharing Act 2024</i> General Retention and Disposal Authority for Local Government Information DA 2023-005		
Organisational:	Town of Claremont Record Keeping Plan Work procedures contained within the Town of Claremont Record Keeping Plan		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	20 November 2012	222/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Modified	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/18
7.	Modified	26 June 2024	88/24
8.	Amended	30 June 2026	91/26