



Blackall-Tambo

Regional Council

Community Services Records Disposal Policy

Version Number: Three	Effective Date: 14.04.10
Procedure Compiled by: Chief Executive Officer	Review Date: 20.11.19
Procedure Approved by: Chief Executive Officer	

Purpose

To ensure the creation, maintenance and legal destruction of records and documents by establishing a framework and accountabilities for records management.

Definitions

For the purpose of this policy:

Archives - are those records that have been identified as having continuing value and that are kept permanently. These include records of significance that:

- provide evidence of the source of authority, foundation, governance and management;
- provide evidence of the deliberations, decisions and actions relating to key functions and programs and significant issues;
- provide evidence of the legal status and fundamental rights and entitlements of individuals and groups essential for the ongoing functions of Community Services;
- substantially contribute to the knowledge and understanding of the social and community context;
- provide substantial evidence of the impact of activities; and
- have been identified as being required as State archives in a records retention and disposal authority.

Destroying - means shredding or incinerating paper records.

Legal Document - refers to all legal documents, such as memoranda of understanding, contracts and agreements.

Publications - are any works, irrespective of format, issued for distribution.

A Record - is any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.

Records Management - is the discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectations.

Secondary storage - is a records storage area that is used to store records that need to be kept for longer than the period for which they are required within the actual organisational unit.

Procedure

Records are a corporate memory, providing evidence of actions and decisions and representing a vital asset to support daily functions and operations. They support consistency, continuity, efficiency and productivity in delivery, management and administration.

Publications

A copy of each publication produced by or for Blackall-Tambo Regional Council Community Services should be kept and archived where necessary.

Archives

Blackall-Tambo Regional Council Community Services will maintain an archives collection of records with significance to its operation.

All client and service user information and records will be kept in a secure manner at all times – either electronically or paper. Paper records will be kept in a locked cabinet with the Coordinator having the responsibility of access to the key. Electronic records are kept and maintained on Council's Record Information Program "Infoxpert" and are saved with a password.

The archived information will be managed under the responsibility of the Coordinator. They will:

1. develop a standardised records management system for archiving information;
2. be responsible for keeping and maintaining the archives;
3. authorise, secure and destroy records or nominate a person to destroy records;
4. monitor compliance with policies and standards with record archiving and disposal;
5. provide secondary storage for records; and
6. educate staff on recordkeeping practices and responsibilities.

All Staff

Each member of staff is responsible for records creation and management and must:

1. make and keep full and accurate records for which he or she is responsible;
2. handle records with care;
3. protect records from accidental damage;
4. protect sensitive records in their custody from unauthorised access; and
5. not destroy records without authorisation from his or her supervisor.

Relocation

Where Blackall-Tambo Regional Council Community Services is physically relocated, it is the responsibility of the Coordinator to ensure records are properly managed and not left behind.

Destruction/Protection of Records

- A member of staff must not abandon, dispose of, transfer possession or ownership, damage, alter or neglect records in such a way that causes or is likely to cause damage to them without appropriate authorisation from the Coordinator or Chief Executive Officer.
- Records must not be destroyed if they are the subject, or it is anticipated that they may be the subject, of a subpoena, or other formal request for access or relate to any ongoing action such as an appeal.
- Paper records will be archived accordingly and only be destroyed after a period of seven (7) years has lapsed after the client or service user has ceased using the service.
- As at 1 June 2018 the Queensland State Government has placed an indefinite freeze on the destruction of documents for a client or service user under the age of eighteen (18).
- Disposal of documents are in accordance with Queensland State Archives “Local Government Sector Retention and Disposal Schedule” which is used in conjunction with the “General Retention and Disposal Schedule for Administrative Records” issued by the State Archivist under the Authority of Section 13 of the *Public Records Act 2002*.

Review Timelines

This policy will be reviewed when any of the following occur:

- The related information is amended or replaced.
- Other circumstances as determined from time to time by the CEO.