

Records Management Policy

Policy No:	GOV-019
Council Resolution Ref:	247/25
Date Adopted:	16 September 2025
Review Date:	16 September 2028
Version No:	1
Responsible Officer:	Director Corporate Services

Purpose

This policy is to provide a framework for the governance of recordkeeping within Council ensuring information and records are managed in accordance with best practice guidelines, legislative requirements and standards approved by Queensland State Archives.

Scope

This policy applies to all workplace participants including elected members, contractors, consultants and volunteers, in their conduct of official business.

This policy applies to all records created, received and managed by Murweh Shire Council.

Policy Statement

1. INTRODUCTION

Murweh Shire Council is committed to meeting its record keeping obligations to create and keep full and accurate records.

- Effective recordkeeping allows Council to:
- meet its legislative requirements and responsibilities
- protect the rights and entitlements of ratepayers
- protect and help defend against complaints or accusations of wrongdoing
- make robust and consistent decisions
- promote confidence in the authenticity and integrity of information
- support efficient and transparent business practices
- provide evidence of decisions and actions ¹.

2. STAFF RESPONSIBILITIES

2.1 Chief Executive Officer

The Chief Executive Officer has a duty to ensure Murweh Shire Council creates and preserves full and accurate records for legislative and accountability purposes.

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This includes:

- ensuring the safe custody of all Council records (not just public records);
- ensuring the Council makes and keeps records of activities and has regard to any relevant policy, standards and guidelines made by the State Archivist; and
- ensuring appropriate resources are allocated to manage records function of Council.

2.2 Elected Members

The elected members of Council have a duty to ensure that they understand and comply with the policy. Record keeping requirements include:

- **Email** – elected members must use the Council provided email account for Council related business. Any emails relating to Council business received or sent from a personal account must be forwarded to a Council provided email account for record keeping.
- **Elected Member Social Media:** Material relating to Council business that is posted to the social media account of an elected member must be captured for record keeping.

Posts by elected members related to personal activities, including political activities and election campaigning are not Council records and are not required to be captured under this policy.

- **Complaints and Request-** All requests for service or complaints concerning Council business must be referred to mail@murweh.qld.gov.au for recording keeping and response.
- **Hardcopy Diaries** - if elected members maintain a hardcopy diary for Council related business, these diaries must be forwarded for retention in Council's recordkeeping systems within 3 months of the last entry in the diary being made or when the elected member leaves office.
- **Meetings** - Elected members who conduct meetings / discussions with individuals related to Council business should summarise or record an account of key issues and outcomes discussed where they relate, or could potentially relate, to Council business. These records must be forwarded to mail@murweh.qld.gov.au for recordkeeping.
- **Other Records** - Elected members who directly receive any form of record (outside of their official Council email account) relating to Council business must ensure that it is forwarded to mail@murweh.qld.gov.au for recordkeeping.

2.3 Workplace Participants

Workplace participants of Council must ensure accurate records relating to Council activities, actions and decisions are recorded in an approved recordkeeping format or business system.

It is the responsibility of all workplace participants to ensure private and confidential information is secured and retained in accordance with the Retention and Disposal Schedules.

3. Retention and Disposal

The Queensland State Archives General Retention and Disposal Schedules authorised under the *Public Records Act 2002*, will be used in determining the retention of Council records.

Processes to dispose and retain records will be determined by the Chief Executive Officer.

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4. Public Access to Records

Members of the public may apply for access to Council records under the provisions of the *Information Privacy Act 2009* or *Right to Information Act 2009*.

Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

Definitions

Record – A record of Council is any form of recorded information, created or received by the business in the exercise of its statutory, administrative or other public responsibilities, or for a related purpose. It is any information that is:

- Evidence of a decision or advice;
- Evidence of a transaction or an action taken; or
- Created or received to meet legal requirements, community expectations or business needs.

A record can include, but not limited to, a written document, electronic document, sounds, images, maps, plans, drawings, photos or anything that can be reproduced.

Workplace Participants – employees, volunteers and contractors (including temporary contractors) of Council.

References

Public Records Act 2002

Local Government Act 2009

Local Government Regulation 2012

Right to Information Act 2009

Information Privacy Act 2009

Version Control

Version No.	Date	Approved	Amendment
1.0	16/09/2025		

Approval

Chief Executive Officer			
Date:	16/09/2025	Signature:	Bruce Scott