

3237 Major or Significant Projects – Records Management

General Policy



PURPOSE

- 1) The purpose of this policy is to comply with the *Public Records Act 2002* and the Queensland State Archives Records Governance Policy to ensure that public records are made, managed, kept and preserved in a usable form.
- 2) This Policy assists Council to provide evidence of project management decisions and actions in an accountable and transparent manner.

SCOPE

- 3) This Policy covers all aspects of records management for major or significant projects.
- 4) This Policy serves to support a robust Projects Records Management Framework.
- 5) This Policy applies to all persons including employees, contractors, consultants, and agents as engaged by Council.
- 6) The policy applies to all record types that capture evidence of day to day project activity, including electronic records.

DEFINITIONS

Term	Definition
Archives	The ongoing usefulness or significance of records, based on the evidential, administrative, financial, legal, informational and historical values that justify the permanent retention of records. These records have enduring value to the state of Queensland, the relevant agency, the community, and/or Australia as a whole and therefore need to be kept indefinitely.
Classification	The systematic identification and/or arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules.
Digital Records	Records created, communicated and/or maintained by means of electronic or computer technology, including both digital records and records that have been digitised. Digital records can be documents, files on networked or shared drives, emails and attachments, records in an eDRMS or other business systems, websites, blogs and other social media, image or audio files, CAD drawings or another type of specialist file.
Disposal	Disposal of a record includes— (a) destroying or damaging the record, or part of it; or (b) abandoning, transferring, donating, giving away or selling the record, or part of it.
Document	<i>A collection of documents describing operations, instructions, decisions, procedures and business rules related to a given function, process or transaction.</i>
Employees	<i>For the purposes of this Policy means Council employees, regardless of whether they are permanent, temporary, contractors, full-time, part-time, casual or volunteers. (The reference to contractor includes temporary labour services (agency staff), sub-contractors and their employees).</i>
MagiQ	Councils official Electronic Recordkeeping system designed to facilitate the creation management, use, storage and disposal of a range of physical and digital documents and records used by Council.
Public Record	Refers to the documentary, photographic, electronic, or other records of a public authority. It includes anything created, received or kept by Council in the exercise of its statutory administrative or other public responsibilities. For example: The minutes of a council meeting, text messages, instant messages, social messages, rate notices, dog registrations, internal memoranda, emails that provide evidence of Council conducting business activities, making decisions, or carrying out

	transactions. A public record may also include a copy of part of a document or record.
Retention and Disposal Schedule	The legal document issued by the Queensland State Archivist to authorise the disposal of public records under the <i>Public Records Act 2002</i> .
Record	Any recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs. Records are based on content, not just the format used, or location found in and includes: <ul style="list-style-type: none"> (a) Anything on which there is writing; or (b) Anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them; or (c) Anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or (d) A map, plan, drawing or photograph.

POLICY

- 7) Effective recordkeeping strengthens transparency and good governance.
- 8) It also supports the five Local Government principles from the *Local Government Act 2009* that Mayors and Councillors (as elected representatives), CEOs and council employees must comply with while performing their roles. This includes:
 - transparent and effective processes, with decision making in the public interest;
 - sustainable development and management of assets and infrastructure, and delivery of effective services;
 - democratic representation, social inclusion and meaningful community engagement;
 - good governance of, and by, local government; and
 - ethical and legal behaviour of councillors and local government employees

OBJECTIVES

- 9) Council's Project Records Management Framework seeks to ensure:
 - Records will be managed efficiently and can be easily accessed;
 - Records are classified correctly;
 - Council has the records that it needs to support and enhance ongoing business and customer service, meet accountability requirements and community expectations;
 - Records are stored cost effectively;
 - Records when no longer required they are disposed of in a timely and efficient manner;
 - Council complies with all statutory requirements; and
 - Digital and other technology dependent records are maintained in an accessible form for as long as required.

PRINCIPLES

- 11) Council must comply with its obligations under the Act and the State Archives Records Governance Policy;
- 12) Council recognises that records management is an integral part of good management practice and is committed to meeting its recordkeeping obligations;
- 13) Council will establish a framework of policy, procedures, guidelines and processes to ensure the creation, capture, preservation, discovery and retrieval of complete and accurate records;
- 14) Council will use and continually review existing governance practices and develop and implement new governance measures to embed records governance in its current functions, activities and processes and to foster a collaborative recordkeeping culture;
- 15) Council's records are its corporate memory and as such are a vital asset that supports business functions and activities;
- 16) Council will ensure that disposal of records is undertaken in a planned and authorised way in accordance with legislation, policy, procedure and business requirements.

POLICY STATEMENT

- 17) [Council is committed to meeting its record keeping obligations to make and keep full and accurate project records.
- 18) Council will implement appropriate strategies, processes, applications and tools to ensure records of project activities are made and kept according to legislative requirements. To achieve this Council will:
 - ensure project records management is supported at all levels of the business;
 - systematically manage project records using governance practices that are integrated and consistent with broader Council and other agency frameworks; and
 - create complete and reliable project records

ROLES AND RESPONSIBILITIES

19) Roles and Responsibilities will be as specified in the Project Records Management Procedures.

APPLICABLE LEGISLATION AND REGULATION

- 20) Applicable legislation and regulation:
 - a) *Information Privacy Act 2009*
 - b) *Local Government Act 2009*
 - c) *Public Records Act 2002*
 - d) *Right to Information Act 2009*

RELATED DOCUMENTS

- 21) Related documents are:
 - a) Records Management Policy
 - b) Records Management Procedure
 - c) Major or Significant Projects Records Management Framework including Procedures as modified from time to time.

RESPONSIBLE OFFICER

General Manager Works

APPROVAL DATE

20 August 2021

REVIEW DATE

August 2025 (Standard four year term)

REVISION HISTORY

Version	General Managers	Approval Date	History
1	General Manager Works	20 August 2021	New Policy