POLICY NO LG27
INFORMATION MANAGEMENT POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Ensure Council fulfils its legislative and governance responsibilities and its decision making, supported by sustainable policies and procedures.
STATUTORY AUTHORITY:	Australian Accounting Standards Archives Act 1983 Evidence Act 1910 Environmental Management and Pollution Control Act 1994 Limitation Act 1974 Privacy Act 1988 Tasmanian and Commonwealth Taxation Acts Workplace Health and Safety Act 1995 AS ISO 15489 – 2001, Records Management
OBJECTIVE:	This policy applies to all Council records media in both physical and electronic formats and requires the Council to document business transactions fully and accurately in compliant record keeping systems and to Australian Standards. It concerns records which are created, collected, processed, used, sentenced, stored and disposed of in the conduct of official business. This policy is for information management not information technology and although they work together simultaneously, they require independent policies. Break O'Day Council has selected Hewlett Packard's TRIM records management software as the records management system, however, there are other business systems which create and maintain records and these must also have procedures and practices that work reliably to ensure that records are credible and authoritative. Where possible, the Council will provide linkages between the records and other business systems. All procedures and records management systems are to be consistent with this policy.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 17 March 2014 – Minute No 03/14.11.13.058

1. INTRODUCTION

This policy forms the basis for recordkeeping within the Break O'Day Council.

Records are a corporate resource that must be managed and used efficiently and effectively for the successful operation of the Council. The rapid advance in technology has increased the amounts of information created and received by staff, but unless this information is organised and managed it can quickly become ineffectual.

Break O'Day Council records must be created, captured, classified, indexed, stored and maintained to ensure that timely, complete and accurate records are readily available to satisfy business needs, document standards and legislative obligations.

Consistency in recordkeeping procedures and standards must be established and maintained throughout Break O'Day Council, thereby enabling all related information on any subject to be readily identified and located.

Data, information and records relating to Break O'Day Council's processes and business must be maintained within the council's information systems and in such a form regarded as suitable for evidentiary purposes in the event of litigation.

All Break O'Day Council personnel should be aware of, understand and seek to comply with the Council's information management standards, as well as fulfilling their individual responsibilities for the maintenance of records.

2. DEFINITIONS

Document - A complete unit of information, for example, a letter or a report.

Folder - A group of subject-related documents held together in a cover.

Full and accurate records - Full and accurate records must be:
- Compliant – complying with the recordkeeping requirements arising from the regulatory and accountability environment in which the organisation operates.
- Adequate – for the purpose for which they are kept.
- Complete – containing not only the content, but also the structural and contextual information necessary to document a transaction.
- Meaningful – containing information and/or linkages that ensure the business context in which the record was created and used is apparent.
- Comprehensive – documenting the complete range of the organisation's business for which evidence is required.
- Accurate – reflecting accurately the transaction that they document.
- Authentic – enabling proof that they are what they purport to be and that their purported creators did indeed create them.
- Inviolate – securely maintained to prevent unauthorised access, alteration or removal.

Records - Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business (AS ISO 15489 - 2001 - Records Management).

Records Management - Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Records System - Information system which captures, manages and provides access to records.

3. POLICY

Break O'Day Council's records must be identified and registered in a records system which has been approved by the General Manager. A list of approved systems is to be available to all employees and maintained by the Manager Corporate Services.

Personnel must not create or maintain non-compliant systems containing records independent of the official record and other business systems.

Break O'Day Council records, irrespective of format, must be identified by systematic and standardised methods of classification and indexing.

All records will be disposed of in accordance with Tasmanian Archives Office DA2200 disposal schedule. Where possible, disposal schedules will be linked to a profile of each document and disposal will be automated.

Break O'Day Council will implement and maintain training programs necessary to support information management activities.

Personnel responsible for maintaining the information management program must be thoroughly trained in Break O'Day information management procedures and systems.

Personnel who create and use corporate records in the course of their work must be trained in general information management principles and procedures.

Consultants and contractors undertaking work for Break O'Day Council are required to comply with organisational recordkeeping policies and procedures.

All requirements, including issues of privacy and confidentiality, with respect to management and ownership of records should be incorporated into recordkeeping clauses or agreements with consultants and contractors.

Break O'Day Council will implement and maintain processes necessary to support both physical and electronic receipt and distribution activities.

4. RESPONSIBILITIES

Recordkeeping is a shared obligation throughout the Council. Staff at all levels are responsible for ensuring that their handling of information and records complies with the Council's information management policies and procedures.

In addition, staff involved in changes to business processes and systems should ensure that the changes they are implementing comply with this policy.

Consultants and contractors engaged by the Council are also required to comply with organisational policy and procedures.

Responsibility for application of this policy resides with:

Manager Corporate Services
- Organisation wide implementation and compliance.
- Arrangement of appropriate information management training for personnel (in conjunction with HR Manager).
- Development, maintenance (including annual review) and distribution of this policy and revision.

Department Managers
- Implementation and compliance at Department level.

Information Officer
- Compliance monitoring.
- Provision of information management support services, including training, throughout the organisation.

All Break O'Day Council Personnel
- Performance of recordkeeping tasks in accordance with this policy and the associated information management procedures, in order to meet legislative and internal business requirements.

5. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.