

## 1. Heads of Power

*Public Records Act 2002 (Qld)*

*Local Government Act 2009 (Qld)*

*Right to Information Act 2009 (Qld)*

*Information Privacy Act 2009 (Qld)*

Queensland State Archives (QSA) Records Governance Policy

Local Government Sector Retention and Disposal Schedule

General Retention and Disposal Schedule

## 2. Purpose

This policy establishes a framework for the effective management of Aurukun Shire Council's (**Council**) records, ensuring compliance with legislative requirements, supporting informed decision-making, and preserving the Council's corporate memory.

## 3. Scope

This policy applies to all Councillors, employees, contractors, and agents of the Council who create, receive, or manage records in the course of their duties, regardless of format or medium.

## 4. Definitions

**Public Record:** Recorded information, in any format, created or received by the Council in the conduct of its business activities, as defined under the Public Records Act 2002 (Qld).

**Records Management:** The efficient and systematic control of the creation, receipt, maintenance, use, and disposal of records.

**Retention and Disposal Schedule:** A QSA-approved document that specifies the minimum retention periods and disposal actions for different classes of public records.

**First Nations Records:** Public records that relate to Aboriginal and Torres Strait Islander peoples, subject to specific governance and advisory oversight under the *Public Records Act 2023 (Qld)*.

## 5. Policy Statement

The Council is committed to:

- Creating and maintaining full and accurate records of its activities.
- Managing records in a manner that supports operational needs and legislative compliance.
- Ensuring records are accessible, secure, and preserved appropriately.
- Disposing of records only as authorised by approved retention and disposal schedules.
- Respecting the rights of Aboriginal and Torres Strait Islander peoples in relation to the governance and accessibility of First Nations records.

## 6. Responsibilities

- **Chief Executive Officer (CEO):** Ensures the Council complies with all recordkeeping obligations.
- **Records Manager:** Develops, implements, and maintains records management policies and procedures; appraises and assesses records due for disposal; assists in the authorisation process for record destruction.
- **Directors and Supervisors:** Ensure their teams are aware of and adhere to records management policies and procedures.

- **All Employees and Contractors:** Capture, maintain, and retain records in accordance with this policy and refrain from unauthorised alteration or destruction of records.
- **First Nations Advisory Group:** Provides advice on the management, governance, and access of First Nations records, in alignment with legislative requirements.

## 7. Record Creation and Capture

- Records must be created to document all Council decisions and actions.
- Records should be captured into approved recordkeeping systems promptly to ensure integrity and accessibility.
- Special considerations must be given to First Nations records, ensuring culturally appropriate governance measures.

## 8. Record Maintenance and Security

- Records must be stored securely to prevent unauthorised access, alteration, or destruction.
- Appropriate measures, including access controls and physical security, must be implemented to protect records.

## 9. Retention and Disposal of Records

- Records must be retained for the periods specified in the relevant QSA-approved retention and disposal schedules.
- Disposal of records must be authorised by the CEO or an authorised delegate and documented appropriately.
- It is unlawful to alter or destroy records before their retention period has been met or without proper authorisation.
- First Nations records must be managed in accordance with legislative and advisory frameworks to ensure cultural sensitivity and compliance.

## 10. Email Management

- Emails that constitute public records must be captured into the Council's recordkeeping systems.
- Staff are responsible for identifying and managing emails in accordance with this policy.

## 11. Training and Awareness

- The Council will provide training to ensure all staff understand their records management responsibilities.
- Regular awareness programs will be conducted to reinforce the importance of effective records management.

## 12. Related Documents

- Information Privacy Policy
- Data Breach Response Plan
- Disaster Recovery Plan

## 13. Document Controls

This policy will be reviewed every two years or as required by changes in law or best practice.

## **14. Policy Owner**

Director Corporate Services.