



**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

# Records (Information) Management Policy

## Document Control

Policy Category	Statutory				
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## **1. Origin / Authority**

Wujal Wujal Aboriginal Shire Council.

## **2. Purpose and Scope**

Records Management is everyone's responsibility.

The purpose of this policy is to:

- To ensure council records are actively managed and preserved to support ongoing business activities and customer services, meeting accountability requirements and community expectations.
- To enable increased discoverability and accessibility of records and information.
- To ensure compliance with legislative, administrative and business requirements.
- To ensure sound Records Management practices and procedures are fully integrated into all aspects of Council business.
- To ensure all Council employees, contractors and Councillors are aware of their recordkeeping responsibilities.
- Provide a framework for the governance of recordkeeping within Council ensuring information and records are managed in accordance with relevant legislation, policies and guidelines, including the Queensland Public Records Act 2023.
- Set the standards and outline best practice for recordkeeping within Wujal Wujal Aboriginal Shire Council, enabling public records and the corporate memory to be maintained in accordance with the Queensland Public Records Act 2002.
- Provide guidance and direction on the creation and management of information and data ensuring practices meet business needs, accountability and stakeholder expectations.

## **3. Policy Statements**

### **3.1 Overview**

Records are a corporate asset.

Records Management is everyone's responsibility.

Records form the corporate memory and support accountability by providing evidence. They assist Council to make use of organisational knowledge and experience, contribute to informed decision-making and better performance of business activities and improved customer service, program delivery and risk management. The systematic creation and capture of administrative records is therefore fundamental to the efficient and effective functioning of Council's processes and to protecting its corporate memory.

### **3.2 Requirements of the Queensland Public Records Act 2023**

The Queensland Public Records Act 2023 requires public authorities to make and keep complete and reliable public records as part of any business activity undertaken or business decision. These records must be saved into Council's corporate records management system (MAGIQ) or other approved business system and applications.

This policy encompasses all public records regardless of their format.

All employees, councillors and contractors must take all reasonable steps to ensure that the records and information that is captured is relevant, complete, meaningful and accurate.

Council is committed to adhering to the Queensland State Archives Records Governance Policy.

The policy sets out the foundational principles of recordkeeping for Queensland Government agencies and public authorities to meet minimum recordkeeping requirements now and into the future.

Inadequate management of public records can constitute corruption. It can also result in dismissal and/or civil legal action against the individual and organisation involved.

### **3.3 Documentation of Business Activities**

The systematic creation and capture of administrative records is fundamental to the efficient and effective functioning of Council's processes and to protecting its corporate memory.

Business activities of council will therefore be documented, recorded and managed to protect the integrity, enhance proficiency, provide transparency and preserve the history of Council.

Each department/team has a responsibility to be able to locate their digital and physical records quickly and easily.

#### **3.3.1 Storage and Security**

Digital records of permanent, long term or of community value should be managed in accordance with the relevant Queensland State Archives Retention and Disposal Schedules.

Current physical records should be stored within the department with access restrictions as appropriate for the records.

Rarely used records or records no longer in use for business purposes are still required to be retained in accordance with the QSA General Retention and Disposal Schedule for Administrative Records (QDAN 249v.7) and/or the QSA Local Government Sector Retention and Disposal Schedule (QDAN 480v.4).

The Chief Executive Officer in conjunction with Records Manager have overall control of records security, and the network drive security permissions of all users covered by this policy.

Security permissions is an essential part of the WWWWASC's operation due to the nature of different records in WWWWASC's control and to preserve confidentiality.

The Records Manager or delegate will ensure all of WWWWASC's physical records are stored, retained and disposed of in accordance with General Retention and Disposal Schedule (GRDS) and the QSA Local Government Sector Retention and Disposal Schedule (QDAN 480) as set by Queensland State Archives, and the Public Records Act 2023.

#### **3.3.2 Removal of Records**

The digital and physical records are the property of WWASC and should not be removed without authorisation. Apart from records required to be taken to job sites to complete tasks, physical records should not be removed from any council properties, nor should they be taken out of the Shire. Records taken to job sites (including the Cairns office) must be managed in accordance with this policy while they are offsite. Digital records should not be copied or removed from their folders.

If digital or physical records are required to be taken out of the WWASC's control, the employee needs to seek the approval of their supervisor, the Records Manager should also be advised of the document the removal.

### **3.3.3 Access**

Records must be available to all authorised employees that require access to them for business purposes. Security restrictions are outlined in the Storage and Security section 3.3.1.

Right to Information requests will be dealt with in accordance with the WWASC's Right to Information Request Procedure.

### **3.3.4 Contractors and outsourced functions**

All records created by contractors performing work on behalf of the WWASC belongs to WWASC. This includes the records of contract employees working on the premises, remotely as well as external service providers.

Contracts should clearly state that ownership of records resides with WWASC, and instructions regarding creation, management, and access to the records created. The Records Manager should be consulted during the formulation of the contract.

### **3.3.5 Destruction**

WWASC uses the [General Retention and Disposal Schedule QRDS](#) and the [Local Government Sector Retention and Disposal Schedule qdan480](#)

No records can be disposed of unless in accordance with these retention and disposal schedules.

Any [sentencing](#) of records must be supervised by the Records Manager or delegated employee.

Approval and signed authorisation of the destruction of records must be sought from the Chief Executive Officer before any disposal takes place.

### **3.3.6 Transfer**

Records classified as permanent by the Retention and Disposal Schedules will be transferred by the Records Manager or delegate to Queensland State Archives when no longer in use for official purposes.

## **3.4 Council's Recordkeeping System**

Magiq is Council's principal recordkeeping system for the capture of all corporate information in all formats. All staff have access to [Magiq](#).

## **3.5 Non-Approved Business Systems for Storing Records**

Shared drives, email archives or email vaults, external hard drives, USB sticks or similar are **not** approved business systems for storing records.

## **3.6 Risk Management**

The policy supports Council's strong commitment to transparency, accountability and adherence to the governance framework.

It mitigates records governance risks by ensuring that records are managed, discoverable and preserved, that unauthorised disclosure/access is managed by utilising confidential classes on relevant documents, and that all Council staff are aware of their record responsibilities.

### 3.7 Meeting the Requirements of the Queensland Records Governance Policy

Council is committed to the six key principals of the Queensland Records Governance Policy (dated 2024).

These are:

1. Public authorities must ensure records management is supported at all levels of the business.
2. Public authorities must systematically manage records using governance practices that are integrated and consistent with broader business frameworks.
3. Public authorities must make complete and reliable records.
4. Public authorities must actively manage permanent, high-value and high-risk records and information as a priority.
5. Public authorities must ensure records are discoverable and accessible for use and re-use.
6. Public authorities must dispose of records in a planned and authorised way.

### 3.7 Breach of this Policy

Council takes its legal requirements and obligations in relation to creating, capturing, managing, maintaining and destruction of its records very seriously.

Physical and digital records are valuable assets to WWASC.

If an employee fails to comply with this policy, they may be subject to disciplinary action.

In serious cases of wilful and deliberate action of deleting or altering the council's valuable assets (it's records) in an attempt to disrupt council business, this may mean termination of employment.

Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated.

### 3.8 Definitions

Term	Definition
Appraisal	The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, organisational accountability and cultural needs.
Approved Records Management /Business System	Council uses the online platform Magiq as its Council's Record Management System.
Business Activity	Is a broad term covering all functions, processes, activities and transactions of Council and its workers.
Correspondence	Any written or digital communication exchanged by two or more parties.
Corporate Memory	The accumulated body of information, records and knowledge created in the course of an organisation's existence.
Council	Means Wujal Wujal Aboriginal Shire Council.
Deletion	The process of removing, erasing or obliterating recorded information from a medium outside the disposal process.
Destruction	The process of eliminating or deleting records that do not have continuing value, beyond any possible reconstruction (such as incineration, shredding, pulping or deletion).

<b>Term</b>	<b>Definition</b>
Disposal	When the Council sells, transfers, destroys or abandons public records.
Disposal authority	A document issued by the State Archivist authorising the disposal of public records.
Disposal class	A group of public records performing or recording similar activities and therefore having the same retention period and disposal action.
Document	An item with writing or meaningful marks, symbols or figures on it from which images, writing or messages can be produced irrespective of the medium the document utilises, electronic or physical.
Information	A collection of data in any form that is maintained by an agency or person, and which may be transmitted, manipulated, and stored - records are the subset of information that constitutes the evidence of activities.
Magiq	Refers to Council's Record Management System
Metadata	Is identifying information collected with a record at the point of capture to enable cataloguing and searching. It also accrues throughout the life of a record to provide information on how a record has been used or managed and is essential for preserving the authenticity of records. It can be used to describe physical items as well as digital items in detail to ensure greater information accessibility and improved records management.
Public record - ( <i>Qld Public Records Act 2002</i> )	Any of the following documents: (a) a record made for use by, or a purpose of, a public authority, other than a minister or assistant minister (b) a record received or kept by a public authority, other than a minister or assistant minister, in the exercise of its statutory, administrative or other public responsibilities or for a related purpose.
Record	Is any form of recorded information, both received and created in the course of your duties, that provides evidence of the decisions and actions of a public authority. A record is not dependent on the medium used and includes: (a) anything on which there is writing - either electronically or physically (b) anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them (c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else (d) a map, plan, drawing or photograph
Recordkeeping	Refers to making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.
Sentencing	The process of identifying and classifying records according to a disposal authority and applying the disposal action specified in it.
Source records	Documents or records that have been copied, digitised, converted or migrated from one format or system to another.
Transitory Records	Records that have low or limited value and are only required to be kept for a short period of time (e.g. 1 day, 2 weeks or a month). These records are generally created as part of routine transactional business practices and not required to support the business function or activity.

## 4. Application

This policy applies to all employees, councillors and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

This Policy applies to all records made and kept, or received and kept, by any person in the course of carrying out official functions of Council or for any purpose of Council, or for the use of Council.

This Policy applies to all aspects of Council's business, all records created during business transactions (both internal and external), metadata, and to all business applications used to create records including physical (hard copy) records, digitised and scanned records, electronic records including emails, records held in databases or on websites and other technology dependent records.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

## 5. Associated Policies, Procedures and Forms

- Information Security Policy
- Code of Conduct for Employees
- Code of Conduct for Councillors in Queensland
- Social Media Policy
- [Implementing the Records Governance Policy](#)
- Right to Information Request Procedure
- Records Management Business Rules
- Guide: Council records guidelines for Mayors, Councillors and CEO's
- Guide: Recordkeeping examples for Mayors and Councillors
- Guide: Public Information in Councillors Private Emails

## 6. Relevant Legislation

- [Queensland Public Records Act 2023](#)
- [Queensland State Archives Records Governance Policy dated Dec 2024](#)
- [Queensland Local Government Act 2009](#)
- [Right to Information Act 2009 dated Dec 2024](#)
- [Information Privacy Act 2009 dated Dec 2024](#)
- [Right to Information and Privacy Guidelines within the Queensland State Archives Records Governance Policy](#)
- [Local Government Sector Retention and Disposal Schedule qdan480](#)
- [General Retention and Disposal Schedule QRDS](#)

## 7. Review

Council will formally review this policy every two years or earlier as required.



Kiley Hanslow  
Chief Executive Officer

