

WESTERN PARKLAND  
CITY AUTHORITY

# Records Creation, Capture and Storage Policy


Objective ID: A5052813





OFFICIAL

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## Document management

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*\* The Government Information (Public Access) Act 2009 (the GIPA Act) requires that all of the Agency's current policy documents be made available on this website (unless there are overriding public interest reasons why that should not be done). WPCA Legal Branch can provide advice.*

**Approved by:** CEO (29 Jul 2019)

**Endorsed by:**

**Objective ID:** A5052813

### Document version control and review record

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## POLICY STATEMENT AND OBJECTIVE

The *State Records Act 1998* (the **Act**) requires the Western Parkland City Authority (**Authority**) to make and keep full and accurate records of its activities and to protect such State records.

The Act defines a State Record as any record made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office.

In this context, a record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.

The purpose of this Policy is to ensure that State records are secure, protected, and accessible for as long as they are required to meet the business needs and statutory obligations of the Authority under the Act.

## SCOPE

This Policy applies to all staff and all Authority records. It is governed by the Authority's Records Management Framework and must be read in conjunction with the following policies and procedures:

- Email Record Capture Policy and Procedure;
- WPCA Metadata Procedure;
- Record Retention and Disposal Policy and Procedure; and
- Information Labelling Classification and Handling Policy.

## POLICY

### 1. Electronic Records

Records should be maintained in the Authority's electronic document and record management system (**EDRMS**) - Objective.

Most records captured and stored in the EDRMS are created digitally. Digital records are referred to as "virtual" records. The information within the record and all associated metadata is captured and stored along with the audit trail of all activity associated with each record.

The EDRMS provides for version control of documents, where a document may consist of one or more draft or published versions.

For clarity, records including drafts, working papers and messages that document significant decisions and actions or contain significant information not contained in the final version of the record, are considered State records and should be captured and stored in the EDRMS.

Records saved in the EDRMS inherit the retention and disposal classification from its parent file or folder. When the record is no longer required for business use, the record is sentenced to a retention period, and retained for that period prior to its disposal or transfer to the State Archives and Records Authority of NSW (**SARA**) by the officer responsible for records management.

Once the record is disposed or transferred, the content is deleted but the metadata remains stored in the EDRMS for audit purposes. For more information, refer to the Authority's Record Retention and Disposal Policy and Procedure.

## 2. Security Classification & Information labelling

All records captured and stored in the EDRMS will be assigned an information label.

- The default information label for the Authority's records is "OFFICIAL"
- The information label for the record will be changed as required
- The record title will display the assigned information label

For further information on classification and labelling, please refer to the Authority Information Labelling Classification and Handling Policy and the Authority's Information Classification Procedure.

## 3. Digitised Records

A digitised record is a digital image of a physical record and replaces the original physical record as evidence of business activity and for purposes of fulfilling the Authority's obligations under the Act. The image must be:

- an authentic, complete and accessible copy of the physical record;
- must be saved in the Authority's EDRMS with an information label
- must be kept for quality control purposes for an appropriate length of time

The original must be disposed through locked security bins under Normal Administrative Practice (**NAP**) or pursuant to another disposal authority, if applicable (see General Disposal Authority GA45). For further information about disposal policy and procedure, see the Authority Record Retention and Disposal Policy and Procedure.

There are some records where you **MUST NOT DESTROY** the paper originals once scanned. These include:

- original or source records that were created prior to 1 January 1980 and are required as State archives or required to be retained in agency. (Public offices wishing to copy and destroy the originals of records that fall within these categories should contact State Archives and Records);
- original film (including photographic negatives) or analogue audio-visual material required as State archives;
- State archives that have been retrieved or are on loan from State Records or its regional repositories;
- records subject to a legislative or Government policy requirement or directive to retain the originals;
- records that are considered to have intrinsic value in their original format e.g. original artworks, original proclamations, charters, testimonials, and intergovernmental agreements or treaties;
- records documenting special circumstances or personal information of high personal value to the subject of the record;
- source records that have been used as the input or source records for migration;
- records that are subject to current or pending legal proceedings; and
- records that are subject to an application for access under the *Government Information (Public Access) Act 2009* (NSW) or the *Privacy & Personal Information Protection Act 1998* (NSW).

This authority does not apply to digital records that have been migrated. Disposal coverage for these records is authorised under *GA48 - General retention and disposal authority: source records that have been migrated*.

## SUPPORTING REFERENCES

- *State Records Act 1998*
- *State Records Regulation 2015*

- General Retention and Disposal Authority – Administrative records (GA28)
- General Retention and Disposal Authority – Original or source records that have been copied (GA45)
- General Retention and Disposal Authority – Source records that have been migrated (GA48)
- Functional Retention and Disposal Authorities: FA260 and FA262
- Standard No. 12 Records Management 2018
- NSW Government Information Classification, Labelling and Handling Guidelines June 2021

## FURTHER ASSISTANCE

For advice and further assistance, contact [wpcarecords@wpca.sydney](mailto:wpcarecords@wpca.sydney).