



**TITLE: RECORDS MANAGEMENT PROCEDURE –
COUNCIL MEMBERS**

Reference Number:	DOC/19/440
RESPONSIBLE OFFICER/ DEPARTMENT	Records
Applicable Legislation:	<ul style="list-style-type: none">• State Records Act 1997• Local Government Act 1999
Mount Barker 2035 - District Strategic Plan:	Governance and Leadership GL2: Objectives and Strategy GL2.1 Demonstrate accountability through clear, relevant and easily accessible policies and corporate reporting GL 2.10 Ensure compliance with legislative requirements
Related Policies / Corporate Policy / Procedure	Records and Information Management Policy
Previous Procedure Date:	December 2014
Approved:	21 January 2019
Next Review Date:	December 2021

1. PURPOSE

To provide clarity on how Council Members can provide official records to Council for incorporation into the records management system.

2. PROCEDURE

2.1 Hard Copies

Council Members should provide hard copies of records created, sent, received or forwarded in the performance and discharge of their duties as a Council Member to the Records and Information Management Department.

Mail addressed to Council Members that is sent via the Council postal address and is not marked private or confidential will be opened and registered in Council's record keeping systems then emailed to the Council Member.

2.2 Emails

Council Members using the email address provided by Council have all their emails automatically captured.

Council Members should only use the Council provided email address for any Council business. Emails sent to personal email addresses regarding Council business should be forwarded to council@mountbarker.sa.gov.au so they can be registered in Council's record keeping system (HPE Content Manager).

2.3 Confidential records

If a Council Member believes that a record provided is confidential they should discuss this with the Risk and Governance Officer who will determine if the record will have restricted access.

2.4 Election or Personal Communications

Any records related to electioneering or personal communications that are not related to Council members official role, are private records of the Council member and do not need to be forwarded.

3. REVIEW

This Standard Operating Procedure will be reviewed in three years or if deemed necessary by the Manager, Revenue, Property & Records.

4. ACCESS TO THE PROCEDURE

The Standard Operating Procedure is available to Council Members via the Council's website and in hard copy at the Customer Service Counter.

6. FURTHER INFORMATION

For further information on this Standard Operating Procedure, please contact:

Title: Manager, Revenue, Property & Records
Extension: 207
Email: ngay@mountbarker.sa.gov.au