

Fact Sheet: Recordkeeping fundamentals for councillors

Why recordkeeping matters

Records tell us **what**, **where** and **when** something was done or **why** a decision was made. They also tell us **who** was involved and under what authority. In other words, records provide **evidence** of government and individual activity.





Records can be in **any format**, digital and physical, including:

			
Correspondence	Business and finance	Public engagement	Social media
Communications between councillors, council employees and community members, such as emails	Documentation relating to business and financial activity, such as submissions, reports and receipts	Records of events attended in an official capacity, such as invitations, speeches and photographs	All content shared on social media platforms in an official capacity, including comments and messages

Your recordkeeping responsibilities

Under the *State Records Act 1998*, any records created by councillors in their official capacity are State records. Councils and councillors must comply with obligations under the Act.

Your council's General Manager, Senior Responsible Officer (SRO), and records and information management team will manage many of these obligations. Councillors also have responsibilities under the Act as public officials, including:

	Create records routinely		Use official systems
<ul style="list-style-type: none"> • Create records as part of your daily routine • Create a record if the activity doesn't do so automatically (such as making notes of a meeting) 	<ul style="list-style-type: none"> • Use your council's official recordkeeping system • Use supplied devices for managing your email and records • Don't use personal storage or email for council business 		
	Approved destruction only		Know your policy
<ul style="list-style-type: none"> • Never destroy a record without approval. Your council's SRO can authorise disposal of records 	<ul style="list-style-type: none"> • Know your council's records management policy. Every council is required to have one 		

Want to know more?

For more information, please contact State Records NSW

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