



# Recordkeeping

## Fundamentals

Your responsibilities in NSW Local Government



### What is Recordkeeping?

#### WHAT IS A STATE RECORD?

A State record is any record created, received and kept by any person in the course of exercising official functions of a public office.

#### WHY ARE RECORDS IMPORTANT?

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.

#### A RECORD CAN BE ANY FORMAT



Digital



Physical



Records are an indispensable ingredient for accountable Local Government.  
Poor recordkeeping results in inefficiencies and poor decision-making.



# Common Record Groups



## Correspondence

Records that document communications between council employees, and between council employees and community members. E.g. emails and letters.



## Core Business Docs

Records that document core businesses processes such as reports, briefing notes, plans, agendas, minutes, working papers, and more.



## Financial Records

Documentation of financial activity, such as financial reports, budgets, estimates, receipts, contracts, tenders, invoices, statements, and more.



## Events and Resources

Records of events your council hosts or attends may be required as a record. All content that your council produces, publishes, and/or circulates are State records.



## Social Media


If your council has a presence on social media, all content and communication (including reactions to posts, comments, tweets, etc.), published/transmitted via these platforms are State records.



# Your Responsibilities

The *State Records Act 1998* establishes a number of responsibilities for every public sector organisation and employee (including contractors). They can be summarised into 6 key points.

## Create Records Routinely



Records should be created as part of your daily routine. If the activity doesn't automatically create a record, then you must do so (e.g. minutes of meetings)

## Use Official Systems

Use your council's official recordkeeping system. Do not hoard records in your own private store/drive.



## Know Your Policy



Know your council's recordkeeping policy. Every council in NSW is required to have one.

## Prevent Unauthorised Access

Records can contain personal and confidential information. Ensure records are kept secure and shared according to your council's policies.



## Approved Destruction Only



Never destroy a record without approval. The Senior Responsible Officer (SRO) can authorise disposal of records. Be sure to know who your SRO is.

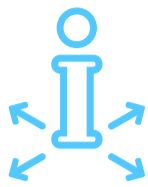
## Treat With Care

Prevent loss and damage of records by storing physical records away from hazards and dampness. Store digital records with secure backups.





## Useful Extras



### INFORMATION & RESOURCES

See our website for advice, guidance, and recordkeeping information.



### TRAINING & EDUCATION

We run regular recordkeeping courses, but in the mean time see our online training modules.



### NSW OMBUDSMAN

The *Good Conduct and Administrative Practice* (2017) publication, establishes detailed guidelines for proper recordkeeping practices.



### FAQ

A fantastic resource for those new to recordkeeping. It provides answers on many subjects.

## CONTACT US



Visit our website for additional advice and resources for councils



Our Future Proof blog has more information on digital recordkeeping



For more advice get in touch via email  
E: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)



Keep your finger on the pulse, follow us on social media

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# State Archives & Records