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 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.

Common Record Groups

Correspondence Records that document communications between council employees and external entities, e.g. email or letters.

Social Media Records of events your council hosts or attends may be required as a record.

Core Business Docs Records that document core business 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.

Your Responsibilities

The State Records Act 1998 establishes a number of responsibilities for every council. While the Council’s General Manager, Senior Responsible Officer, and records unit are responsible for meeting requirements of the Act, Councillors also have responsibilities as a public official.

They can be summarised into 6 key points.

1. 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).
2. Use the council’s official recordkeeping system.
3. Do not hoard records in your own private store/drive.
4. Approved Destruction Only
5. Prevent Unauthorised Access
6. Treat With Care

For more advice get in touch via email E: govrec@records.nsw.gov.au
WWW.RECORDS.NSW.GOV.AU

Records are an indispensable ingredient for accountable Local Government. Poor recordkeeping results in inefficiencies and poor decision-making. Councillors are subject to the State Records Act 1998 when they are undertaking business on behalf of the Council.

In March 2018

The Councillor Handbook contains further information on recordkeeping responsibilities.
**What is Recordkeeping?**

A record is any material, written or recorded, received or created by any person in the course of exercising official functions of a public office.

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**Digital 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 business 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.

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**Useful Extras**

- [Our Future Proof blog](https://records.nsw.gov.au) has more information on digital recordkeeping.
- Follow us on social media to keep your finger on the pulse.

**Your Responsibilities**

- **Know your council’s recordkeeping policy.** Every Council is required to have one.
- **Records can contain personal and confidential information. Ensure records are kept secure and shared according to your council’s policies.**
- **Never destroy a record without approval.** The Senior Responsible Officer (SRO) can authorise disposal of records. Be sure to know who your SRO is.
- **Prevent loss and damage of records by storing physical records away from hazards and dampness. Store digital records with secure backups.**

**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 officer.

**Records**

- Correspondence: Records that document communications between council employees and community members.
- Core Business Docs: Records that document core business processes.
- Social Media: All content and communication published/transmitted via these platforms.
- Events and Resources: Records of events your council hosts or attends.
- Records of your council’s production, publishing, and/or circulation.
- Records of your council’s presence on social media.
- Financial records such as financial reports, budgets, estimates, receipts, contracts, tenders, invoices, statements, and more.
Physical Recordkeeping Fundamentals for Councillors

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WHAT IS RECORDKEEPING?

Correspondence Records that document communications between councillors and council employees, and between council employees and community members.

E.g. emails and letters.

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

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Your Responsibilities

- Know your council’s recordkeeping policy. Every Council is required to have one.
- Records can contain personal and confidential information. Ensure records are kept secure and shared according to your council’s policies.
- Never destroy a record without approval. The Senior Responsible Officer (SRO) can authorise disposal of records. Be sure to know who your SRO is.
- Prevent loss and damage of records by storing physical records away from hazards and dampness. Store digital records with secure backups.

Create Records Routinely Use Official Systems

Always create records in a timely manner to be able to keep track of events.

Use any recording devices available, paper or digital.

Use Official Systems

Prevent Unauthorised Access

Always ensure your devices are password protected.

Know Your Policy

Always refer to your council’s recordkeeping policy to ensure you are familiar with the process.

Approved Destruction Only

Ensure all physical records are destroyed securely and properly.

Treat With Care

Always take care of your records.

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Useful Extras

Recordkeeping Fundamentals

Common Record Groups

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 (or you in an official capacity) 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.

The Councillor Handbook contains further information on recordkeeping responsibilities.

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

Councillors are subject to the State Records Act 1998 when they are undertaking business on behalf of the Council.

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Visit us on our additional social media channels for more information.

About us: We are the NSW State Archives and Records Authority. www.records.nsw.gov.au

www.records.nsw.gov.au
What is Recordkeeping?

A record is any information,无论它以任何形式存在，被任何人在法律程序中作为证据提供的任何信息。Records can be in any format and can be created, received, and kept by any person exercising official functions of a public office.

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They can be summarised into 6 key points.

1. Create Records Routinely
2. Use Official Systems
3. Prevent Unauthorised Access
4. Know Your Policy
5. Approved Destruction Only
6. Treat With Care

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Councillors are subject to the State Records Act 1998 when they are undertaking business on behalf of the Council.

What does the State Records Act 1998 require?
The State Records Act 1998 requires Councils to:

1. Create records for information relating to council business (e.g. minutes of meetings)
2. Ensure records are kept secure and shared according to Council policies
3. Never destroy a record without approval
4. Prevent loss and damage of records by storing physical records away from hazards and dampness
5. Store digital records with secure backups
6. Use official systems for recordkeeping

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