

STRATFORD DISTRICT COUNCIL

SECTION: ADMINISTRATION	
POLICY: <u>RECORDS SECURITY AND ARCHIVES</u>	
RESPONSIBILITY: Corporate Services Manager	REVIEW DATE: June 2008
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Purpose

This Policy establishes the framework within which the record storage (storage areas or safe) and the Archives of the Stratford District Council will function. All practices and procedures shall be in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987

Definitions & References

Access

Having the records available for reference by users, internal and external, according to the classification of the records.

Appraisal

The process of determining which records are to be retained and which are to be destroyed.

Archives

Records created or received in the course of the normal business of Council, but no longer required for the effective daily conduct of Council. They merit preservation because of long-term legal, administrative, evidential or research value.

Records

Information of any kind or form necessary to a process or transaction, and used by Council in the course of business. Records therefore go far beyond files to include plans, photographs, documents, images, sound, etc., and can be hardcopy and/or electronic.

Policy Statement

Every effort shall be made to provide the proper facilities, environment and resources to prolong the life of the records in custody. Under the Public Records Act 2005, all local authorities are required to create and maintain full and accurate records in accordance with normal, prudent business practice.

Disposal of protected records

Some local authority records are protected and require the permission of the Chief Archivist of Archives New Zealand before they can be disposed of.

Access

No unauthorised person shall have access to Stratford District Council's file/record storage area (safe) or the archive. Records need to be classified as either open access or restricted access when records become local authority archives (this is when records are no longer in current administrative use or have reached 25 years of age). Council must provide free inspection of any archive that has not been restricted as soon as it is reasonably practicable after a request for access has been made. Under the Local Government Act 2002, Council may charge for services such as photocopying, research, transcription, etc.

Use of Records

- All Stratford District Council records being reviewed by a non Stratford District Council employee shall be reviewed under supervision unless approved otherwise by the Records Officer.
- Users may take notes from and/or copy items for research or publication, provided copyrights are not infringed.
- Approval is required from the Chief Executive Officer to gain access to confidential records. On approval the records shall be reviewed under the supervision of the Records Officer, unless approved otherwise by the Chief Executive Officer.

The safe keeping of all records and archives at all times will be endured.