



Local Government Amalgamations

So you 've been amalgamated! What do you do with Council records that are affected by administrative change? That is, records of Councils that have been:

- Merged with another Council, or
- Received from another Council.

Managing records appropriately during the amalgamation allows the operation of Council to smoothly and accurately continue. It also ensures the public records of Queensland are protected.

Merging with another Council

Existing records of the merging Council should be made available for use by the receiving Council. Access, security and compatibility arrangements also need to be made for records in electronic systems.

As a merging Council you need to:

- Identify records that relate to Council. Remember, records may be held in electronic business systems, shared directories, off-site/secondary storage as well as Council files.
- Identify records that can legally be disposed and take appropriate action.
- List the records to be transferred.
- Gain approval from Queensland State Archives for the transfer of records.

Receiving other Councils Records

As the receiving Council you 'll want to know what records your receiving, when you 'll receive them and how the records will fit within your existing recordkeeping systems.

You need to:

- Contact the merging Council for a list of records that will be transferred. You may also need to visit the Council to discuss volume, existing secondary storage arrangements, current management tools, systems and formats of electronic items.
- Arrange the official transfer and receipt of records.
- Amend Council 's records management tools to reflect the transfer of records. This may include revising the business classification scheme and thesaurus to reflect the inclusion of the new records.

For further information on managing Council records during amalgamation contact Records Solutions on 07 5525 7733 or visit our website www.rs.net.au.