



Local Government Elections

With local government elections looming now is the time to start thinking about the records of elected officials. What do you need to do with the records of a retiring or existing Councillor?

Records created or held in an exiting Councillor's office should be properly identified, returned or disposed of in accordance with the guidelines below. This will ensure that the public records of Council are protected and ownership remains vested within Council itself.

But Councillor's records aren't public records, are they? Yes. Under s466 and 469 of the *Local Government Act 1993* Council's CEO is responsible for all information owned or held about the business of the local government or its committees; Councillors may make copies or extracts from the records of operation or committees.

The following Councillor information is excluded:

- Personal records and
- Party political records.

For further information on managing Council's records after an election contact Records Solutions on 07 5525 7733 or visit our website www.rs.net.au.

Councillor's Office

You need to:

- Separate any person and party political records. These can be retained or disposed of by the exiting Councillor.
- Return any records that belong to (that is they originated or were registered by) Council, a council officer or Council's records area.
- Sort the remaining records into general administrative records such as finance and personnel or Council business. These records should be sent to Council's records management area for registration.

Council's Record Area

- Determine retention periods for each record type. Councillor's records are covered by section 13.5 Councillor's Correspondence of the *Local Government Sector Retention and Disposal Schedule V3*.
- Make arrangements for those records that can legally be disposed of.
- Make arrangements for storage of those records that need to be retained until disposal can take place.
- Make arrangements for transfer of those records required by Queensland State Archives.
- Amend Council's records management tools.