



Local Government Transfer of Water Assets

Has council agreed to transfer it 's water assets to Queensland's new bulk water entity? What do you do with the records produced or received by your water assets?

This bulletin will assist you to manage your records appropriately during the transfer and ensures the management and operation of Queensland 's important water assets continues as smoothly as possible.

Transferring Council

Records relating to water assets should be accessible to the entity performing that function.

Access, security and business system compatibility arrangements will also need to be made between Council and the bulk water entity for records contained in electronic systems.

Council's Water Asset Unit

- Identify records that relate to the Water Asset. Remember, records may be held in electronic business systems, shared directories, off-site/secondary storage as well as Council files.
- Identify records not required by either Council or the bulk water entity.
- List the records to be transferred.

Council's Records Unit

- Consider the records management tools — disposal schedules, classification scheme — that should accompany the transferring records.
- Gain approval from Queensland State Archives for the transfer of records.
- Inappropriate disposal (including unauthorized transfer) of public records is a breach of section 13 of the *Public Records Act 2002*.
- Contact the bulk water entity to arrange for the physical transfer of records.
- Arrange for the secondary storage or destruction of records not required by either entity.
- Amend Council 's records management tools to reflect the transfer of records.

For further information on managing the transfer of Council's water asset records contact Records Solutions on 07 5525 7733 or visit our website www.rs.net.au.