



1. INTRODUCTION

The Records and Information Management Policy provides for the management of official records within the Legatus Group (Legatus).

Legatus is committed to implementing accurate and auditable record keeping practices and systems that enable the creation, capture, retrieval, maintenance, security and disposal of all official records in accordance with legislative requirements.

2. OBJECTIVES

The objectives of this policy are:

- To demonstrate compliance and accountability of official record keeping information management practices by all persons employed or engaged.
- To enhance customer service delivery and maintain a history of transactions and business processes which are vital for the efficient provision of the ongoing business activities.
- To enable all persons employed or engaged to have easy access to records.
- To ensure legal, evidential and accountability requirements are adhered.

4. SCOPE

This policy applies to all Legatus members, employees, volunteers, representatives, consultants, contractors and sub-contractors employed or engaged by the LG.

5. LEGISLATIVE FRAMEWORK

The State Records Act 1997 ("the Act") and applicable regulations govern the obligations and responsibilities of councils in relation to the management of official records. Under this legislation Legatus has a legal duty to maintain official records in its custody in an order that is able to be preserved for future requirements.

In addition to its record management obligations under the Act, Legatus is obliged to keep adequate records in order to fulfill its responsibilities under other forms of legislation such as the Freedom of Information Act 1991, for legal processes, such as discovery and subpoenas.

It is to meet any requirements by Royal Commissions, Independent Commissioner Against Corruption, the South Australian Ombudsman, the Courts of South Australia, Electronic Communications Act 2000, Evidence Act 1929, Surveillance Devices Act 2016, auditors and other bodies.

6. PRINCIPLES

The security of all Legatus systems including their Electronic Document and Records Management System (EDRMS) is crucial. Official records provide evidence of business transactions, support management decisions and ensure public accountability requirements are met. All documents, matter or things prepared or written in the bounds of one's employment will vest with Legatus as their intellectual property right.

All individuals identified in the scope will be scrupulous in the use of official information and should not use their position for personal gain or for non-authorised purposes.

7. POLICY STATEMENT

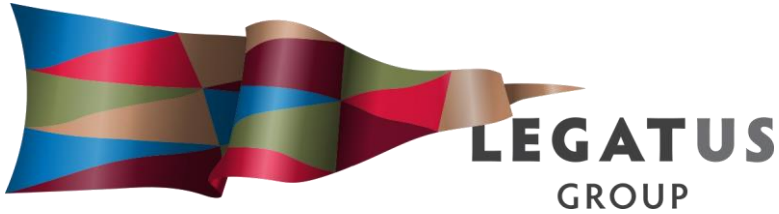
Legatus is committed to ensure accurate information management practices are followed. It recognises the importance of all official records and how these valuable assets must be accurately managed and maintained.

Legatus is committed to:

- Legally creating, capturing, protecting and disposing of official records to ensure a correct history of the transactions and business processes of Legatus including the responsible stewardship of the information.
- Ensuring public sector accountability and transparency and treating official records as a business asset to be managed consistently across the business and throughout their statutory lifecycle.
- Ensuring the management of official records is performed in accordance with all compulsory legislative requirements and relevant internal policies and procedures.

Legatus will demonstrate this commitment by:

- Capturing all official records in approved EDRMS corporate systems in order to meet legislative requirements.
- Regularly auditing and completing appropriate risk analysis of official records, processes used and systems to ensure they are aligned with legislative requirements.
- Providing all individuals identified in the scope appropriate knowledge and training in records management to ensure legislative requirements are upheld.
- Supporting and fostering a culture which actively seeks and embraces continual improvement in information management methodologies and systems to ensure risk management, security and legal obligations are adhered.
- Ensuring in accordance with appropriate legislation requested information is available to the public.



8. COPYRIGHT

Any copyright requirements made to Legatus will be administrated by way of a separate policy and procedure.

9. FURTHER INFORMATION

This policy is available for inspection on the Legatus Website <https://legatus.sa.gov.au/>

Signature:
Chief Executive Officer

Date:

LEGISLATION and OTHER DOCUMENTS

Local Government Act 1999 (SA) (as amended)
Legatus Group Strategic Plan
Legatus Group Charter
Work Health and Safety Act 2012 (SA) (as amended)