



## State Records Office of Western Australia

### Local Government Elected Members' Records: Which records to capture?

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

*"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."*

This policy applies regardless of a record's format or where it was received.

Elected members **must** create and keep records of communications or transactions, which convey information relating to **local government business or functions**. These records should be forwarded to the local government administration for **capture into the official recordkeeping system**.

#### Which records should be captured?

| YES – forward to your local government administration  | NO – do not need to be forwarded to your local government   |
|--|---|
| <p><b>Communications from ratepayers</b>, such as:</p> <ul style="list-style-type: none"> <li>• complaints &amp; compliments;</li> <li>• correspondence concerning corporate matters;</li> <li>• submissions, petitions &amp; lobbying;</li> <li>• information for Council's interest relating to local government business activity &amp; functions.</li> </ul> | <p><b>Duplicate copies</b> – of Council meeting agenda, minutes &amp; papers.</p>   |
| <p><b>Telephone, meetings &amp; other verbal conversations</b> – between an elected member and another party, regarding local government projects or business activities.</p>  | <p><b>Draft documents or working papers</b> – which are already captured at the local government.</p>   |
| <p><b>Work diaries</b> – containing information that may be significant to the conduct of the elected member on behalf of the local government.</p>  | <p><b>Publications</b> – such as newsletters, circulars and journals.</p>   |
| <p><b>Presentations and speeches</b> – delivered as part of an elected member's official duties.</p>   | <p><b>Invitations</b> – to community events where an elected member is <b>not</b> representing Council or the local government.</p>   |
|  | <p><b>Telephone, meetings &amp; other verbal conversations</b> which:</p> <ul style="list-style-type: none"> <li>• convey routine information only;</li> <li><b>or</b></li> <li>• do not relate to local government business or functions.</li> </ul> |
|  | <p><b>Electioneering</b> – or party political information.</p>  |
|  | <p><b>Personal records</b> – not related to an elected member's official duties.</p>  |

**Destruction of records:** return all records to the local government for authorized and legal destruction.

**More information:** contact your local government administration or  
**State Records Office of Western Australia**  
 Tel: 9427 3661 or Email: [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au)