

RKP Template – Local Government Agencies Instructions For Use

NB. This page is not to be included with your RKP

This Recordkeeping Plan Templates for Local Governments has been developed in conjunction with the Local Government Records Management Group (LGRMG) and the WA Local Government Association (WALGA). The State Records Office (SRO) extends its appreciation to these groups for their input to its development.

The Templates were developed as a simplified version of the LGRMG Recordkeeping Plan Model Template, and includes various aspects of the SRO Recordkeeping Plan Self-Evaluation Checklist. **You may need to modify the suggested wording for it to be applicable to your own situation.**

How to Use the Template

1. Where <LG> appears, insert the name of your Local Government.
2. *[Instructions are shown in italics inside square brackets, indicating that information should be inserted/deleted/amended as appropriate].*
3. You may need to attach documents or excerpts of documents to the RKP. Attachments should be numbered consecutively as Appendices. Where 'Appendix 5', 'Appendix 6', etc, appears in the template, this indicates that it might be appropriate to attach a document in relation to this section of the RKP. Appendices 1 - 4 are included with the template. Attachments are to be included at your discretion.
4. In some instances, alternative information is appropriate, eg. under Principle 3: Language Control some organisations will have implemented Keyword for Councils, others will have implemented another thesaurus and others will use a file plan or list of headings. The alternative options are separated by:
"OR"
Agencies are expected to use only the appropriate alternatives.
5. In some subsections and appendices, the agency is required to tick boxes in tables to reflect their operating environment.
6. You may need to adjust the page numbers in the table of contents.
7. The template should be used in conjunction with the following:
 - *State Records Act 2000*,
 - SRC Principles and Standards 2002,
 - Local Government Organisations RKP Self-Evaluation Guidelines, and
 - Local Government Organisations RKP Self-Evaluation Checklist.

The *State Records Act 2000* is available from the State Law Publisher. The other documents listed are available on the State Records Office (SRO) website at: www.sro.wa.gov.au

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8. The RKP templates are available in Word format on the SRO website.

Template for new Recordkeeping Plans for State Government Organisation
<http://www.sro.wa.gov.au/government/RKPNewPlanTemplateLocalGovernment2007.doc>

Template for amended Recordkeeping Plans for State Government Organisations
<http://www.sro.wa.gov.au/government/RKPAmendedPlanTemplateLocalGovernment2007.doc>

Enquiries:

All enquiries regarding the use of the template and your RKP should be referred to: Manager: State Recordkeeping on (08) 9427 3371, email: sro@sro.wa.gov.au.