

# Goods and Services Information Management

## Overview

This document is a guide for all providers of goods and services who conduct or who intend to conduct business with the City of Stirling.

It outlines the City's key principles and requirements for recordkeeping and our expectation that providers of goods and services will comply with these requirements.

## Key principles

### Scope

The contract conditions document applies to all records created or received by the City of Stirling employees including contractors performing outsourced services regardless of their physical format, storage location or date of creation. Compliance ensures all corporate records are maintained effectively to ensure a full and accurate history of the City's business dealings.

### What is a record?

Any Record that has recorded information and includes anything on which there is writing or Braille; a map, plan diagram or graph; a drawing, picture, graphic work or photograph; anything from which images, sounds or writings can be reproduced and anything on which information has been stored or recorded magnetically or electronically. This includes emails (State Records Act 2000).

### Non records

Non-Records are generally available in public domain and do not form part of a business process.

### Creation of records

All contractors will create full and accurate records, in the appropriate format, of the City's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

### Custodianship of Records

Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the City of Stirling

### Appraisal, Retention and Disposal of Records

All records kept by the City will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Commission.

## Contractors requirements

Contractors must keep accurate, complete, and current written records in respect of the Contract, including:

- The type of goods or services, including the separate tasks, supplied to the City on each day during the term.
- The time that the Contractor spent providing the goods or services on each day during the term.
- The name, job status and the title of all personnel who provided the goods or services or were responsible for supervising the provision of the goods or services.
- Comply with the directions of the City in relation to the keeping of records whether those directions relate to the period before or after the expiry of the term.
- Keep all records for at least 7 years after the final payment under the Contract or after the expiry of the term, whichever is the later; or termination of the Contract.
- Permit the City reasonable access to all records created or received in their custody or control of the Contractor used in the performance of the contract.

Contractors must also:

- Provide the City with any record (pertaining to the above conditions of documents to maintain) requested by the City in writing within a period of 21 days of the request.

The key principles and requirements of this document ensures the City and its contractors are compliant with the *State Records Act 2000*.

## Enquiries

For any questions relating to contract conditions, please contact us via the following:

- Phone (08) 9205 8555
- Fax (08) 9205 8822
- Email [informationmanagement@stirling.wa.gov.au](mailto:informationmanagement@stirling.wa.gov.au)
- In person 25 Cedric Street Stirling, WA 6021