

Records Disposal Schedule Policy

Adoption Date:
06 September 2018

Review Date:
06 September 2023

Version:
2

Responsible Department:
Administrative Services

TRIM Document Number:
D03311625



Randwick City Council
a sense of community



Contents

Objective	3
1. Policy statement	3

Objective

To facilitate the identification and preservation of valuable archival records whilst allowing for the control and systematic disposal of unnecessary and superseded records.

1. Policy statement

That, subject to the approval of the General Manager, records of the Council which are superseded or unnecessary be disposed of in accordance with the State Records Act 1998. Current disposal schedules are contained in General Retention and Disposal Authority Local Government Records – GA39.

FOLLOW US ONLINE



1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

Randwick City Council
30 Frances Street
Randwick NSW 2031