



Corporately Significant Information Guide

Responsible department and position:	<i>Corporate Affairs – Knowledge Management Specialist</i>
Date adopted:	
Review date:	<i>As required</i>

Corporately Significant Information

All “corporately significant” information relating to *corporate activity* should be captured in the Corporate Information Management System, ECM if not captured in other Business Systems. Under the State Records Act, these are described as “official records - records made or received by an agency in the conduct of its business...”.

Corporate activity can include any business function from a complex contract to a personally addressed email that has been received because of where you work not who you are.

Corporately Significant Information includes, but is not limited to:

Incoming Items

Incoming items, including couriered and hand delivered mail, emails and faxes, require registration if:

- The subject matter concerns Council’s core business;
- Council staff are required to make response to the record;
- They involve decisions made by employees on Council’s behalf;
- They involve a complaint that requires Council investigation;
- They involve attending a formal meeting, conference, workshop or function;
- They concern a safety or training issue;
- They can add to Council’s knowledge base (i.e. a reference document or paper);
- They are a personally addressed email or fax (containing any business references); or
- They are a very large item over 100 pages (the lead pages would be registered with a note referring to the physical location of the item).

Outgoing Items

Outgoing items, including outgoing emails and faxes, require registration if they involve:

- A response to any registered document by letter or email;
- A new corporate letter, email, memo and/or fax;
- A corporate advertisement, publication or media release; or
- Any draft items or working papers.

Internal Items

Internal items, including emails, require registration if they involve:

- A corporate memo;
- A final report item for a Council or Committee agenda;
- A spreadsheet or presentation;
- Agendas and minutes of any meeting;
- Photographs or graphics;
- Policies, procedures, business rules, standards, guidelines or information sheets; or

Ephemeral Records

A record is not required to be registered if it is:

- Unsolicited product or advertising information ('junk' mail, brochures, pamphlets);
- A duplicate copy used for reference purposes;
- A personal communication that is in no way related to Council business;
- A magazine or published material (although articles may be clearly photocopied and sent to Records for registration if deemed corporately relevant to Council's knowledge base);
or
- An acknowledgement only of receipt of email (eg thank you, noted, etc.)

For additional Information Refer to –

Organisation Naming Conventions
ECM User Guide
Records Management Policy
Records Management Procedures