

Records Management Policy

for community environmental
groups

INTRODUCTION

It is important that appropriate records are management and maintained for preservation of significant historical records and the legal protection of XYZ Community Group.

POLICY

I. DEFINITION AND SCOPE

The Australian Standards AS ISO 15489 2001 defines record management as 'the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records'.

The records are not restricted to paper files or folders but include digital or data base records such as emails or electronic spreadsheets.

The decision to archive or retain a document will be based on certain criteria decided by the Executive Committee, including:

- The uniqueness of the document;
- The needs of the group against storage space and cost limitations;
- Budgetary and personnel constraints in terms of the ongoing archiving activities.

II. TYPES OF RECORDS

Some of the key documents or records to be retained include:

- Minutes of meetings of the Committee
- Policy documents
- Reports generated by the Management Committee, Committee or sub-Committee
- Grant related documents
- Personnel records
- Documents relating to Workers Compensation or WorkCover Qld
- Insurance policies
- Significant leases and agreements
- Statutory and annual reports (including auditor's reports)
- Incorporation documents

- Trust deeds and Powers of Attorney
- Property titles
- Correspondence and emails of note
- Significant historical records that document the activities of XYZ Community Group and its members.

III. GENERAL PRINCIPLES

- a) Policy documents need to be signed and dated, carry a version number, an approval date, and a review date (at least annually).
- b) Policy documents may only be changed or modified with the express authorisation of the Executive Committee.
- c) The secretary will be delegated with the task of maintaining key documents in a safe and secure environment with access restricted to relevant parties.
- d) Electronic documents must be held in a secure drive with restricted password access.
- e) It shall be the responsibility of the secretary to ensure that proper backup procedure is in place for electronic archiving including the offsite storage of backup media.
- f) Records must be stored in a way that they are sufficiently accessible and protected from environmental damage. It may be necessary for vital documents to be kept in an offsite secure storage facility, with temperature and humidity controlled environment, to protect against the likelihood of theft, fire, water or storm damage.
- g) The Executive Committee must authorise the disposal or destruction of any documents relating to the Executive Committee. Disposal may include transfer to a museum, historical archive or another authorised recipient.
- h) The secretary shall ensure that a record is maintained of all key documents that have been destroyed.

RETENTION PERIOD

A suggested schedule of record retention period is shown below (Source: NSW DPI Corporate Governance Handbook).

Key Document Type	Retention Period
General office correspondence	5 years
Statutory accounts	Permanent
Auditors' reports	Permanent
Financial records and transactions	7 years
Bank statements	7 years
ATO Statement by a Supplier (NAT 3346)	5 years
Tax invoices and GST records	5 years
Major contracts and agreements	Permanent
Indemnity and guarantees	6 years after expiry
Customer and supplier agreements	6 years after expiry

Constitution	Permanent
Incorporation documents	Permanent
Insurance policies	10 years
Investment records	10 years
Trust deeds	Permanent
Proxy authorisations	2 years
Powers of attorney	Permanent
Personnel files	10 years after leaving
Employee training records	10 years
Payroll records	7 years
Property titles and purchases	Permanent
Property leases	12 years after completion
Superannuation fund application	Life of person
Superannuation contribution record	5 years
Superannuation standard choice form	5 years
Workers' compensation records	Permanent

RESPONSIBILITIES It shall be the responsibility of the secretary to ensure that these requirements of this policy are complied with. These policy and procedures shall be reviewed every year by the Committee.

AUTHORISATION:

This version was approved on: [Click here to enter a date.](#)

This version takes effect on: [Click here to enter a date.](#)

Authorised by: [Insert name](#)

Chairperson: [Insert name](#)

Chairperson signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWaLC or the user's independent advisor.

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