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**Records Management Policy**

**for community environmental groups**

**Template 014**

**VERSION** 2-Q1 1.3.2016

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| **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**  | 1. **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.
1. **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.
1. **General Principles**
2. Policy documents need to be signed and dated, carry a version number, an approval date, and a review date (at least annually).
3. Policy documents may only be changed or modified with the express authorisation of the Executive Committee.
4. The secretary will be delegated with the task of maintaining key documents in a safe and secure environment with access restricted to relevant parties.
5. Electronic documents must be held in a secure drive with restricted password access.
6. 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.
7. 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.
8. 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.
9. The secretary shall ensure that a record is maintained of all key documents that have been destroyed.
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| **Retention Period** | A suggested schedule of record retention period is shown below (Source: NSW DPI Corporate Governance Handbook).

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| 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 |

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| **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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