

Capricorn Citizen Advocacy

RECORDS MANAGEMENT POLICY

Policy number:	1.4.1	Approved by Management Committee:	25 th October 2016
Version:	1.0	Signed off by Executive:	25 th October 2016
Responsible person:	Coordinator	Scheduled Review Date:	25 th October 2019

Purpose

Capricorn Citizen Advocacy will ensure that an accurate and reflective representation of its operations and history is retained in an orderly manner. In doing so, a Records Retention and Disposal Schedule shall be established and maintained in accordance with accepted archival practices.

The Records Retention and Disposal Schedule provides details about how specific types of documents are dealt with, including digital records.

The Schedule also identifies which personnel have responsibility for certain key tasks associated with the retention and/or disposal of records.

Policy

Key personnel will be advised of their responsibilities as per the schedule, provided with any relevant training, and must implement the policy.

Destruction of Records:

- (a) Permanent records of Capricorn Citizen Advocacy are set out in the Schedule. It is emphasised that all match files are to be retained as permanent records of the program.
- (b) The Records Retention and Disposal Schedule states who is the responsible person for the destruction of specific records and the frequency by which such destruction shall take place. A witness to the destruction of the record/s will be required and a signed record of the destruction shall be kept.

Storage of Records:

The Records Retention and Disposal Schedule indicates how and where records shall be stored, the frequency of such storage and the precautions to be taken to keep such stored records secure and free of vermin.

Gifting of Records:

The Records Retention and Disposal Schedule sets out which records should be handed to other relevant parties (eg. State Library, CA Trust etc.), and under what circumstances this should take place.

Related Documents

Procedure 1.4.1 - Records Retention & Disposal Schedule

Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 25 / 10 / 2016.

SIGNED:
President

..... / /
(Date)

SIGNED:
Secretary

..... / /
(Date)