

Capricorn Citizen Advocacy

RECORDS RETENTION & DISPOSAL SCHEDULE - 2016

Procedure Number:	1.4.1.1	Approved by Management Committee:	25 th October 2016
Version:	1.0	Signed off by Executive:	27 th October 2016
Responsible person:	Coordinator	Scheduled Review Date:	25 th October 2019

Name of Record Series	Start Date	Permanent or Temporary	Period of Time	Normal Administrative Practice	Responsible Person	Storage	Destruction	Gifting
Match Files	1/7/2000	Permanent	Perpetual	All individual's files and records (including notes) should be kept permanently, for reference purposes, or should any other issues arise. Individual's records should be kept secured and private.	Coordinator	Filing Cabinets & Digital	Hard copies to be shredded. Digital copies deleted.	Never
Association's Annual Reports	1/7/2000	Permanent	Perpetual	All Annual Reports should be kept permanently, for reference purposes and to chart the history of the association and its operations.	Coordinator	Book Cases & Digital	Never	Only at cessation of the program
Management Committee Minutes	1/7/2000	Permanent	Perpetual	All Management Committee minutes should be kept permanently, for reference purposes and to chart the history of the association and its decisions. Manager's reports and monthly financial reports shall form part of the Minutes.	Administration Officer	Book Cases and Digital	Never	Only at cessation of the program
AGM minutes	1/7/2000	Permanent	Perpetual	All AGM minutes should be kept permanently, for reference purposes and to chart the history of the association.	Administration Officer	Book Cases and Digital	Never	Only at cessation of the program
Policies & Procedures	1/7/2000	Permanent	Until superseded	All policies and procedures are ratified by the Management Committee, filed and used to induct staff. Should be regularly reviewed at date identified on individual policy, and re-ratified by Management Committee. Old policy to be destroyed within one month of being superseded.	Coordinator	Book Cases & Digital	Never	Only at cessation of the program
Personnel records	1/7/2000	Permanent	Perpetual	All personnel files and records should be kept permanently, for reference purposes should any litigation occur or should any industrial issue arise. Personnel records should be kept secured and private. This includes all time sheets and Motor Vehicle Allowance Claim Forms.	Administration Officer	Filing Cabinets or Store Room Shelving	Hard copies to be shredded. Digital copies deleted.	Never

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Name of Record Series	Start Date	Permanent or Temporary	Period of Time	Normal Administrative Practice	Responsible Person	Storage	Destruction	Gifting
Management Committee Members	1/7/2000	Permanent	Perpetual	All details about members of the Management Committee (including annual contact lists) should be kept permanently, and to chart the history of the association.	Coordinator	Electronic & Filing Cabinets	Never	Only at cessation of the program
Correspondence Register	1/7/2000	Permanent	Perpetual	All Correspondence Registers should be kept permanently.	Administration Officer	Filing Cabinets	Hard copies to be shredded. Digital copies deleted.	Never
Correspondence Inwards, (Including hard copies of emails with any relevant attachments).	1/7/2000	Temporary	1 Month	All Correspondence Inwards to be reviewed after each Management Committee meeting and dealt with according to decisions taken at that meeting. Significant correspondence (eg. payment advice notices, grant agreements, Telstra contracts, etc.) shall be stored in the relevant file.	Administration Officer & Coordinator	Filing Cabinets	Hard copies to be shredded. Digital copies deleted.	Never
Correspondence Outwards (Including hard copies of emails with any relevant attachments).	1/7/2000	Permanent	Perpetual	All Correspondence Outwards should be kept permanently and stored in the relevant file. One copy of all fliers about fundraising or social events should be kept in a separate folder.	Administration Officer & Coordinator	Filing Cabinets	Hard copies to be shredded. Digital copies deleted.	Never
Annual Budgets and Monthly Financial Reports	1/7/2000	Permanent	Perpetual	All financial reports should be kept permanently and stored with the relevant minutes of the monthly meetings of the Management Committee. The copy kept by the Administration Officer for day to day use is to be destroyed at the end of the financial year (after the completion of the audit).	Administration Officer	Book Cases	Never	Only at cessation of the program
Other Financial Records	1/7/2000	Temporary	7 years	All other financial records (eg. Assets Register, Audit Reports, cheque butts, receipts, purchase orders, vouchers, etc.), kept by the Administration Officer are to be kept for seven years.	Administration Officer	Book Cases & Digital	Never	Never
Historical documents	1/7/2000	Permanent	Perpetual	All documents recording significant milestones or the history of the organisation are to be kept.	Coordinator	Book Cases	Never	Only at cessation of the program
Photographs	1/7/2000	Permanent & Temporary	Perpetual & 5 years	All photographs should be identified with details of who, what and when. All historical photographs are kept. Other photos will be kept for a period of 5 years, prior to which we offer the photo to a person in the photo or then destroy the photo.	Coordinator	Book Cases	Never	Only at cessation of the program
Newsletters (internal)	1/7/2000	Permanent	Perpetual	One copy to be kept by the association and one copy to be sent to the State Library or other libraries as required by legislation.	Coordinator	Book Cases	Never	Only at cessation of the program
Newspaper clippings	1/7/2000	Permanent	Perpetual	One copy to be kept in the "Scrap Book".	Administration Officer	Book Cases	Never	Only at cessation of the program

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Name of Record Series	Start Date	Permanent or Temporary	Period of Time	Normal Administrative Practice	Responsible Person	Storage	Destruction	Gifting
Certificates of Appreciation or Participation received	1/7/2000	Permanent	Perpetual	Copy to be kept in file and original to be displayed in the office whilst still relevant.	Administration Officer	Book Cases	Never	Only at cessation of the program
Certificates of Appreciation or Participation bestowed	1/7/2000	Permanent	Perpetual	A register of all certificates presented to individuals or organisations to be kept.	Administration Officer	Book Cases	Never	Only at cessation of the program
Legal issues	1/7/2000	Permanent	Perpetual	Records of all legal issues are to be kept.	Coordinator	Filing Cabinets	Hard copies to be shredded. Digital copies deleted.	Never
Grievances or Complaints	1/7/2000	Permanent	Perpetual	Records of all grievances or complaints are to be kept.	Coordinator	Filing Cabinets	Hard copies to be shredded. Digital copies deleted.	Never
Workplace Health & Safety	1/7/2000	Permanent	Perpetual	Records of all WHS issues are to be kept.	Coordinator	Filing Cabinets	Hard copies to be shredded. Digital copies deleted.	Never
Projects	1/7/2000	Permanent	Perpetual	Records of all projects are to be kept.	Coordinator	Filing Cabinets	Never	Only at cessation of the program

Ratification

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

SIGNED:

President

SIGNED:

Secretary

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(Date)

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(Date)