RECORDS MANAGEMENT POLICY

Policy number	N/A	Version	4
Drafted by	Rob Sieben	Approved by Board on	10 June 2026
Responsible person	Karen Zirkler	Scheduled review date	June 2027

Introduction

It is important that appropriate records are managed and maintained to preserve significant historical records and to support the legal protection of Southern New England Landcare Ltd.

Policy

1. Definition and Scope

The Australian Standards AS ISO 15489.1:2017 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'. Such records may be physical, digital, cloud-based, or held by service providers.

The records are not restricted to paper files or folders but include digital or data base records such as email, shared drives, collaboration tools, scanned records, and systems data.

The decision to archive or retain a document will be determined by the Board. The decision will be linked to objective criteria such as legal requirement, business value, risk, and retention obligations and will include but not be limited to:

- 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.

2. Types of Records

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

- Minutes of meetings of the Board and Executive Committee
- Policy documents
- Reports generated by the Board, Executive Committee or sub-Committee
- Grant-related documents
- Personnel records
- Documents relating to Workers' Compensation or WorkCover NSW
- Insurance policies

- Significant leases and agreements
- Statutory and annual reports (including auditors' reports)
- Incorporation documents
- Trust deeds and Powers of Attorney
- Property titles
- Correspondence and emails of note
- Significant historical records that document the activities of Southern New England Landcare and its members.
- Relevant documents stored off-site

3. 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) The policy should be updated after material legal or operational changes.

c) Policy documents may only be changed or modified with the express authorisation of the Board.

d) The CEO is responsible for maintaining key documents in a safe and secure environment(s) with access restricted to relevant parties.

e) Electronic documents must be held in a secure location with access control, version control, backups, and disaster recovery protocols in place.

f) 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 and a disaster recovery protocol.

g) 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.

h) The disposal or destruction of any records relating to the Board must be lawful, documented, and consistent with retention requirements. Disposal may include transfer to a museum, historical archive or another authorised recipient.

i) The CEO shall ensure that any disposal or destruction of records will be recorded in a destruction or disposal register, including the date, authoriser, method, and record series destroyed.

Retention Period

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

Key Document Type	**Retention Period**
Auditor's reports	Permanent
Constitution	Permanent
Incorporation documents	Permanent
Major contracts and agreements	Permanent

Powers of attorney	Permanent
Property titles and purchases	Permanent
Statutory accounts	Permanent
Trust deeds	Permanent
Workers' compensation records	Permanent
Property leases	12 years after completion
Insurance policies	10 years
Investment records	10 years
Employee training records	10 years
Personnel files	10 years after leaving
Bank statements	7 Years
Financial records and transactions	7 Years
Payroll records	7 years
Indemnity and guarantees	6 years after expiry
Customer and supplier agreements	6 years after expiry
ATO statement by a Supplier (NAT 3346)	5 years
Tax invoices and GST records	5 years
Superannuation fund application	Life of person
Superannuation contribution record	5 years
Superannuation standard choice form	5 years
General office correspondence	5 Years
Proxy authorisations	2 years

Authorisation

Em Prof Nick Reid
Chair
Southern New England Landcare Ltd

10 June 2026