

Capricorn Citizen Advocacy

RECORDS MANAGEMENT POLICY

Policy number:	1.4.1	Approved by Management Committee:	27 th March 2024
Version:	4.0	Signed off by Executive:	27 th March 2024
Responsible person:	Coordinator	Scheduled Review Date:	27 th March 2027

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:

- (a) The Records Retention and Disposal Schedule indicates how and where records shall be stored, the duration of such storage and the precautions to be taken to keep such stored records secure, safe from digital theft and corruption, and free of vermin.
- (b) All digital records stored on site must be retained on the hard drives of the office computers. Digital records must also be backed up regularly to two external hard drives, one of which is stored off site.
- (c) Any Cloud storage facility for the program’s digital records must only use Australian based computer servers eg. Microsoft’s OneDrive Cloud storage.

Gifting of Records:

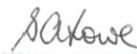
The Records Retention and Disposal Schedule also sets out which records should be handed to other relevant parties (eg. State Library etc.), and under what circumstances this should take place.

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 27 / 03 / 2024.



SIGNED:
President

SIGNED:
Secretary

27 / 03 / 2024
(Date)

27 / 03 / 2024
(Date)