

RECORD RETENTION & DESTRUCTION POLICY

1 Aim

The Corporation will maintain, secure and dispose of records and documents in accordance with applicable regulatory and legislative requirements and good business practice.

2 Legislation

Archives Act 1983 (Tas)

Freedom of Information Act 1991 (Tas)

Income Tax Assessment Acts 1997

Corporations Act 2001 (Cth)

Privacy Act 1988 (Cth)

Any other Taxation Laws as applicable

3 Policy

The Corporation will:

- establish systems and procedures for the disposal of records in accordance with applicable rules and regulations, and provide necessary training and support as required;
- keep records in plain language form (paper), microfilm, or in coded form (electronic media) that provides for the preservation, retrieval and reproduction of information in a manner acceptable under applicable legislation;
- store and secure records in a way that will prevent their damage from fire, flood, vermin, falsification and theft;
- provide authorised access to records within the scope of applicable legislation to ensure staff can fulfill their duties and responsibilities efficiently;
- develop and apply appropriate security measures to protect private information under applicable legislation and regulatory requirements and prevent unauthorised access;
- destroy or otherwise dispose of any public record except in accordance with relevant regulatory and legislative requirements; and
- obtain approval from the Corporate Secretary prior to the destruction of records or documentation and maintain in the Register of Items Destroyed.

4 Responsibilities

The Corporate Secretary is responsible for ensuring that the disposal or archival of any records or documentation complies with relevant legislation and regulations.

All staff are required to comply with both the spirit and letter of this policy and its associated procedures and undertake any relevant training as required.

5 References

- Record Management Policies and Procedures
- Privacy Policy

Approved by the CEO on 29/06/2009

Signed: _____