



# Records Retention Schedule

Document number: SC2020-02

*Version 3*

## Approval

Policy owner	Executive Director, Corporate Services		
Approved by	Executive Leadership Team		
Date approved	29.04.2020	Review date	29.04.2022

## Records Retention Schedule

Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
Finance	Accounting and audit	Final	<ul style="list-style-type: none"> <li>• A registered entity must retain financial and operational records.</li> <li>• Records must be kept in English or in a form that can be easily translated into English.</li> </ul>	7 years	<i>Australian Charities and Not for Profit Commission Act 2012 (Cth)</i>	Part 3-2 ss 55 -2
Finance	Accounting and audit	Final	Accounts Receivable and payable	7 years		
Finance	Accounting and audit	Final	Budgets	7 years		
Finance	Accounting and audit	Final	Cash disbursements	7 years		
Finance	Accounting and audit	Final	receipts	7 years		
Finance	Accounting and audit	Final	Z-tapes	7 years		
Finance	Accounting and audit	Final	Charts of accounts	7 years		
Finance	Accounting and audit	Final	Cheques - cancelled	7 years		
Finance	Accounting and audit	Final	Correspondence - general	7 years		
Finance	Accounting and audit	Final	Correspondence	7 years		
Finance	Accounting and audit	Final	Credit card receipts	7 years		
Finance	Accounting and audit	Final	Depreciation schedule	7 years		
Finance	Accounting and audit	Permanent	Internal and external audit reports	Retain permanently		
Finance	Accounting and audit	Permanent	Audited Annual Report	Retain permanently		
Finance	Accounting and audit	Permanent	Authorisation of Capex	Retain permanently		
Finance	Financial statements	Permanent	Annual statements	Retain permanently		
Finance	Banking	Final	Bank deposit slips	7 years		
Finance	Banking	Final	Cheque butts and copies	7 years		

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Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
Finance	Banking	Final	Bank statements	7 years		
Finance	Banking	Final	Bank reconciliations	7 years		
Finance	Fixed Assets	Permanent	Authorisation of Capex	Retain permanently		
Finance	Fundraising	Final	Accounting records	7 years	<i>Charitable Fundraising Act 1991 (NSW)</i>	
Finance	Fundraising	Final	Records other than accounting records	3 years	<i>Charitable Fundraising Act 1991 (NSW)</i>	
Finance	Insurance	Permanent	Insurance policies	Retain permanently		
Finance	Superannuation	Final	Superannuation records including fund nomination forms and superannuation guarantee calculations	5 years	<i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i>	s 79
Finance	Taxation	Final	Business Activity Statements	7 years		
Finance	Taxation	Final	Fringe Benefits Tax Records	7 years		
Finance	Taxation	Permanent	Tax concessions Notification of endorsement for charity tax concessions	Retain permanently	<i>Income Tax Assessment Act 1936 (Cth)</i>	s262A

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Finance	Taxation	Final	Any document that: <ul style="list-style-type: none"> <li>•is relevant for the purpose of ascertaining a person's income and expenditure.</li> <li>•contains particulars of any election, choice, estimate, determination or calculation made by a person under the Income Tax Assessment Act 1936 (Cth)</li> <li>•Documents must be written in English or readily convertible into English.</li> </ul>	5 years after records were prepared or obtained, or the completion of the transactions or acts to which the records relate.		
Governance	Corporate & Secretarial	Permanent	Articles of incorporation	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Applications for grants, trusts & foundations - successful	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Applications for grants, trusts & foundations - unsuccessful	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Business Name Certificates	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Board and State Council Papers	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Constitution	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Certificates of Incorporation	Retain permanently		
Governance	Corporate & Secretarial	Final	Committees - External	Retain for 5 years after last action		
Governance	Corporate & Secretarial	Final	Committees - Operational	Retain for 5 years after the committee ceases to exist		

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Governance	Corporate & Secretarial	Permanent	Minutes	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Policies and Procedures	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Seal records	Retain permanently		
Information Technology	Software	Final	Software Licences	3 years after expiry		
Information Technology	Backups	Final	Computer back ups	Minimum 7 years unless otherwise stated		
Legal Services	Safeguarding	Final	Reference Checks	7 years after the date an individual last works for the Society		
Legal Services	Agreement (Routine)	Final	Not under seal (records for smaller scale records which are not under seal. Includes records associated with the negotiation process)	7 years after contract or agreement has expired		
Legal Services	Agreements(Routine)	Final	Under seal (records for smaller scale records which are not under seal. Includes records associated with the negotiation process)	15 years after expiry	Contracts and Funding agreements	

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Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
Legal Services	Agreements (Significant)	Permanent	Records relating to the formulation and execution of contracts for significant Society commitments. Includes large scale infrastructure projects, memorandums of understanding, inter-organisational agreements, Society-wide workplace agreements and intellectual property agreements such as patents.	Retain permanently		
Legal Services	Agreements	Final	A contract may impose obligations to destroy or return information or documents after the term of the agreement has expired.	Review on a case-by-case basis.		
Legal Services	Discovery	Final	Records relating to the management of subpoenas and discovery orders. Includes detailed lists and copies of records found. Retain for 7 years after last action.	Retain for 7 years after the last action.		
Legal Services	Intellectual Property (Copyright)	Final	Records relating to arrangements concerning the use of intellectual property. Includes correspondence, agreements, formal	Retain for 7 years after the last action.		

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			arrangements, copyright declaration forms			
Legal Services	Intellectual Property (Registration)	Permanent	Records relating to the registration of intellectual property. Includes application forms, objections, supporting documentation, sealed patent or licence	Retain permanently		
Legal Services	Deeds	Permanent	Deeds	Retain permanently		
Legal Services	Legal Advice/Opinions	Permanent	Legal Advice/Opinions requested or received (both in-house and external)	Retain permanently		
Legal Services	Litigation (the process of taking or defending actions with a court of law. Includes prosecution, defence and mediation)	Permanent	Litigation claims	Retain permanently		
Legal Services	Safeguarding	Permanent	Reports or allegations of abuse	Retain permanently		
Legal Services	Litigation	Permanent	It is an offence to suppress, conceal or destroy anything knowing that it is or may be required as evidence in any judicial proceeding, with the intent to mislead any judicial tribunal in any judicial proceeding.	This takes precedence over retention periods. If The Society is involved in litigation or it is anticipated that litigation may proceed, relevant documents <b>must not</b> be destroyed.	<i>Crimes Act (NSW) 1900</i>	S 317

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Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
Legal Services	Privacy		<ul style="list-style-type: none"> <li>•APP 11 requires an APP entity to take active measures to ensure the security of personal information it holds, and to actively consider whether it is permitted to retain personal information.</li> <li>•An APP entity that holds personal information must take reasonable steps to protect the information from misuse, interference and loss, as well as unauthorised access, modification or disclosure (APP 11.1).</li> <li>•An APP entity must take reasonable steps to destroy or de-identify the personal information it holds once the personal information is no longer needed for any purpose for which the personal information may be used or disclosed under the APPs. This requirement does not apply where the personal information is contained in a Commonwealth record or where the entity is required by law or a court/tribunal</li> </ul>	When the personal information is no longer needed for any purpose for which it may be used or disclosed under the Privacy Act and the Society is not legally required to retain that information.	<i>Privacy Act 1998</i> (Cth)	APP11



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Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
			order to retain the personal information (APP 11.2).			
Legal Services	Estates & Agreements	Final	Estate files including wills	20 years		
Legal Services	Estates & Agreements	Final	Share Transfer documents (finalised estates)	20 years		
Legal Services	Estates & Agreements	Permanent	Loan and grant agreements	Retain permanently		
Legal Services	Complaints	Final	Correspondence and records of complaints	7 years	<i>Privacy Act 1998 (Cth)</i>	APP11
Legal Services	Reviewing	Final	Records relating reviews of the Society's legal programs and services	Retain for 5 years after last action		
Legal Services	Whistleblowers	Permanent	Records relating to the handling of disclosures made under Whistleblower legislation.	Retain permanently	<i>Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019</i>	
Members and Volunteers	Training	Final	Training records	7 years after the volunteer's last date of engagement with the Society		
Members and Volunteers	Volunteer database	Permanent	Volunteer data base	Retain indefinitely		
Members and Volunteers	Applications - volunteers	Final	Application forms	7 years after the volunteer's last date of engagement with the Society		APP11

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Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
Members and Volunteers	Engagement	Final	Debrief and feedback	7 years after the volunteer's last date of engagement with the Society		APP11
Members and Volunteers	Client information	Final	Client A and B Forms	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	Visitation notes (details of the visit that are attached to the B forms)	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	Energy Accounts Payment Assistance (EAPA) Scheme	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	We Care Surveys	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	Family Assistance forms	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	Consent Forms	7 years from date of last contact		APP11
Mission & Spirituality	Archives	Permanent	Conference and major meeting reports	Retain permanently		
Mission & Spirituality	Archives	Permanent	Historic artefacts-plaques, statues, clothing, significant furniture.	Retain permanently		
Mission & Spirituality	Collection management	Permanent	Commissioning-Mass booklets	Retain permanently		
Mission & Spirituality	Collection management	Permanent	Society media clippings and audio/video recordings	Retain permanently		
Mission & Spirituality	Collection management	Permanent	Society photographs	Retain permanently		
Mission & Spirituality	Collection management	Permanent	Society posters	Retain permanently		

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Function	Activity	Class of records	Description of Records	Status and Disposal Action	Source	Section(s)
Mission & Spirituality	Collection management	Permanent	NSW State Council President's speeches	Retain permanently		
People & Culture	Recruitment and on boarding	Final	Records of employees. Records must be in a legible form in English and readily accessible to an inspector.	7 years after termination of employment.	<i>Fair Work 2009 (Cth)</i> <i>Fair Work Regulations 2009 (Cth)</i>	s 535 of <i>Fair Work Act 2009 (Cth)</i>  s 3.31 of Division of the <i>Fair Work Regulations 2009 (Cth)</i>
People & Culture	Recruitment and on boarding	Final	Employee applications (candidate not accepted)	2 years after last contact with client		
People & Culture	Employment	Final	Employee evaluations	7 years from date of termination		
People & Culture	Evaluation	Permanent	Employee handbooks	Retain permanently		
People & Culture	Employee information	Permanent	Payroll records	Retain permanently		
People & Culture	Payroll	Final	Employee personnel records	7 years from date of termination		
People & Culture	Employment	Final	Employment applications	7 years from date of termination		
People & Culture	Employment	Final	Employment contracts	7 years from date of termination		
People & Culture	Employment	Final	Job descriptions	7 years from date of termination		

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People & Culture	Employment	Permanent	Medical and safety records	Retain permanently		
People & Culture	Employment	Final	Occupational injury and illness records	7 years after last date of access		
People & Culture	Employment	Final	Rosters	7 years		
People & Culture	Employment	Final	Termination records	7 years		
People & Culture	Employment	Final	Termination records	7 years from date of termination		
People & Culture	Employment	Final	Time sheets	7 years		
People & Culture	Employment	Final	Staff training documents	7 years from date of termination		
People & Culture	Training	Final	Police check	7 years from date of termination		
People & Culture	Employee verification	Final	Working With Children Check-WWCC Verification	7 years from date of termination		
People & Culture	Taxation	Final	Tax File Number - TFN Declaration Forms	7 years after termination		
People & Culture	Vehicles	Final	Vehicle log books and expenses	7 years		
Property	Feasibility	Final	Feasibility reports	7 years		
Property	Instructions	Final	Instructions to consultants and contractors	7 years		
Property	Appraisals	Final	Property appraisals	7 years		
Property	Plans	Permanent	Original plans, blueprints and costs	7 years		
Property	Tenders	Final	Tender documents	7 years		
Work Health and Safety	Accidents and injury	Permanent	Accident reports	Retain permanently		

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Work Health and Safety	First-Aid	Final	First-aid certificates	7 years		
Work Health and Safety	Environmental reports	Final	Environmental reports	30 years		
Work Health and Safety	WHS Notifiable Incident	Final	Record of a notifiable incident Notifiable incidents: -death of a person -serious injury or illness of a person -a dangerous incident	5 years from the day that notice of the incident is given to the regulator.	<i>Work Health and Safety Act 2011</i>	s38

## Member Records Retention Schedule

Function	Function	Function	Function	Function	Function	Function
Finance	Banking	Final	Bank statements	7 years		
Finance	Banking	Final	Bank reconciliations	7 years		
Finance	Fundraising	Final	Accounting records	7 years	<i>Charitable Fundraising Act 1991 (NSW)</i>	Finance
Finance	Fundraising	Final	Records other than accounting records	3 years	<i>Charitable Fundraising Act 1991 (NSW)</i>	Finance
Governance	Corporate & Secretarial	Permanent	Applications for grants, trusts & foundations - successful	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Applications for grants, trusts & foundations - unsuccessful	Retain permanently		
Governance	Corporate & Secretarial	Permanent	Board and State Council Papers	Retain permanently		
Governance	Corporate & Secretarial	Final	Committees - External	Retain for 5 years after last action		
Governance	Corporate & Secretarial	Final	Committees - Operational	Retain for 5 years after the committee ceases to exist		
Governance	Corporate & Secretarial	Permanent	Minutes	Retain permanently		

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Function	Function	Function	Function	Function	Function	Function
Legal Services	Safeguarding	Final	Reference Checks	7 years after the date an individual last works for the Society		
Legal Services	Litigation	Permanent	It is an offence to suppress, conceal or destroy anything knowing that it is or may be required as evidence in any judicial proceeding, with the intent to mislead any judicial tribunal in any judicial proceeding.	This takes precedence over retention periods. If The Society is involved in litigation or it is anticipated that litigation may proceed, relevant documents <b>must not</b> be destroyed.	<i>Crimes Act (NSW) 1900</i>	S 317
Legal Services	Privacy		<ul style="list-style-type: none"> <li>•APP 11 requires an APP entity to take active measures to ensure the security of personal information it holds, and to actively consider whether it is permitted to retain personal information.</li> <li>•An APP entity that holds personal information must take reasonable steps to protect the information from misuse, interference and loss, as well as unauthorised access, modification or disclosure (APP 11.1).</li> <li>•An APP entity must take reasonable steps to destroy or de-identify the personal information it holds once the personal</li> </ul>	When the personal information is no longer needed for any purpose for which it may be used or disclosed under the Privacy Act and the Society is not legally required to retain that information.	<i>Privacy Act 1998 (Cth)</i>	APP11

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Function	Function	Function	Function	Function	Function	Function
			information is no longer needed for any purpose for which the personal information may be used or disclosed under the APPs. This requirement does not apply where the personal information is contained in a Commonwealth record or where the entity is required by law or a court/tribunal order to retain the personal information (APP 11.2).			
Members and Volunteers	Engagement	Final	Debrief and feedback	7 years after the volunteer's last date of engagement with the Society		APP11
Members and Volunteers	Client information	Final	Client A and B Forms	7 years from date of last contact		APP11
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Members and Volunteers	Client information	Final	Energy Accounts Payment Assistance (EAPA) Scheme	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	We Care Surveys	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	Family Assistance forms	7 years from date of last contact		APP11
Members and Volunteers	Client information	Final	Consent Forms	7 years from date of last contact		APP11
Mission & Spirituality	Archives	Permanent	Conference and major meeting reports	Retain permanently	Mission & Spirituality	Archives



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Function	Function	Function	Function	Function	Function	Function
Mission & Spirituality	Archives	Permanent	Historic artefacts-plaques, statues, clothing, significant furniture.	Retain permanently	Mission & Spirituality	Archives
Mission & Spirituality	Collection management	Permanent	Commissioning-Mass booklets	Retain permanently	Mission & Spirituality	Collection management
Mission & Spirituality	Collection management	Permanent	Society media clippings and audio/video recordings	Retain permanently	Mission & Spirituality	Collection management
Mission & Spirituality	Collection management	Permanent	Society photographs	Retain permanently	Mission & Spirituality	Collection management
Mission & Spirituality	Collection management	Permanent	Society posters	Retain permanently	Mission & Spirituality	Collection management
Mission & Spirituality	Collection management	Permanent	NSW State Council President's speeches	Retain permanently	Mission & Spirituality	Collection management
Work Health and Safety	Accidents and injury	Permanent	Accident reports	Retain permanently		
Work Health and Safety	First-Aid	Final	First-aid certificates	7 years		
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## Approval and amendment history

Version	Approval authority	Date	Amendment summary
Doc # SC2020-02  Version 1	Executive Leadership Team	29.04.2020	Updated in line with Records Management Policy.  Replaces Records Retention Schedule approved 12 July 2010
Doc # SC2020-02  Version 2	Executive Director Corporate Services	27.10.2020	Updated schedule owner in line with organisational structure change
Doc # SC2020-02  Version 3	State Council	19.06.2021	Includes additional schedule with only member related records.