

1 Purpose

ONSW must retain specified records to meet legal requirements. Some records representing the Association's history should also be retained or be retained for a longer period.

2 Scope

Form/Record	Retain (minimum)	Archive or destroy at end of retention minimum
Certificate of Incorporation	Indefinitely	Destroy if no longer an incorporated association
ABN Registration (Australian Taxation Office)	Indefinitely	Destroy if Association is deregistered
Changes to ABN Registration	Indefinitely	Destroy if Association is deregistered
Audited financial accounts	7 years	Archive – Association history
Annual statement to NSW Office of Fair Trading	7 years	Destroy
Official correspondence with NSW Office of Fair Trading, including any notices served on the Association	7 years	Destroy
Financial operating records (payroll, other payment details, receipts)	7 years	Destroy
Financial operating records (bank statements)	7 years	Archive
Insurance certificates of currency	7 years	Destroy
Employment records – <i>note that there are legal requirements for confidentiality</i>	7 years after resignation	Destroy
Annual Report	Indefinitely	Archive – Association history
Annual General Meeting minutes	Indefinitely	Archive – Association history
General Meeting minutes	Indefinitely	Archive – Association history
Board minutes	Indefinitely	Archive – Association history
Committee minutes	2 years	Destroy

3 Administration

3.1 Form and location

The form and location of records comes under the ONSW Constitution (2021) Clause 28 Custody of Books. The keeping of records by electronic storage is common practice. It is recommended that some key documents (e.g. Certificate of Registration) are retained in both electronic and physical hard copy.

Some records (e.g. staff records, membership records) require special attention to ensure confidentiality and security.

3.2. Destruction of records

Where the above policy calls for destruction of a document, that action shall be done by secure means: shredding and secure disposal of paper copies, or document removal software – deleting files and clearing out the Recycle bin is not sufficient.

3.3 Annual Review

ONSW records would normally be reviewed annually and appropriate actions taken according to this policy.

3.4 Responsibility

The manner and maintenance of ONSW records storage and retention is the responsibility of the ONSW Public Officer under the oversight of the ONSW Secretary.

New policy adopted by ONSW Board 28 September 2021