



Document Control Policy

1. Scope:

The rise to predominance of electronic communication mandates electronic message management systems comparable to existing hard copy filing systems.

All materials, electronic or otherwise, created by staff, committee members and volunteers of the Taillem Bend Community Centre Incorporated (TBCC) in the course of their duties or accessed by staff and committee members on the TBCC equipment is the property of the TBCC.

2. Policy:

To help staff, committee members and volunteers determine what information sent or received by email, or other electronic communication, should be retained and for how long, this policy identifies the broad categories of electronic messages processed by the TBCC systems and sets out the factors to be considered in setting practice guidelines to be adopted in each case.

All TBCC correspondence shall be categorised into four main classifications with retention guidelines:

1. Administration Correspondence (4 years)
2. Fiscal Correspondence (7 years)
3. General Correspondence (1 year)
4. Where relevant, tabled to the board, minuted, scanned and saved to server

1. Administrative Correspondence

TBCC administrative correspondence includes, though is not limited to, confidential management information, staff-related information, and project-related correspondence. To ensure Administrative Correspondence is retained in an accessible format, a mailbox folder archive should be created and saved to internal server.

2. Fiscal Correspondence

TBCC fiscal correspondence includes all information related to revenue and expense for the organisation. To ensure Fiscal Correspondence is retained, the hardcopies should be filed in the BOM office filing cabinet for a period no less than seven (7) years.

3. General Correspondence

TBCC general correspondence covers information that relates to customer interaction and the operational decisions of the organisation. The individual staff and Committee members are responsible for email retention of General Correspondence where this is likely to be of continuing usefulness.

4. Ephemeral Correspondence

TBCC ephemeral correspondence is by far the largest category and includes personal email, email dealing with the work of the day, and email containing information outdated by events. Staff and Committee members may destroy this after reading.

Depending on the particular circumstances of the organisation, further classifications may also be created with their own retention guidelines;

5. Correspondence involving intellectual property

Any correspondence that involves the creation of any significant intellectual property rights may be retained at the discretion of the Coordinator and Board.


6. Correspondence of legal significance

When legal proceedings are in process- or reasonably to be anticipated - particular considerations apply to document retention. It is the responsibility of the Chairperson to inform staff should these considerations be applicable and to circulate staff with any relevant changes in policy and procedures.

7. Storage

TBCC will implement, utilise and maintain a secure electronic communication/message management, retention and archiving system

It shall be the responsibility of the IT Officer and the Coordinator or their nominee to maintain backup files from the TBCC email folders or other electronic communications. At least once a quarter a set of files shall be taken out of the rotation and moved offsite. Email shall not be removed from the offsite backup files.

Date first formulated	October 2015 <i>(Replaces Email Retention and Archiving Policy 2007)</i>	
Dates approved by Board	V1 V2 V3	June 2016 - May 2018
Next Review Date	September 2020	
Related Documents	Document Control Procedures Document Control Register Document Control Register BOM sign off Document Folder Index Information Technology & Social Media Policy Information Sharing Guidelines – appendix	
Legislation		
Signed on behalf of TBCC Board of Management by: Name: Jack Hunt Position held: Chairperson		
		Signature:  14 May 2018