



# 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 (5 years)
2. Fiscal Correspondence (5 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 five (5) 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largest category and includes personal email, email dealing with the work of the day, and email containing information outdated by events.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 CEO 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 CEO or their nominee to maintain files from the TBCC drop box folders or other electronic communications.

<b>Date first formulated</b>	October 2015 <i>(Replaces Email Retention and Archiving Policy 2007)</i>	
<b>Dates approved by Board</b>	V1 V2	June 2016 April 2020
<b>Next Review Date</b>	June 2022	
<b>Related Documents</b>	Document Control Procedures Document Control Register Document Control Register BOM sign off Document Folder Index Information Technology & Social Media Policy  <a href="#">The Aged Care Quality Standards</a> <a href="#">Aged care Charter of rights</a> <a href="#">Australian/New Zealand Handbook, Document Control (SA/SNZ HB 168:2017)</a> <a href="#">Australian Standard, Information and documentation - Records management - Part 1: Concepts and principles (AS ISO 15489.1:2017)</a>	
<b>Legislation</b>	<a href="#">Equal Opportunity Act 1984</a> <a href="#">Work Health &amp; Safety Act</a> <a href="#">Children's Protection Act 1993</a> <a href="#">Aged Care Act 1997</a> <a href="#">Commonwealth Privacy Act 1988</a> <a href="#">Department Human Service DHS Critical Client Incidents Policy</a> <a href="#">Coroners Act 2003</a> <a href="#">State Records Act 1997</a> <a href="#">Guardianship and Administration Act 1993</a> <a href="#">Information Sharing Guidelines</a>	
<b>Signed on behalf of TBCC Board of Management by:</b>		
<b>Name:</b> Jack Hunt		
<b>Position held:</b> Chairperson		<b>Signature:</b>
		7 April 2020