



# Document Control Procedure

**All Tailem Bend Community Centre Inc. (TBCC) email information shall be categorised into four main classification with retention guidelines:**

1. Administration Correspondence (4 years)
2. Fiscal Correspondence (7 years)
3. General Correspondence (1 year)
4. Ephemeral Correspondence (Retain until read, then destroy).

## **1. Administrative Correspondence**

TBCC electronic 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 [info@tbcc.org.au](mailto:info@tbcc.org.au) is available. Users should copy (cc) to this folder when receiving or sending such email, where retention will be administered by the TBCC Administration volunteer in-conjunction with the CEO.

## **2. Fiscal Correspondence**

TBCC fiscal correspondence includes all information related to revenue and expense for the organisation. To ensure fiscal correspondence is retained, a mailbox folder [treasurer@tbcc.org.au](mailto:treasurer@tbcc.org.au) is available, Users should copy (cc) to this folder when receiving or sending such email, where retention will be administered by the Finance Officer in-conjunction with the CEO.

## **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largest category and includes personal email, email dealing with the work of the day, and email containing information outdated by events.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 shall be retained at the discretion of the CEO and Committee. To ensure Intellectual Property Rights sensitive information of sending such email, where retention will be administered by the volunteer administration officer in-conjunction with the CEO.

## 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

It shall be the responsibility of the CEO or their nominee Murray Computers to maintain backup data from the TBCC. Drop box is used for cloud storage as well as a hard drive stored in a secure mail box at the Tailm Bend Post Office.

<b>Date first formulated</b>	11/10/2015	
<b>Dates approved by Board</b>	V1 V2 V3	June 2016 Feb 2019 April 2020
<b>Next Review Date</b>	April 2023	
<b>Related Documents</b>	<a href="#">Document Control Policy</a> <a href="#">Aged care Charter of rights</a> <a href="#">Aged Care Quality Standards</a> <a href="#">Children's Rights</a> <a href="#">Information Sharing Guidelines</a> <a href="#">Unicef – know your rights and responsibilities</a> <a href="#">Children's rights and responsibilities flyer</a> <a href="#">Department Human Services DHS Critical Incidents</a> <a href="#">National Principles for Child Safe Organisations</a>	
<b>Legislation</b>	<a href="#">Equal Opportunity Act 1984</a> <a href="#">Work Health &amp; Safety Act</a> <a href="#">Children and Young People (Safety) Act 2017</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="#">State Records Act 1997</a> <a href="#">Guardianship Act 1993</a> <a href="#">Information Sharing Guidelines</a> <a href="#">Australian Human Rights Commission Act 1986 (Federal)</a> <a href="#">Crimes Act 1914 (Federal)</a> <a href="#">Criminal Law Consolidation Act 1935 (SA)</a> <a href="#">Fair Work Act 2009</a> <a href="#">Volunteers Protection Act 2001 (SA)</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>
		<b>7 April 2020</b>