



## RECORDS MANAGEMENT POLICY

<b>Policy No</b>	002	<b>Version</b>	1
<b>Drafted by</b>	Christine Brunton	<b>Approved by Board on</b>	17.01.2019
<b>Responsible person</b>	President	<b>Scheduled review date</b>	17.12.2020

### 1 PURPOSE, AUTHORITY AND APPLICATION OF THIS POLICY

#### *1.1 Purpose of this policy*

The purpose of the Records Management Policy is to ensure that full and accurate records of all activities and decisions of the *RSL Maleny Sub Branch Inc.* (RSL Maleny) are created, managed and retained or disposed of appropriately, and in accordance with good management practice. This will enable the Board, staff and members to achieve information accessibility, business enhancement and improvement. It will also meet its obligations for accountability while ensuring that it protects the rights and interests of RSL Maleny members and other stakeholders.

#### *1.2 Application of this policy*

This Policy applies to all members of the Management Committee of the Sub Branch and those individuals conducting approved Sub Branch activities. It is to be applied in conjunction with the associated *Records Management Procedures* and applies to records in all formats, including electronic records.

#### *1.3 Responsibility*

The Management Committee of the Sub Branch to provide oversight and ensure that this Policy is implemented and monitored on an ongoing basis

### 2 RECORDS AS A RESOURCE

RSL Maleny recognises that records are a vital asset to:

- facilitate information accessibility and enhance our business by supporting management and administration;
- provide evidence of activities, actions, consultations, decisions and precedents to funding bodies;
- provide evidence of decisions, actions and precedents for future decision making;
- deliver relevant information to members in an efficient, fair and equitable manner; and
- protect the rights and interests of RSL Maleny, the Board, staff, its members and the community.

### 3 RECORDS MANAGEMENT SYSTEM

#### *3.1 Objectives of the Records Management System*

A records management system is a planned, co-ordinated set of policies, procedures, and designated responsibilities that are required to effectively manage records.

*RSL Maleny Records Management Policy* seeks to ensure that:

- RSL Maleny has the physical and electronic records it needs to support and enhance ongoing business operations, meet accountability requirements and community expectations;
- RSL Maleny records are managed efficiently and can be easily accessed and used for as long as they are required;
- RSL Maleny records are stored as cost-effectively as possible and when no longer required they are disposed of in a timely and efficient manner;
- RSL Maleny complies with all requirements concerning records and records management practices to ensure compliance with the RSL's Constitution;
- Under our Rules of Incorporation with the *Office of Fair Trading Qld*, we are required to keep financial records for at least 7 years from the date of the final entry of each record. These records include:
  - Cash books
  - Receipt books
  - Bank Statements
  - Petty cash books
  - Asset register
  - Journals and ledgers
- RSL Maleny will ensure that records of longer-term value are identified and protected for historical and other research.

RSL Maleny is committed, through its *Records Management Policy*, to maintaining digital and other technology dependent records in authentic and accessible form for as long as they are required.

#### **4 REVIEW**

This policy is to be reviewed biannually by the Board

#### **5 APPROVAL**



Clarke Alexander  
President

17 January 2019

# RECORDS MANAGEMENT PROCEDURES

<b>Policy No</b>	002	<b>Version</b>	1
<b>Drafted by</b>	Christine Brunton	<b>Approved by Board on</b>	17.01.2019
<b>Responsible person</b>	President	<b>Scheduled review date</b>	17.12.2020

## 6 RECORDS MANAGEMENT PROCEDURES

### *6.1 Creation and capture*

Staff, and members should ensure that they create official records of all decisions and actions made in the course of their official business. For example, if business is transacted by telephone, file notes of the key points in the conversation should be documented. Official meetings should include the taking of minutes.

All incoming electronic records should be stored in the relevant electronic folder on the shared drive of RSL Maleny's computer system.

Incoming paper records must be date stamped, scanned, given an appropriate file name/title and placed in the appropriate electronic folder of the shared drive. Where appropriate, some electronic records may need to be printed and assigned to RSL Maleny Board or staff for further action.

All official outgoing written communication should be dated, scanned and stored in the relevant electronic folder on the shared drive of RSL Maleny's computer system. Whenever new databases and automated systems are being designed, the President/Secretary should be consulted to determine what records should be created and captured by the system and the recordkeeping rules and tools that need to be accommodated.

### *6.2 Storage*

Electronic records may either be retained online (on servers) or offline (on removable media). Records of short-term value will be disposed of at suitable intervals. Records of long term or archival value should be retained online wherever possible and managed in accordance with good records management practice.

Physical records should be stored in appropriately marked files and folders within secure filing cabinets to ensure easy access by RSL Maleny staff and Board.

As a general guide, RSL Maleny will follow the guidelines according to Queensland State Archives [General Retention & Disposal Schedule](#) - Lite (GRDS). This will enable us to meet RSL Queensland Governance requirements and reduce future business risks.

### *6.3 Maintenance and monitoring*

The location of each record needs to be recorded and updated at every movement of the record. This ensures that records, as assets, can be accounted for in the same way that the other assets of RSL Maleny are. Staff members should update the file register or notify the Secretary when passing records on to Board members.

The Secretary is responsible for ensuring that records and environmental conditions are monitored regularly to protect records. This will include checking temperature and humidity levels in dedicated records storage areas for paper records and ensuring that

digital records are refreshed or replicated when scheduled, when new storage devices and media are being installed or when degradation is detected. Maintenance of electronic records can also entail the migration of data.

#### ***6.4 Disposal and Archiving***

The official disposal or destruction of any records relating to RSL Maleny's core functions, activities, contracts and responsibilities including financial and personnel records must be approved by the Board in the first instance.

Archiving of records shall be conducted in line with good management practice.

#### ***6.5 Access***

Records must be available to all authorised staff and Board members that require access to them for business purposes.

#### ***6.6 Contractors and outsourced functions***

All records created by contractors performing work on behalf of RSL Maleny belong to RSL Maleny. This includes the records of contract staff working on the premises as well as external service providers. Contracts should clearly state that ownership of records resides with RSL Maleny, and instructions regarding creation, management, and access to the records created. The Secretary should be consulted during the formulation of the contract.

### **7 RESPONSIBILITIES**

#### ***7.1 RSL Maleny Board***

- Ensures oversight of RSL Maleny's Records Management Policy and Practices to support the activities and business of RSL Maleny.
- Complies with other legislation relating to records management and recordkeeping including financial records.
- Approves the disposal or destruction of documents at appropriate intervals.
- Ensures maintenance of RSL Maleny's Records Management Policy.

#### ***7.2 The President / Secretary***

It is the responsibility of the President and/or Secretary

- To ensure that the records management program is adequately resourced.
- To represent records management interests on the Board.
- Has day to day ownership of the Records Management Policy, system and procedures.
- To ensure that all staff, volunteers and interns are aware of their record keeping responsibilities.
- To ensure the preservation of digital records is addressed in policy, planning and implementation of RSL Maleny's records management system.
- To ensure that the essential characteristics of digital records are identified prior to enacting any preservation process.
- To report to the Board on the records management system.

#### ***7.3 Volunteers/Members assisting the Secretary***

- Comply with RSL Maleny's Records Management Policy and system, standards and procedures in relation to all aspects of records management.

- Monitor compliance with the Records Management Policy, system and procedures and makes recommendations to the CEO/Manager for improvement or modification of practices.
- Advise on recordkeeping systems.
- Maintain the records management system, software and file register.
- Arrange for the disposal or destruction of records, in line with approved procedures.
- Ensure that all volunteers and interns are aware of their recordkeeping responsibilities.
- Coordinate records management training for volunteers and interns.
- Develop operational plans for the records management system.
- Formulate and maintain vital records lists and disaster recovery plans.
- Responsibly conduct day-to-day records management operations.

#### ***7.4 All RSL Maleny Members***

- Comply with Records Management Policy and Procedures
- Create full and accurate records of RSL Maleny's business activities.

#### ***7.5 Contractors and Volunteers***

- Manage records that they create on behalf of RSL Maleny according to the terms of their contract and in accordance with this policy.

## **8 APPROVAL**



Clarke Alexander  
President

17.01.2019