



## Policy 9

# Document Retention and Disposal Policy

### Introduction

The TBA accumulates records / documents as part of running a not-for-profit organisation. TBA must balance the need to retain and secure important documents/data with the need to dispose of documents and data, including the private information of members.

This Policy is guided by the requirements of State and Commonwealth Legislation, including provisions relating to governance, taxation law, and the maintenance and disposal of private information. It is also informed by the objects and purposes of the TBA Constitution and the desire to preserve information valuable to our history.

### Purpose

The purpose of this policy is to ensure that:

- financial and operational records are kept in accordance with the law
- disposals are recorded and duly authorised in accordance with this Policy
- records are maintained to facilitate the administration and management of the TBA
- the history of the TBA is safeguarded
- TBA only keeps personal data for the minimum period for which it is required, and it is then disposed of systematically and securely

### Scope

The Policy applies to both digital and hardcopy records, including photos, relating to all aspects of the TBA operations. This includes but is not limited to the Committee policies, meeting minutes, financial records, membership records, records relating to the planning, implementation and outcomes of competitions, training, and social events.

This policy applies to records maintained centrally on behalf of the TBA and copies held by individual Committee Members and past Committee members.

### Policy

1. Records/data to be held for and on behalf of the TBA are to be maintained by the Secretary.
2. Paper records will normally be disposed of by **secure shredding** followed by paper recycling. e.g. at Oakdale Enterprises, 56 Clydesdale Avenue, Glenorchy, Tasmania 7010  
<https://oakdale.org.au/shredding/>
3. Disposal of digital records is by deletion from computers and remote digital storage systems.



## Policy 9

4. If requested private information will be destroyed unless the Committee makes an explicit decision to retain the information to satisfy its legal or constitutional obligations.
5. A record of data and records disposed of in accordance with this Policy will be maintained by the Secretary using the attached records disposal schedule.
6. A decision to dispose of records/data where required by this policy shall be made by two members of the Executive, one of whom shall have relevant expertise (for example the destruction of financial records may not occur without the approval of the Treasurer). Records and data maintained on personal computers shall be disposed of on the action of the individual Committee member.
7. The following schedule details the retention and disposal requirements by class of data.

Description	Action
Financial Records (paper) showing income and expenditure including records examined as part of the annual auditor's report. Receipt books, banking records, cheque books etc.	Retain for 10 years (includes margin of error above ATO and state requirements). Retain details of significant purchases.
Financial records (electronic)	Retain permanently on the TBA's Google drive.
Financial Records – other financial documents?	Retain for one calendar year. e.g. 2023 records can be disposed of after 1 Jan 2025
Secretary's records (paper)	Retain for 10 years after which files may be culled. Retain any records of importance such as lease negotiations or significant decisions taken by the committee. Retain information valuable for club history.
Minutes of the Annual General Meetings (official signed copy)	Retain permanently as required by the Associations Incorporation Act
Annual Reports including Annual Financial Report (presented at the AGM)	Retain one paper copy permanently. Retain electronic copies permanently
Newsletters	Retain one paper copy permanently Retain electronic copies permanently
Membership data (electronic) personal details. Retain only name and year of membership.	Retain for a maximum of 2 years. Destroy on calendar year basis. e.g. records to 31/12/2022 can be destroyed after 01/01/2025
Committee Minutes (electronic)	Retain permanently on the Secretary's Google drive.
Committee Agendas and Agenda Papers (electronic)	Retain for 3 years minimum.



## Policy 9

Original Lease documents (paper copy signed and sealed on behalf of the committee, and final electronic copy)	Retain permanently in dedicated file.
Approved versions of the Constitution, Associations Rules (Paper and electronic)	Retain permanently
Photos taken as part of official tournaments and other events	Retain permanently

Note: retention periods other than stated are from the final data entry date.

### Document information

Date originally approved	
Next Review date	May 2026
Responsible person	Secretary

Attachment: Records Disposal Register



**Policy 9**

# RECORDS DISPOSAL REGISTER

Description of Records	Method of Disposal	Authorised by: (Name & Signature)	Authorised & Disposed by: (Name & Signature)	Date