

Records Management Policy

Policy

The purpose of this policy is to provide guidance and direction on the creation and management of information and records and to clarify staff responsibilities. The records management program is intended to maintain, protect, retain and dispose of records in accordance with operational needs; government and local government regulations; fiscal and legal requirements; historical value; and business reference purposes.

For internal operational needs, all financial records need to be retained for the purpose of performing financial analysis of the company over time. As such, all financial records should be retained for a minimum of five years.

This policy applies to all finance staff across the entire organisation. It specifically covers all aspects of the organization's financial business and all financial information created or received. It covers information and records stored in all formats, including documents, emails, and any scanned documents. The policy also covers all applications used to create, manage or store financial information and records, including the official records management systems, email, websites, social media applications, databases and financial management systems.

Procedures

This outlines the records covered by the records policy and their retention schedule, defining how they are to be managed, made available and eventually disposed of.

Tax Returns	
Description	All tax returns filed at the national or local level
Retention Period	7 years from end of applicable fiscal year, or 5 years from end of previous retention period. Permanent
Disposition	Lock access to finance managers only. Move to permanent archive

Protection Level	All edit, delete and versioning rights are removed. The system will purge all previous versions and only the final version is retained as a record.
Approvals	Exceptions must be approved by the Managing Director
Financial Audit Records	
Description	All financial audit documents, spreadsheets, presentations, and correspondence
Retention Period	7 years from end of applicable fiscal year
Disposition	Permanently delete
Protection Level	All edit, delete, and versioning rights removed. All major versions are retained as a record.
Approvals	Final disposition must be approved by the Policy Owner. Exceptions must be approved by the Managing Director.
Other Financial Records including Employee Records	
Description	All financial audit documents, spreadsheets, presentations, and correspondence not specifically covered in other categories
Retention Period	7 years from end of applicable fiscal year
Disposition	Permanently delete
Protection Level	All edit, delete, and versioning rights removed. All major versions are retained as a record.

Approvals	Final disposition must be approved by the Policy Owner. Exceptions must be approved by the Policy Owner.
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Roles and Responsibilities

Ultimate responsibility for this policy lies with the Managing Director. The Finance and Accounts team are responsible for the day to day implementation of the policy, and the Office Manager oversees the storage and timely destruction of the documents.

Signed



4th January 2023

