

# NSW - CENTRAL WEST MUSLIMS ASSOCIATION INCORPORATED

## Record Management Policy

The NSW Central West Muslims Association Incorporated (hereafter referred to as NSWCWMA) is committed to upholding the highest standards of record management, document retention, and document destruction. The purpose of this policy is to establish guidelines for the management, retention, and destruction of records and documents at the NSWCWMA, ensuring compliance with relevant laws and regulations and promoting efficient and effective record-keeping practices.

### Scope

This policy applies to all records and documents created, received, maintained, and disposed of by the NSWCWMA, including physical and electronic records and documents.

### Definitions

**Record:** Any information, regardless of format, that is created, received, maintained, or used by the NSWCWMA in the transaction of its operations.

**Document:** Any recorded information, regardless of format, that is created, received, maintained, or used by the NSWCWMA in the transaction of its operations.

**Record / Document Custodian:** The individual responsible for the management and maintenance of specific records and documents.

**Record / Document Retention Period:** The length of time a record or document must be retained before it can be disposed of.

### 4. Responsibilities

The NSWCWMA Management Committee is responsible for overseeing the implementation and maintenance of this policy including day-to-day management of records and documents,

storage, retrieval, and disposal. All staff, volunteers, and contractors are responsible for adhering to this policy and ensuring that records and documents are accurately created, maintained, and disposed of in accordance with the established guidelines.

### **Record and Document Creation and Maintenance**

Records and documents should be created in a timely manner and accurately reflect the activities and transactions of the NSWCWMA. It should be maintained in a secure and organized manner, with appropriate access controls in place to protect sensitive information.

### **Record and Document Retention and Disposal**

NSWCWMA is committed to maintaining records and documents in accordance with legal and regulatory requirements, as well as operational needs. In accordance with Australian law, the NSWCWMA will retain the following types of records and documents for the specified periods:

- **Financial records:** 7 years from the end of the financial year to which they relate (Corporations Act 2001, Section 286)
- **Employee records:** 7 years from the date of termination of employment (Fair Work Act 2009, Section 557)
- **Tax records:** 5 years from the date of lodgment of the relevant tax return (Taxation Administration Act 1953, Section 262A)
- **Health and safety records:** if applicable, 5 years from the date of creation (Work Health and Safety Act 2011, Section 366)
- **Other records:** As required by relevant laws and regulations.

Destruction of documents which are no longer in use will be done as per given process:

- **Classification of Documents:** Categorize documents based on their sensitivity and importance. This will help in prioritizing which documents need to be destroyed immediately and which can be retained for a longer period.
- **Shredding:** For physical documents, use a cross-cut shredder to destroy them. This will ensure that the documents are completely destroyed and cannot be reconstructed.

- **Electronic Destruction:** For electronic documents, use software that securely deletes the files and overwrites the data to prevent recovery.
- **Verification:** After destruction, verify that the documents have been completely destroyed. This can be done by checking the shredded remains of physical documents or by using data recovery software to ensure that electronic documents cannot be recovered.
- **Documentation:** Keep records of the destruction process, including the date and method of destruction, as well as the names of the individuals responsible for the destruction.
- **Training:** Train staff on the document destruction procedures to ensure that they are followed correctly.

This will help the NSW CWMA to manage its records and documents effectively, protect sensitive information, and fulfill its legal and regulatory obligations.

### **Record and Document Storage**

Physical records and documents should be stored in a secure and climate-controlled environment, with appropriate measures in place to protect against theft, fire, and other hazards. Electronic records and documents should be stored on secure servers, with regular backups to prevent data loss.

### **Record and Document Access**

Access to records and documents should be restricted to authorized individuals, with appropriate controls in place to protect against unauthorized access. Requests for access to records and documents should be properly authorized.

### **Record and Document Audit and Review**

Records and documents should be audited periodically to ensure compliance with this policy and to identify areas for improvement.

## **Training and Awareness**

All staff, volunteers, and contractors should receive training on this policy and their responsibilities under it. Regular reminders and updates should be provided to ensure that everyone is aware of their obligations.

## **Compliance**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

## **Policy Review**

This policy should be reviewed regularly and updated as necessary to reflect changes in laws, regulations, and to ensure its continued effectiveness and relevance to meet the operational needs.

## **Policy Communication**

This policy will be communicated to all staff, volunteers, and contractors, and made available on the NSWCWMA's website and intranet.

## **Policy Monitoring**

Compliance with this policy will be monitored by the NSWCWMA Management Committee, with regular reports provided to the President.

This policy serves as a guide for all members, staff, volunteers, and contractors to ensure that records and documents are managed in a secure, efficient, and compliant manner. By adhering to this policy, the NSWCWMA will maintain the integrity of its operations, protect sensitive information, and fulfill its legal and regulatory obligations.