

## Document Profile

<b>Title:</b>	Records Management
<b>Type:</b>	Procedure / Policy
<b>Division:</b>	Health Safety & Compliance
<b>Intended for:</b>	All Employees

## Purpose & Scope

The identification, storage, preservation and eventual disposition of both **electronic** and **paper** records is an important part of our business, as records are verification of past activities. They may need to be held for contractual, regulatory, Trade Practices Act, legal or other reasons.

This procedure is relevant to all personnel.

## Definitions

Generally speaking, a record is any document that verifies the results of an activity, such as a completed form, a file, agreement, contract, etc., including but not limited to -

- **Customer Documentation:** Quotes, Tenders, Purchase Orders, Invoices, Contracts, Agreements, Correspondence, etc.
- **Project Documentation:** The above, Site Instructions, etc.
- **Supplier Documentation:** Purchase Orders, Supplier Invoices, etc.
- **Financial Documentation:** Reports, Budgets, etc.
- **Legal Documentation:** All documents of a legal nature between the company and others.
- **Personnel Records** including training records
- **Workplace Health & Safety Records:** Induction and training records, reports of incidents and illness/injury, WHS committee minutes
- **General Business Records**

## Records Retention Periods

Type of Record	Required Retention Time
Contracts/agreements	Life of the contract/agreement plus seven years
General business records - quotes, correspondence, financial, bank, debtors, creditors, invoicing, legal matters (judgements, collections), tenders, etc.	Seven years
General Ledger Reconciliations	Seven years
Lease records	Life of the lease plus 1 year
Legal Records	Depending on the matter, these should be retained until such time as the statute of limitations is reached.
Motor Vehicle Records	Seven years or the life of the vehicle plus 1 year where vehicle is more than seven years old
Payroll Records	Minimum 7 years
Personnel records	Seven years
Recruitment records	Seven years
Subcontractor compliance records	Seven years

Training records comprising the entire training database containing all Chris21 data	Minimum 30 years
WHS - Induction Records	Three years after project completion and/or employee ceases employment
WHS – Health Monitoring Records	Thirty years for all chemicals except asbestos. Forty years for asbestos.
WHS – General Records	Seven years
Workers Compensation Files	Retain indefinitely

## Management Records

### Electronic Records

All business-related records are to be stored on the relevant folders are to be structured in such a way that they provide simple and clear navigation for users and are readily retrievable when needed. Electronic records are subject to the same requirements for review and archiving as paper records.

### Paper Records

Files or folders holding paper records are to be clearly labelled and stored in such a way as to be readily retrievable when necessary, and not suffer damage or deterioration during their storage period.

Customer files are to be clearly labelled and filed so as to allow easy retrieval when needed.

