

SOUTH AUSTRALIAN LITTLE ATHLETICS ASSOCIATION INC.

GUIDELINES FOR THE MAINTENANCE OF CENTRE RECORDS / DOCUMENTS

Introduction

These guidelines are intended to assist Little Athletics Centres with determining procedures and requirements for effective distribution, filing, storage and maintenance of correspondence and records.

Adoption of these guidelines will assist with efficient and effective handling of Centre correspondence and ensure that Centres maintain the required standards for record management. This in turn will see better management of records and a reduction in potential financial and legal risk, by ensuring compliance with legislation, regulations and other formal requirements.

Responsibilities and Procedures:

Correspondence:

ALL incoming correspondence for the Centre should be listed on an incoming mail register, maintained by the Secretary. This register should be tabled at each Committee Meeting and any items requiring comment, action or response should be discussed. Copies of such items may be made available for each member of the Committee.

Where an item of correspondence requires attention or response prior to the next scheduled Committee Meeting, the Secretary should liaise with the relevant member/s of the Committee to determine the required course of action and response. Where the matter is of a minor or procedural nature, the appropriate response should be forwarded to the relevant party by the due date and the Committee advised of the action at its next Meeting. Where the response or action required is of a more significant nature, the matter should be discussed and decided upon by the entire Centre Committee. If the due date for response falls prior to the next scheduled Committee Meeting, a special meeting of the Committee may be required.

ALL correspondence sent out on behalf of the Centre should be listed on an outgoing mail register by the Secretary. This register should be tabled at each Committee Meeting and copies made for each member of the Committee, where required. All Centre correspondence should be on an official Centre letterhead.

Files:

Official copies of incoming and outgoing correspondence must be filed into the official Centre files, maintained by the Secretary. Other members of the Committee may keep their own files containing copies of correspondence, for reference purposes, however all official copies should be stored in the one location. When a person ceases to hold the position of Secretary, they must pass on ALL Centre files to the incoming Secretary.

Archives:

A review of all files should take place on an annual basis, at which time original copies of incoming correspondence and official copies of outgoing correspondence (that are not current), are to be removed from the files and archived.

Archiving of files should be the responsibility of the Secretary. It is preferable that archiving take place at the conclusion of each season.

Each particular file should be bundled and labelled clearly, within the archives, for ease of future location and retrieval. All archive boxes should be labelled with a clearly legible label, indicating the contents of the archive box and the period covered.

Retention Periods:

All archived records must be retained for a period of at least seven (7) years or the statutory requirement, whichever is the greater. Some records, as determined by the Centre, should be retained for a greater period (and in some cases indefinitely), for historical purposes. e.g. results, official meeting reports etc.

For legal purposes, the following statutes apply:

- General records – seven (7) years
- Financial records – seven (7) years
- Insurance records – seven (7) years in the case of an adult or in the case of a child, a period of seven (7) years after they turn 18 years of age
- Legal records – seven (7) years in the case of an adult or in the case of a child, a period of seven (7) years after they turn 18 years of age
- Medical records – seven (7) years in the case of an adult or in the case of a child, a period of seven (7) years after they turn 18 years of age
- Registration records – a period of seven (7) years after the member turns 18 years of age
- Attendance records – seven (7) years in the case of an adult or in the case of a child, a period of seven (7) years after they turn 18 years of age

Disposal of Records:

A review of all archives should take place on an annual basis, at which time the status of archived files is to be ascertained and any files that have reached or exceeded the required retention periods are to be identified. This review of the archive files should be the responsibility of the Secretary and President. It is preferable that the review of archives take place at the conclusion of each season. A list of archives to be disposed of or destroyed is to be compiled and tabled at a Committee Meeting. The Committee, after consultation with relevant parties where necessary will approve the disposal and/or destruction of the records. The nature and content of the record will determine whether it can be disposed of or whether it must be destroyed.

Once a person ceases to hold a position on the Centre Committee, they must hand over any files obtained as a consequence of the role, for filing, disposal or destruction.

Personal Information:

In accordance with the Commonwealth Privacy Act 1998, a Centre must protect any personal information held about ANY individual, from misuse or loss. Personal information means information about an individual whose identity is apparent, or can reasonably be ascertained, from the information (eg. registration forms, application forms, copies of affiliation forms, databases, medical forms, contact lists etc). Access to records that contain personal information must be restricted to those members of the Committee who need it, either to process information or to provide the service to the individual. Records that contain personal information must therefore be stored securely.

Once it has been approved that a record containing personal information can be disposed of, this **MUST** be done by **destroying** the record, to ensure that no individual will be able to obtain any of the personal information contained thereon.

Access to Records:

All records, in current files or archives, are to be treated as confidential to the Centre and should not be made available to persons outside of the Centre or any external agencies, without the prior approval of the Committee, after checking requirements under Privacy legislation.

