



Currumbin Beach Vikings Surf Life Saving Club Inc. Record Keeping Policy

Policy Register Number: CSLSC1.05

Original Issue Date: August 30th 2017
Approved By: Club Council
Approved on: 30th August 2017
Scheduled Review date: 10th November 2022

Background:

The very nature of surf lifesaving ensures that we generate and are required to keep a large amount of documentation including but not limited to:

- Work cover Claims
- Patrol Logs
- Minutes
- Annual Reports
- Financial Documentation

Purpose:

This policy provides a guide for office bearers and staff of Currumbin SLSC regarding the process relating to archiving of documents.

Scope;

- At the end of each season, documents need to be archived appropriately
- All archives are stored in a secure electronically on an external hard drive off site
- Colour codes are to be used on the labelling of the archives to ensure that they are stored correctly and can be accessed easily
- A label is to be attached to each archive box, completed and signed by the staff/Club Council members responsible for the archiving. This label can be found in O:\Documents SLSC\Club Management/Archived Records
- The following is a guide in relation to the archiving of essential documents
- Each archive document will showcase a destruction date. No documents are to be destroyed prior to this date
- On the date listed personnel are able to destroy the documents. Noting that these are to be shredded and placed in the recycling box for destruction



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ITEM	WHEN	WHERE	COLOUR CODE	TIME ARCHIVED
Work cover claims	30 th July	Archive Box External Hard drive	Blue	7 Years
DCS Reports	30 th July	Archive Box External Hard drive	Blue	7 Years
Meeting Minutes	30 th July	Archive Box External Hard drive	Blue	7 Years
Annual Reports	30 th July	Archive Box External Hard drive	Blue	7 Years
Patrol Logs	30 th July	Archive Box External Hard drive	Yellow	7 Years
Financial Reports	30 th July	Archive Box External Hard drive	Green	7 years

CURUMBIN BEACH VIKINGS SLSC INC.	
FILE TYPE	FINANCIAL
FILE CATEGORY	FINANCIAL RECORDS
DATE ARCHIVED	30 TH JULY 2017
ENCLOSED	INVOICES BAS BANK STATEMENTS DEPOSITS AUDIT DOC.S
CAN BE DESTROYED	30 TH JUNE 2024
SIGNATURE	