



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

**Policy Register Number:** CSLSC1.05

Original Issue Date: August 30<sup>th</sup> 2017  
Approved By: Club Council  
Approved on: 21<sup>st</sup> August 2024  
Scheduled Review date: 19<sup>th</sup> August 2026

### **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 <sup>th</sup> July | Archive Box<br>External Hard drive | Blue        | 7 Years       |
| DCS Reports       | 30 <sup>th</sup> July | Archive Box<br>External Hard drive | Blue        | 7 Years       |
| Meeting Minutes   | 30 <sup>th</sup> July | Archive Box<br>External Hard drive | Blue        | 7 Years       |
| Annual Reports    | 30 <sup>th</sup> July | Archive Box<br>External Hard drive | Blue        | 7 Years       |
| Patrol Logs       | 30 <sup>th</sup> July | Archive Box<br>External Hard drive | Yellow      | 7 Years       |
| Financial Reports | 30 <sup>th</sup> July | Archive Box<br>External Hard drive | Green       | 7 years       |
| Litigation        | 30th July             | Archive Box<br>External Hard drive | Red         | 20 years      |

### Sample label

| CURRUMBIN BEACH VIKINGS SLSC INC |  |
|----------------------------------|--|
| <b>FILE TYPE</b>                 | FINANCIAL  |
| <b>FILE CATEGORY</b>             | FINANCIAL RECORDS  |
| <b>DATE ARCHIVED</b>             | 30th JULY [20XX]   |
| <b>ENCLOSED</b>                  | INVOICES<br>BAS<br>BANK STATEMENTS<br>DEPOSITS<br>AUDIT DOCS |
| <b>CAN BE DESTROYED</b>          | 30th JUNE [20XX + 7]   |
| <b>SIGNATURE</b>                 |  |