

HEALTH SERVICES UNION

Information Retention and Destruction Policy

Introduction

Policy Statement

HSU employees and Officers are expected to uphold the integrity of the HSU in the highest manner when undertaking their duties and in their undertakings with members, employers, outside organisations and suppliers.

- HSU employees and Officers must behave honestly and with integrity in the course of their employment or duties.
- HSU employees and Officers must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with HSU employment or duties.

HSU employees and Officers must not make improper use of inside information or use the employee's or officer's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee, officer or for any other person.

Policy

1. Purpose

- 1.1 This Policy facilitates the systematic and proper management of all documents (including electronic documents) and data related to the transaction of HSU business. This policy sets out how documents and data are to be stored and for what period of time. This policy further sets out when and how documents and data are to be destroyed.
- 1.2 The Policy is designed to ensure compliance with federal and state laws and regulations, to protect the privacy of members, to prevent accidental or innocent destruction of records and to promote efficiency by facilitating the appropriate and necessary destruction of relevant documents.

2. Document Retention

- 2.1 The HSU follows the document retention schedule outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

Document/ Report	HSU Policy	Legislated
Annual Reports to Industrial Relations Commission	Permanent	7 years
Rules (current and expired versions)	Permanent	
Union Committee Meeting and Finance Committee Minutes	Permanent	7 years
Policies	Permanent	7 years

Document/ Report	HSU Policy	Legislated
Fixed Asset Records	Permanent	7 years
Contracts (after expiration)	5 years	5 years
Correspondence (general)	3 years	

Accounting and Corporate Tax Records

Document/ Report	HSU Policy	Legislated
Annual Audits and Financial Statements	Permanent	7 years
Depreciation Schedules	7 years	7 years
General Ledgers	7 years	7 years
Business Expense Records	7 years	7 years
Journal Entries	7 years	7 years
Invoices	7 years	7 years
Sales Records	7 years	7 years
Petty Cash Vouchers	7 years	7 years
Cash Receipts	7 years	7 years
Credit Card Receipts	7 years	7 years

Bank Records

Document/ Report	HSU Policy	Legislated
Cheque Registers	7 years	7 years
Bank Deposit Slips	7 years	7 years
Bank Statements and Reconciliation	7 years	7 years
Electronic Fund Transfer Documents	7 years	7 years

Payroll and Employment Tax Records

Document/ Report	HSU Policy	Legislated
Payroll Registers	7 years after termination	7 years
Earnings Records	7 years	7 years
Garnishment Records	7 years	7 years
Payroll Tax returns	7 years	7 years

Employee Records

Document/ Report	HSU Policy	Legislated
Employment Records	7 years after termination	7 years after termination

Document/ Report	HSU Policy	Legislated
Accident Reports and Worker's Compensation Records	7 years after termination	7 years after termination
Employment Agreements	7 years after termination	7 years after termination
Timecards/Sheets	7 years after termination	7 years after termination
Grant Applications and Contracts	5 years after completion	Not clear

Legal, Insurance and Safety Records

Document/ Report	HSU Policy	Legislated
Appraisals	10 years	
Insurance Policies	10 years	
Real Estate Documents	Permanent	
Trademark Registrations	Permanent	
Leases	6 years after expiration	
General Contracts	3 years after termination	

Member Data, Records and Files

Document/ Report	HSU Policy	Legislated
Record of Membership Includes Name, Membership start and end dates, Last known job, Last known workplace and its State/Territory. Satisfies the requirement to keep a membership roll as at 31 December annually and the roll as used for elections.	Permanent	7 years
Member Personal Information Includes non-sensitive personal information about individuals which is not part of a Record of Membership.	7 years after the membership end date	
Member Sensitive Personal Information Includes personal information about individuals that is classed as sensitive under the <i>Privacy Act 1988</i> .	2 years after the membership end date	
Member Servicing Files/records Any personal or sensitive personal information contained in these records will be de-identified in accordance with the afore-mentioned schedules.	Electronic file – permanent Paper records – 5 years after completion of a matter unless scanned	No requirement
Enterprise Agreements	Electronic file – permanent	

Document/ Report	HSU Policy	Legislated
	Paper records – till the replacement EA is also replaced	
Case Files/ Legal files; including all Appeals and Full Bench matters Any personal or sensitive personal information contained in these records will be de-identified in accordance with the afore-mentioned schedules.	Electronic file – permanent Paper records – 5 years after completion, unless scanned	No requirement

Note: Members should be advised if their records, especially legal files, are going to be destroyed, and offered the option of having the file returned/given to them.

3. Electronic Documents and Records

3.1 Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be either printed in hard copy and kept in the appropriate file; saved as a copy in the relevant electronic file; or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

4. Emergency Planning

4.1 The HSU’S records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organisation operating in an emergency will be duplicated or backed up at least every week and maintained off site.

5. Document Destruction

5.1 The HSU’s Compliance Officer is responsible for the ongoing process of identifying the records which have met the required retention period and overseeing their destruction. The Compliance Officer will ensure that records will be assess on at least six-monthly, and schedule relevant documents in all formats for destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

5.2 Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

6. Compliance

6.1 Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the HSU and its employees or contract staff and possible disciplinary action against responsible individuals. The Finance Committee will review these procedures in accordance with the scheduled review

dates or when the HSU becomes aware of any legislative changes to ensure compliance with new or revised regulations.

7. Variations to the Policy

7.1 This Policy may be varied from time to time and an updated version will be posted on the HSU's websites. Please check our websites regularly to ensure that you have the most recent version of the Policy.

8. Policy Version Control

Policy Approval Date:	29 March 2023
Approved by:	Union Council
Approval Resolution No:	UC 16/2023
Version No:	V2
Replaced Version No & Date:	V1 31 September 2018