

Australian Federation of Family History Organisations Inc (AFFHO)

Archive Retention Schedule

As @ December 2013

A records management program is intended to ensure that AFFHO maintains proper and adequate records of its activities, to fulfil its functions effectively and provide sufficient evidence of the performance of those functions.

As a contribution to such a program, this schedule sets out retention periods for the different series of records created by the AFFHO Archives: whether the records should be retained in the temporary location within the Heraldry & Genealogy Society of Canberra Archives or disposed of after a fixed period.

This schedule covers only the records that have been passed to the Hon. Archivist for consideration.

As AFFHO is incorporated in the ACT, this schedule is based on the records disposal schedules developed by the Territory Government under the Territory Records Act 2002: specifically schedules set out below.

Some general points and definitions:

The schedule is applicable to the function of the record, not its format. For example, Minutes may be on paper or in electronic format. The schedule is concerned with the origin, purpose and long term value of the particular set of minutes in whatever format.

Officer Responsible the Council Member with overall responsibility or other person delegated by Council to be responsible for the activity.

Records consist of all information, in whatever form, created, received and maintained as evidence by AFFHO, in the transaction of business and in pursuance of its legal obligations.

Archives are records assessed as being of permanent value for administrative, legal and historical purposes.

RETENTION PERIODS

Retain permanently	Retain in Archives
Review/retain permanently	Review after 10 years with a view to possible permanent retention.
Audit+6	Disposal after 6 years after the end of the audited financial year.

Audit +1	Disposal a year after the end of the financial year.
Destroy 75 years after birth date or 7 years after last action histories	For use with Salary and other employment records.
Destroy 7 years after termination of employment	For use with Superannuation records.

NB: The Archives may hold material in the Audit+6 category and arrange for appropriate disposal. Material in the Audit+1 category should not be deposited in the Archives and should be dealt with by the Officer responsible within the period specified.

RETENTION SCHEDULE

Description	Retention Period	Officer Responsible
Council		
Council Agenda/Minutes	Retain Permanently	Secretary
Council Sub-Committees Agenda/Minutes	Retain Permanently	Secretary
Incorporation Certificate and other legal papers	Retain Permanently	
Annual review of By-laws	Retain Permanently	Secretary
General and Annual General Meetings		
Agenda/Minutes	Retain Permanently	Secretary
Attendance Book/Sheets	Retain Permanently	Secretary
Correspondence		
Correspondence In/Out	Retain Permanently	Secretary
Correspondence Registers	Retain Permanently	Secretary
Subject and Project Files	Review/Retain Permanently	Council members as appropriate
Financial Management		
Reports	Retain Permanently	Treasurer
Statements of Income and Expenditure	Retain Permanently	Treasurer
Grant papers	Retain Permanently	Treasurer
Accounting records		
Journals	Audit + 6	Treasurer
Ledger	Audit + 6	Treasurer
Receipt and revenue records including cash drawer reconciliations &c	Audit + 6	Treasurer
Sales and purchase invoices	Audit + 6	Treasurer
Cheque records eg cheque butts or computerised cheque issue records	Audit + 6	Treasurer
Payment records including Journal Newsletter mail outs	Audit + 6	Treasurer
Petty cash records	Audit + 6	Treasurer
Cash books	Audit + 6	Treasurer
Records documenting banking activity		
- deposit records	Audit + 6	Treasurer
- bank statements	Audit + 6	Treasurer
- bank reconciliation statements	Audit + 6	Treasurer
- credit cards, receipts and monthly statements	Audit + 6	Treasurer

Insurance papers	Life of policy + 6	Treasurer/ Secretary
Membership Forms		
Applications – new Members	Retain Permanently	Secretary
Annual Membership List + Disk	Retain Permanently	Secretary
Membership Renewal forms	Audit + 1	Secretary
Publications		
<i>AFFHO Newsflash</i>	Retain Permanently – 1 copy	Editor
<i>AFFHO Australasian Family History Gazette</i>	Retain Permanently – 1 copy	Editor
<i>AFFHO Newsletter</i>	Retain Permanently – 1 copy	Editor
AFFHO Congress Paper	Retain Permanently – 1 copy	Congress Convenor
All AFFHO published material	Retain Permanently – 1 copy	Editor/Compiler
Publicity		
Education and Events	Retain Permanently	Council