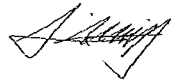
 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [02] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: ARCHIVING RECORDS</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff & management.

## 2. Policy Statement

- 2.1. The YMCA of Sydney maintains records to provide information in order to meet the following requirements:
  - To store information about employees, customers, clients and the organisation itself.
  - To meet legal and accountability responsibilities.
  - To keep evidence of business activities and transactions.
  - To maintain important historical records of the organisation.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Maintenance of Records

## 4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations


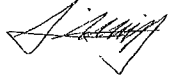
- 5.1. Australian standard of Record Keeping
- 5.2. Australian Taxation Office (ATO) requirements and all relevant legislation
- 5.3. Health Records Act
- 5.4. Limitations Act

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

## PROCEDURES

- Inactive records will be stored in archive boxes for legal and historic purposes.
- The YMCA of Sydney will follow the following best practices when archiving records:

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- (a) Archive the records in the same sequence that they are in for every day use.
  - (b) Use specialised archive boxes to store these inactive files.
    - (i) Give each box a unique number.
    - (ii) Write the box number on the box.
    - (iii) Record the contents of the box and its identifying number.
    - (iv) Be specific when listing contents.
  - (c) Keep the contents of the archive box within logical time periods.
    - (i) It is much easier to look for "invoices 2009" than to look for "invoices 5 August 2007 to 18 March 2009".
  - (d) Make sure each archive box contains only records of the same type.
- At the least make sure that all the records in the box have the same destruction date. In this case the whole box can later be destroyed without having to look at each document inside it.
  - Storage facilities can be organised by contacting the YMCA of Sydney administrator responsible for archiving storage.

## 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009


I endorse the Archiving Records Policy.

Name: *Maryann Rupnik*  
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
 Group Manager

Signature: 

Date: 7 December 2009