



Summary of document retention obligations

16 September 2014

Before you shred, destroy, or throw away any document, consider the following document retention obligations.

Legal records

Documents containing legal advice or in relation to existing, anticipated or threatened litigation must be retained until otherwise advised by General Counsel.

Financial records

Commercial agreements, contracts and transactional documents must be retained until 7 years after the transaction covered by the records are completed. E.g. Invoices, receipts and financial statements.

Exception: Financial records relating to child-related complaints or allegations must be permanently retained.

Deeds

Deeds must be retained for at least 12 years.

Work health and safety records

Records relating to each incident of death, serious injury or illness of a person, or a dangerous incident, arising out of the conduct of the Archdiocese must be retained for at least 5 years from the day that incident is notified to the relevant workers' compensation authority.

Records relating to the exposure to a substance (e.g. asbestos, carcinogens) or any other extraordinary incident must be permanently retained.

Employment records

Employment and personnel records must be retained until 7 years after the termination of employment.

Exception: Child protection screening forms, celebret letters, and records of child-related incidents must be permanently retained.

Child protection and child-related incidents

Permanent retention for documents that record:

- an incident, illness, injury or trauma suffered by a child while in any Church-related environment;
- complaints or allegations of assault or inappropriate conduct in relation to a child (or a person who was a child at the time of the incident) including correspondences and financial payments relating to that complaint or allegation;
- reporting of child protection concerns to the NSW Police, NSW Ombudsman, or other civil authority;
- screening of persons working with children such as Working with Children Checks, police background checks, celebret letters; and
- child protection policy and training materials, including formal meetings regarding child protection procedures.

High level management records

Permanent retention of minutes of all meetings of key committees and Archdiocesan corporations, including:

- the Trustees of the Roman Catholic Church for the Archdiocese of Sydney;
- the Trustees of Catholic Aged Care Sydney;
- Archdiocesan Finance Committee;
- Archdiocesan Investment Committee;
- Archdiocesan Property & Facilities Committee;
- Clergy Remuneration Fund;
- Council of Priests;
- Meeting of Sydney Bishops; and
- College of Consultors.

Records of high level strategic decisions made by the Archdiocese must also be permanently retained until otherwise advised.