
Records Retention & Disposal Policy

Approved by the EREA Board – 25 May 2016

Rationale: Good record keeping practices ensure that all EREA entities records are discoverable, accessible, inviolate and credible. It enables EREA to account for decisions and actions providing essential evidence in the form of records and ensures the preservation of the collective memory of EREA.

EREA Records Retention & Disposal Policy is designed to facilitate the efficient conduct of EREA's business and to ensure that EREA complies with all government, sector, legal and business evidential requirements. EREA Records Retention & Disposal Policy exists to minimize the risk of litigation and/or sanctions resulting from an inability to locate specific documents as required.

Finally, EREA Records Retention & Disposal Policy aims to ensure the protection of documents that are of historical significance to both EREA, as well as the Trustees of the Christian Brothers.

Principles:

1. EREA records will be managed in accord with the prescribed requirements in law.
2. EREA will provide adequate storage and resourcing required to ensure the proper and efficient management of records.
3. EREA will maintain confidentiality and privacy at all times in relation to organisational records.

Policy Statement: Edmund Rice Education Australia (EREA) will establish a schedule to retain and dispose of records, including those stored within the archives, either in paper or digital form.

Key Responsibilities: **EREA Board**
EREA Board has the responsibility to approve and maintain oversight of EREA Records Retention & Disposal Policy.

Executive Director
EREA Executive Director has responsibility to appoint a responsible officer as EREA National Office manager of the Records Retention and Disposal Schedule.

Principals

Principals have the responsibility for compliance with EREA Records Retention & Disposal Policy and to subsequently ensure that a responsible officer is appointed to manage the document retention and disposal schedule in their respective schools

Review: This policy will be reviewed in 2020.

Related Information: EREA Records Retention and Disposal Policy Guidelines
EREA Records Retention and Disposal Schedule