

**Genealogical Society of
Queensland Inc (GSQ)**

25 Stackpole St
Wishart Qld 4152

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POLICY NAME	Retention Policy			POLICY NO.	GSQ A 1
EFFECTIVE DATE	30.5.2024	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Secretary	CONTACT INFORMATION	secretary@gsq.org.au		
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Secretary	GROUP 2	Treasurer	GROUP 3	Management Committee
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				David Barnes

REVIEW AND APPROVAL

The Retention Policy is to be reviewed annually by the Vice President in conjunction with the Secretary and Treasurer. The reviewed Policy is to be approved annually by the Management Committee following the Review.

ADDITIONAL NOTES

This document is based on the AFFHO Archive Retention Schedule
All documents must be assessed for their archival value and retained as appropriate.

SCOPE

- A records management program is intended to ensure that GSQ maintains proper and adequate records of its activities, to fulfil its functions effectively and provide sufficient evidence of the performance of those functions.
- Documents can either be physical or digital and should be treated in the same manner.
- Documents should be reviewed within 6 months of the expiry of their fixed period.

POLICY STATEMENT

The Policy is a set of guidelines for retention periods for the different series of records created or received by GSQ and stipulates whether the records should be retained in the GSQ Archives or disposed of after a fixed period.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Records	All information, in whatever form, created, received, and maintained as evidence by GSQ, in the transaction of business and in pursuance of its legal obligations.
Archives	Records assessed of being of permanent value for administrative, legal or historical value

POLICY SECTIONS

Retention Periods:

- Retain Permanently – Retain in Archives
- Review / retain permanently – Review after 10 years with a view to possible permanent retention
- Retain 7 years
- Audit + 5 years
- Audit + 1 year
- + 8 weeks

Management Committee

Incorporation Certificate and other legal papers	Retain Permanently	Secretary
Attendance Book/Sheets	Retain for seven years	Secretary

General and Annual General Meetings

Agenda/Minutes	Retain Permanently	Secretary
Correspondence		
Correspondence In/Out	Retain Permanently	Secretary
Correspondence Registers	Retain Permanently	Secretary
Subject and Project Files	Review/Retain Permanently	Management Committee 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 + 5	Treasurer
Ledger	Audit + 5	Treasurer
Receipt and revenue records including cash drawer reconciliations &c	Audit + 5	Treasurer
Sales and purchase invoices	Audit + 5	Treasurer
Cheque records eg cheque butts or computerised cheque issue records	Audit + 5	Treasurer
Payment records including Journal Newsletter mail outs	Audit + 5	Treasurer
Petty cash records	Audit + 5	Treasurer
Cash books	Audit + 5	Treasurer

Records documenting banking activity		
- deposit records	Audit + 5	Treasurer
- bank statements	Audit + 5	Treasurer
- bank reconciliation statements	Audit + 5	Treasurer
- credit cards, receipts and monthly statements	Audit + 5	Treasurer
- Insurance Papers	Life of policy + 5	Treasurer/ Secretary

Membership Forms		
- Applications – new Members	Retain Permanently	Membership Officer / Secretary
- Membership Renewal forms	Retain Permanently	Membership Officer / Secretary

Publications		
- GSQ E-news	Retain Permanently – 1 copy	- Editor
- GSQ Generation	Retain Permanently – 1 copy	- Editor
- All GSQ published material	Retain Permanently – 1 copy	- Editor/Compiler
Presentations		
- Education and Events	Retain + 8 weeks	- Education Coordinator
Office		
- Members' financial information	Daily destruction	- Research Assistants
Website		
- Website	Retain + 8 weeks	- Website Coordinator
Special Interest Groups		
- Agenda/Minutes	Retain Permanently	- Convenor
- Attendance Book/Sheets	Retain for seven years	- Convenor

EXCEPTIONS

No exceptions scheduled.

Attachments

Nil

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Secretary	Ensure Retention Policy is adhered to
Treasurer	Ensure Financial records are maintained in a physical or digital format as appropriate
Membership Officer	Ensure membership records retained in a digital format as required
Editor	Ensure publications are retained
Education Co-Ordinator	Ensure Education records events are retained or destroyed
Web coordinator	Ensure website is backed up to C-panel on a rolling 4-week basis.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Secretary	Karma Hodgson		secretary@gsq.org.au
Treasurer (Acting)	David Barnes		finance@gsq.org.au
Membership Officer	Leanne Taylor		membership@gsq.org.au
Editor	Russell Fraser		editor@gsq.org.au
Education Coordinator	Marg Doherty		education@gsq.org.au
Web Coordinators	Helen Connor & Ailsa Corlett		webcoordinator@gsq.org.au