



Archiving & disposition of records procedure

Parent policy

Privacy policy

Scope

This procedure applies to all employment, property and correspondence records of the Synod.

Procedures

The Uniting Church in Australia Synod of Victoria and Tasmania (the Synod) is committed to the responsible handling and retaining of records in accordance with appropriate legislative and regulatory requirements.

All records should be inventoried and assessed as to their operational, legal, fiscal and historical values, as provided in the Records Retention Schedule (below). All records should be retained in accordance with this schedule.

Final disposition of the records, that is, permanent retention or destruction, will be authorised by the relevant Executive Director in consultation with unit managers.

Appropriate records and archives transmittal forms will be utilised in maintaining a record of permanent accessions as well as for records on schedule in the Records Centre and records destroyed. Standard storage and archiving cartons and boxes are available from Property Services.

1. Retention of employment records

Record Title	Max Years Retention	Recommendation for Disposition
Applications for Employment	Not hired: up to 2 years Hired: 7 years after end of employment	Not hired: retain 1 year Hired: move to Personnel files and keep 7 years after termination of employment Not archival.
Attendance records	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.
Earnings and benefits records	Up to 7 years after end of employment	Keep for period of employment; after termination of employment, keep current year + 6 years. Not archival.
Employee contracts	Up to 7 years after end of contract	Keep for period of contract; after end of contract, keep current year + 7 years. Not archival.
Employee files and records. For non-current employees including applications, job descriptions, tax information, evaluations, attendance etc.	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.
Employee salary schedules	6 years after end of employment	Destroy 6 years after termination of employment. Keep confidential the entire time. Not archival.
Employee Withholding Statement – form W-2	7 years	Destroy 7 years. Keep confidential the entire time. Not archival.
Employee Withholding Certificate – form W-4	6 years after end of employment	Destroy 6 years after termination of employment. Not archival.
Employment Status history	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.



Employment taxes, contributions and payments, including taxes withheld and FICA	7 years	Destroy 7 years. Keep confidential the entire time. Not archival.
Evaluations	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.
Immigration and Naturalisation Service Certificate - Form I-9	6 years after end of employment	Destroy 6 years after termination of employment. Not archival.
Injury reports	Up to 7 years	Destroy after settlement of all claims or after current year + 6 years. Not archival.
Insurance claims (notices of employee claims)	Up to 2 years	Keep current year + 1 year. Keep confidential the entire time. Not archival.
Insurance election records – Employees	6 years after end of employment	Keep for 6 years after termination of employment. Not archival.
Insurance plans	For life of administrative use	Retain for life of policy. Not archival.
Insurance policies – inactive	Up to 7 years after cancellation etc.	Keep current year = 6 years after cancellation, redemption or termination. Verify and retain documentation for life of policy. Not archival.
Job description	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.
Journals for payroll	7 years	Destroy after 7 years. Not archival.
Leave time schedules and accruals	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.
Manuals – procedural	Permanent	Retain in working files until superseded and transfer older versions to Archives.
Medical insurance notices	Up to 2 years	Keep current year + 1 year. Keep confidential the entire time. Not archival.
Medical reports	7 years after end of employment	Destroy 7 years after termination of employment. Keep confidential the entire time. Not archival.
Payroll registers, checks, history and records	7 years	Destroy after 7 years. Not archival.
Pension plans and literature	For life of administrative use	Keep for life of plan or until superseded

2. Retention of Property records

Record Title	Max Years Retention	Recommendation for Disposition
Acquisitions	Permanent	Retain permanently in Archives – notes, duplicate copies, drafts – may be discarded 3 years after settlement
Appraisals for property	Permanent	Retain in working files for administrative use until superseded, then archive permanently for historical information.
Blueprints	Permanent	Retain permanently in Archives
Building permits	Permanent	Retain permanently in Archives
Capital asset records	Permanent	Retain permanently in Archives
Certificates of title to property	Permanent	Retain permanently in Archives
Conveyances	Permanent	Retain permanently in Archives
Correspondence regarding real estate	Permanent	Retain permanently in Archives – notes, duplicate copies, drafts may be discarded 8 years after settlement
Covenants	Permanent	Retain permanently in Archives
Deeds	Permanent	Retain permanently in Archives
Depreciation schedules	Permanent	Retain permanently in Archives
Easements	Permanent	Retain permanently in Archives
Fixed asset records	Permanent	Retain permanently in Archives
Inventories of equipment	Permanent	Retain in working files until superseded by new version. Transfer previous versions to Archives.
Inventories of property	Permanent	Retain in working files until superseded by new version. Transfer previous versions to Archives.

Invoices and paid bills for major building construction and structural alterations	Permanent	Retain permanently in Archives
Lease correspondence	Permanent	Retain permanently in Archives
Leases and lease abstracts of contract	6 years after life	Keep for life of contract; destroy 6 years after expiration. Not archival.
Maintenance records	For life of administrative use	Keep for administrative life of equipment. Keep longer if equipment is sold and there are concerns about liability. Not archival.
Manuals - operating	Permanent	Retain in working files until superseded; transfer older versions to Archives
Mortgage deeds	Permanent	Retain permanently in Archives after discharge of mortgage
Mortgage payments	7 years	Destroy after 7 years or keep current year + 4 years after an audit. Not archival.
Motor vehicle records	For life of administrative use	Keep for administrative life of equipment. Keep longer if equipment is sold and there are concerns about liability. Not archival.
Office improvements files	For life of administrative use	Keep for administrative life of configuration. Not archival.
Office layouts	For life of administrative use	Keep for administrative life of configuration. Not archival.
Permits	Permanent	Retain permanently in Archives
Plans (real estate)	Permanent	Retain permanently in Archives
Plots (real estate)	Permanent	Retain permanently in Archives
Property sold	Permanent	Retain substantive documents permanently in Archives. Notes, drafts and duplicates may be discarded 3 years after sale.
Real estate plans, plots	Permanent	Retain permanently in Archives
Repair history	For life of administrative use	Retain during life of equipment. Transfer to Archives if property is sold to another organisation. Destroy if equipment is also destroyed.
Schedules of property	Permanent	When superseded, transfer old versions to Archives
Specifications for building	Permanent	Retain permanently in Archives
Specifications for property upkeep and minor repairs	7 years	Destroy 7 years after completion of transaction. Not archival.
Specifications for service and sales contracts	7 years	Destroy 7 years after completion of transaction. Not archival.
Surveys (real estate)	Permanent	Retain permanently in Archives
Title papers	Permanent	Retain permanently in Archives
Title search papers	Permanent	Retain permanently in Archives
Warranties	For life of administrative use	Destroy after expiration of warranty. Not archival.
Zoning permits	Permanent	Retain permanently in Archives
Administrative policy statements	Permanent	Retire old statements to Archives after revision
Correspondence - chronological	2 years	Destroy after 2 years if alphabetical subject file exists
Correspondence, courtesy (thank you's, appointment confirmations, Christmas cards, other routine letters)	5 years	Destroy after 5 years. Not archival.
Correspondence, legal (regarding tax, real estate, litigation and probate issues)	Permanent	Retain permanently in Archives

Correspondence – name files	Selective retention – 5 years to permanent	Retain substantive correspondence permanently in Archives. Destroy routine items after 5 years.
Correspondence – subject file	Selective retention – 5 years to permanent	Retain substantive correspondence permanently in Archives. Destroy routine items after 5 years.
Correspondence, transactional (regarding payments, receipts, transmittals, credits etc.)	5 years	Destroy after 5 years. Not archival.
Policy statements - administrative	Permanent	Retire old statements to Archives after revision.

Definitions

Synod: The Uniting Church in Australia Synod of Victoria and Tasmania

Related policies and procedures

Privacy policy

Recruitment & selection policy

Recruitment & selection procedure

Related documents

Lay Staff Collective Employment Agreement

UC Camping Lay Staff Collective Employment Agreement

Privacy Act 1988

VERSION: APPROVAL	POLICY MANAGER	REVIEW DATE
1: Senior Leadership Team	Director People & Culture	13 May 2014
2: Senior Leadership Team	Director People & Culture	26 October 2019

Further assistance

Contact People & Culture for interpretation and assistance with this procedure.