

## Purpose and Scope

This policy defines requirements relating to the retention and disposal of all RANZCP organisational records in accordance with RANZCP processes and policy, and relevant Australian and New Zealand legislation. Principles and standards defined in this policy are consistently applicable to all records.

A 'record' includes any form of physical or digital information, including documents, data, audio-visual recordings and images, email and correspondence that contains evidence of significant business decisions or activities, or that defines organisational governance, assets, and operations. This includes records that have been converted from physical originals to digital formats. For the purposes of this Policy CPD records are not considered to be a 'record'.

## Policy

All staff are *individually responsible for making and keeping records of organisational business activities and decision-making*. This includes formal correspondence, agreements or undertakings involving external people and entities.

These records need to be made and kept by the RANZCP to comply with Commonwealth and National legislative requirements pursuant to:

- Corporations Act (Commonwealth of Australia) 2001
- Companies Act (New Zealand) 1993
- Evidence Act (Commonwealth of Australia) 1995
- Evidence Act (New Zealand) 1996
- Electronic Transactions Act (Commonwealth of Australia) 1999
- New Zealand Electronic Transactions Act (New Zealand) 2002
- Privacy Act (Commonwealth of Australia) 1988 and Australian Privacy Principles
- Privacy Act (New Zealand) 1993 and New Zealand Privacy Principles.

## Retention/Disposal Reference Guidelines

To support good record-keeping practice that aligns with member expectations, RANZCP will refer to and apply standards and principles established under the Archives Act 1983 (Commonwealth of Australia), Public Records Act (Vic) 1973, Public Records Act (NZ) 2005 and Official Information Act (NZ) 1982.

Records are retained for *a specified period after the last action, use or reference based on the record has concluded*.

## Digitisation and Destruction of Records

Original source records that have been digitized may be destroyed in accordance with the Contract and Commercial Law Act (NZ) 2017 and Evidence Act (Commonwealth of Australia) 1995 *on the condition that the integrity of the digitization process is verifiable*.

At a minimum, the digital copy must capture the complete document, including text, figures (tables, charts etc.) and graphics, to the same standard of legibility as the original. Digitization actions that are applied to a large volume of records, or records that need to be retained permanently.

## **Access and Transfer of RANZCP Record**

Transfer is a process that results in RANZCP taking custody or transferring custody, but not of a record. These principles will guide you through the process of getting access or transferring records. The RANZCP will be accessed, retained and transferred in accordance with the RANZCP Privacy Policy.

### **Access**

The RANZCP will accept records which in the course of its business are of permanent value, are necessary for the RANZCP to facilitate membership services or is upon clear written request. Any records accepted by the RANZCP will be in a format and capacity that is prescribed by the RANZCP.

### **Transfer**

The RANZCP may transfer individual records or part thereof, upon express and clear written request by the individual and in a manner prescribed by the RANZCP. The RANZCP will undertake to accommodate requests in the manner requested however reserves the right to deviate to a feasible, safe and convenient manner of transfer.

Depending on the size and/or complexity of the record, the RANZCP may provide a summary of the record instead.

The RANZCP reserves the right to recover the reasonable cost of providing access for the information contained in the record.

## **Retention and Disposal Principles**

The following principles apply to retention and disposal of RANZCP records.

### **Permanent Retention**

- Records that hold cultural or historical significance for RANZCP and its membership will be *retained and managed permanently*.
- Records that contain information of enduring Public or social interest, and/or provide evidence of significant RANZCP historical contributions to the advancement of psychiatry medical research, public health advice and mental health program, education, professional knowledge and practice, will be *retained and managed permanently in their original form, or via digital copy*.
- Records that define RANZCP's overall organisational planning, governance and/or accountability, such as master copies of records that define the Associations of Incorporation, Constitution, Regulations and organisational policy frameworks, activities and decisions of the Board, Council, Executive Leadership Team and Standing Committees, annual reports and consolidated annual financial statements, and RANZCP strategic plans, and risk and asset registers, will be *retained and managed permanently in their original form, or as a reliable and digital copy*.
- Records relating to member and trainee histories, including all research and educational

activities and attainments, will be retained permanently in a digital format.

- Records relating to employee histories, including role(s), position description, and period of employment, will be retained permanently in a digital format.

#### Retention of Records containing Personal and Private Information

- Records containing private information or data will be collected and retained in accordance with the [RANZCP Privacy Policy](#) and [Australian Privacy Principles](#) and/ or [New Zealand Privacy Principles](#)– i.e. only with consent, and for the purpose and period of time that it was originally collected, unless extended consent is obtained.

#### Common Administrative Records Retention

- All forms of record that relate to common administrative functions of the RANZCP including membership and CPD processes (e.g. contracts and agreements, audit and investigation records, internal project records, financial administration, ICT and asset management records, health and safety records) will be retained in accordance with the standards defined Retention/Disposal Principles.
- These standards generally require that administrative records be retained in a digital format for at least 7 years *after the last action, use or reference based on the record has concluded*.

#### Temporary or Temporary Records

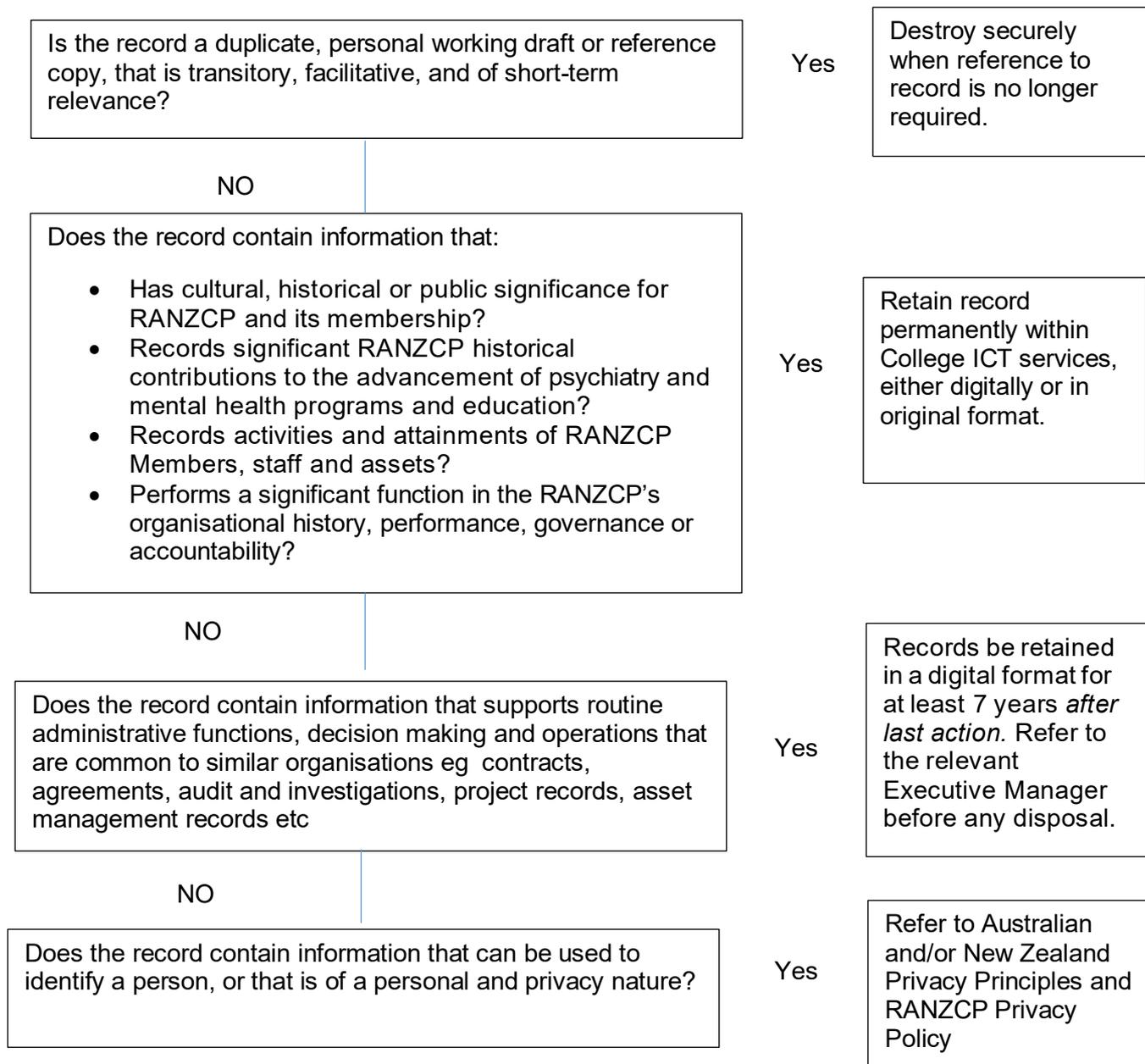
- Records of a *facilitative or transitory* nature may be destroyed when reference ceases.
- *Unless they relate to records of a permanent nature* (e.g. formulation of RANZCP constitution, RANZCP policy framework, annual reports etc. - see above), superseded versions of records can be destroyed when reference ceases.
- Personal working drafts, copies and duplicates, and routine internal communications with staff or team-based relevance, may be destroyed when reference ceases.

#### Retention and Disposal – Application of the Policy in Practice

The following principles apply to the application of this policy in practice:

- All retention and disposal actions should comply with RANZCP regulations and policy governing specific RANZCP services and functions.
- The policy may be used and applied by all staff: however, any questions of policy interpretation that arise should be referred to the relevant Executive Manager before any disposal action occurs.
- The policy will be supported through the design and administration of RANZCP business systems where possible.
- Third party service providers that create, manage and/or retain records on behalf of RANZCP will be required to conform with this policy through relevant contracts and service agreements.

## Retention & Disposal – Decision Flow



## Revision Record

<b>Contact:</b>	Executive General Manager, Education and Operations		
Date	Version	Approver	Description
5/7/23	1	PM	
12/7/23	1.1	EGM	Minor amendments made.
<b>Next Review: 2024</b>			