Document Management Policy and Procedures

Purpose

The purpose of this policy is to document the principles for the management of official documents by Glen Eira U3A.

Definitions

Glen Eira U3A Official Documents

Official documents include:

- Materials to be kept by law or under our Rules
- Committee papers
- Contractual agreements
- Annual and financial reports
- Official publications
- Operational procedures
- Official correspondence
- Manuals or handbooks
- Forms and templates
- Key images, video and sound recording relevant to U3A and its history

Working drafts and notes, and supplier accounts do not constitute official documents.

Membership details, course descriptions and enrolments, and payment details are held in the membership administration system. Financial reports are produced separately using relevant software.

Policy

Electronic documents

Glen Eira U3A will maintain all official documents in electronic form.

All official documents that originate on paper will be converted to electronic format. Once converted, original paper copies may be destroyed, unless required for legal purposes. When the paper copy is maintained, the electronic copy should record the location of the paper copy.

Centralised Electronic Repository

Glen Eira U3A will maintain all official electronic documents in a centralised electronic repository.

Initially Google Drive will be used as the electronic repository which will be stored in two drives: one for documents relating to governance by the management committee, and one for document required for the administration of Glen Eira U3A.

Access to documents

The repository will provide for edit, comment or view permissions to authorised users.

Members of the committee will have view access to all documents.

Authorised administrative staff will have access to view administrative documents.

Document authorisers will have edit, comment and view permission.

Document Authorisation

All documents added to the repository must be authorised by an approved document authoriser.

The following officers are authorised to add documents to the centralised repository:

- President
- Vice President
- Secretary
- Treasurer
- Authorised document management officers

Document retention

Official documents will be retained for periods specified by legislation or committee policies or decisions. The default retention period will be seven years.

Procedures

Document title

The author may determine the title of the document in any format.

Electronic document naming conventions

Where relevant, documents should be electronically named in the following format:

YYYYMMDDdescriptionV0.1

The version number should follow the following conventions:

V0.1	First draft
V0.2	Second draft
V1.0	Approved version issued
V1.1	Minor revision
V2.0	Approved version issued

The electronic document name should appear in the footer of the document.

File structure

The secretary will approve the high level file structure and monitor practice from time to time.

Initially the high level structure will be as indicated in Attachment A.

Responsibilities

Glen Eira U3A Committee of Management is responsible for:

- developing, adopting, implementing, publishing and reviewing this policy
- reviewing and confirming any exemptions to this policy
- investigating and resolving any complaint made about a breach of this policy.

Glen Eira U3A's Secretary is responsible for:

- receiving and responding to enquiries about this policy
- oversighting the implementation of the policy
- identifying and bringing issues and grievances before the Committee of Management.

Endorsed by Glen Eira U3A   Date: 20 March 2017
Management Committee

HIGH LEVEL FILE STRUCTURE

Official documents

Governance Drive

- Committee meetings
- General Meeting papers
- Correspondence
- Committee rosters
- Committee contact lists
- etc

Administrative Drive

- Rules
- Policies
- Procedures
- Manuals and handbooks
- IT guides
- Publications
- Forms and templates
- Published web content
- Images, videos and recordings
- Office rosters
- etc