



Document Management Policy

1. Purpose

The purpose of this policy is to provide guidance regarding the creation, preservation and security of official records that should be retained for legal, operational, or historical reasons and for the disposal of records that are no longer required.

2. Scope

2.1 Definitions

Glen Eira U3A retains documents in formats, including physical (hard copy or paper) records, digitized and scanned records, electronic records including email, records held in databases or on websites, and other technology-dependent records.

- Documents: reference to Documents in this policy refers to records and documents whether electronic or paper
- Glen Eira U3A Official Documents: Official documents include:
 - Materials required to be kept by law
 - Materials relevant to the Glen Eira U3A Incorporated Rules
 - Committee papers, agendas and minutes
 - 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 Glen Eira U3A and its history
- Membership records: Glen Eira U3A Membership details, course descriptions and enrolments, and payment details are held in the U3A Membership Administration System (UMAS).
- Financial reports: Financial reports are produced separately using relevant software.
- Working drafts and notes do not constitute official documents.

2.2 Creation and Storage of Records and Documents

Glen Eira currently manages records and documents in both paper or hardcopy and electronic record records.

Where feasible, Glen Eira U3A will maintain all official documents in electronic form and in a centralised electronic repository.

- Paper or hardcopy must be placed on official files and stored in designated records storage areas or electronically
- All official documents that originate on paper will be converted to electronic format. Once converted, original paper copies may be filed in a secure location.
- Electronic records must only be kept in authorised business systems such as Administration Drive, Governance Drive or U3A Membership Administration System (UMAS).
 - A Governance repository is used to store any documents related to the management and operations of Glen Eira U3A.
 - An Administration repository is used to store any documents related to the administration and procedures of Glen Eira U3A.

Records must not be kept in personal or local drives, or on media such as CDs and portable storage devices. Official emails must be printed and placed in official files.

2.3 Security

Records must only be retrieved and used for authorised purposes and must be kept secure from unauthorised access, unauthorised release, alteration and unlawful destruction.

2.4 Access

Access to documents must be related to the role or function being performed. The Glen Eira U3A business systems have defined access levels that permit or restrict access to add, edit and delete records.

The electronic repositories will allow edit, comment or view permissions to authorised users.

2.5 Retention & Disposal

Records must be retained for the periods prescribed by Glen Eira U3A Incorporated Rules and any specific legal or record management protocols. Records may only be disposed of by those authorised in accordance with then current legislative requirements.

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

2.6 Historical Records

Some records should be maintained for historical value. The Administration Drive is the repository of the historical records of Glen Eira U3A.

3. Roles and Responsibilities

This policy applies to:

- Glen Eira U3A Management Committee (the Committee)
- All volunteers (honorary and member), tutors (honorary and member) and/or contractors who undertake activities and functions performed on behalf of Glen Eira U3A

The Committee is responsible for the following:

- Developing, endorsing, implementing, publishing and reviewing this policy
- Reviewing and confirming any exemptions from this policy
- Investigating and resolving any serious issue or grievance about a breach of this policy

All volunteers, tutors and/or contractors are responsible for the following:

- Creating complete and accurate records as soon as possible after the activity or decision (for example, making file notes of telephone calls and keeping official meeting minutes).

4. Revision History

Version	Date	Changes
V1.0	20 March 2017	Endorsed by Glen Eira U3A Management Committee
V2.0	11 May 2023	Endorsed by Glen Eira U3A Management Committee
V3.0	30 May 2024	Endorsed by Glen Eira U3A Management Committee