RECORD KEEPING POLICY

Policy Category: Administration	**Version: Three**
Drafted by: P. Pynor, updated by M. Graetz	**Approved by Board on: 20 November 2025**
Responsible Person: Board Chair	**Scheduled Review Date: 20 November 2027**

Introduction

One Foundation International (OFI) is committed to maintaining complete, accurate and accessible records that support transparency, accountability, and compliance with legislative obligations.

This includes compliance with the *Australian Charities and Not-for-profits Commission Act 2012 (ACNC Act)*, the *Corporations Act 2001*, the *Privacy Act 1988*, and other relevant financial and reporting requirements under the *Australian Taxation Office (ATO)*.

Purpose

The purpose of this policy is to ensure that OFI's records - financial, operational, and administrative - are created, maintained, and disposed of in a consistent and lawful manner.

Good record keeping enables OFI to demonstrate compliance with governance standards, protect organisational interests, support informed decision-making, and preserve the organisation's history and accountability to donors, beneficiaries and stakeholders.

Scope

This policy applies to all records created or received by OFI, in any format or medium, including paper, digital, photographic, and electronic communications.

It applies to all Board members, employees, contractors, and volunteers who create or manage OFI records, including records arising from partnerships, overseas projects, or joint initiatives.

Legislative and Regulatory Compliance

Under the ACNC Governance Standards, OFI must:

- Keep written financial and operational records that explain how funds are received and spent and accurately reflect OFI's financial position and performance.
- Retain all records for a minimum of seven (7) years in English, or in a form that can be easily translated into English.
- Maintain sufficient records of its overseas activities and of compliance with relevant taxation, employment, and privacy legislation.
- Ensure records are readily available for review, audit or regulatory reporting when required.

PROCEDURES

Responsibilities

The Board of Directors

- Provides oversight of record keeping practices and ensures compliance with this policy.
- Approves the retention, disposal, or destruction of records in line with legislative and organisational requirements.
- Reviews this policy periodically to ensure its ongoing relevance and compliance.

Administration Manager (or delegate)

- Implements and monitors recordkeeping procedures and ensures staff compliance.
- Maintains the central records register, digital filing system and associated metadata.
- Coordinates the secure storage, backup, and authorised disposal of records.
- Provides training and guidance on records management and confidentiality obligations.

Record Creation and Management

All official decisions, activities, and correspondence - whether electronic or paper - must be documented and stored within OFI's approved systems. Records should be created at the time of, or as soon as practicable after, the relevant event or decision to ensure accuracy and completeness.

Records must be:

- Clearly titled, dated, and filed in a logical location within the OFI shared drive or designated file system.
- Scanned and stored electronically if originally received in paper form.
- Saved to the relevant folder if they relate to outgoing correspondence such as letters or emails.
- Managed in accordance with OFI's data protection and confidentiality standards.

When new databases or systems are introduced, recordkeeping requirements must be considered at the design stage to ensure compliance, data integrity, and long-term accessibility.

Storage and Security

Records containing sensitive, confidential, or personal information must be stored securely and protected from loss, damage, or unauthorised access.

Electronic records should be regularly backed up and maintained in line with data protection standards.

Physical records must be stored in locked filing cabinets or restricted-access areas.
Long-term or archival records are to be preserved in accordance with good records management practice.

Retention and Disposal

Records must be retained for at least seven (7) years unless otherwise required by law or deemed to have ongoing historical, legal, or operational value.

No record may be destroyed without authorisation from the Board.

When disposal is approved, destruction must be carried out securely - by shredding, secure deletion, or through an accredited disposal service - to ensure that no personal or confidential information can be recovered.

Access to Records

Records must be readily accessible to authorised personnel who require them for business or compliance purposes.

Access must be controlled and logged to ensure privacy and security.

Any request for access to records by external parties (such as auditors or regulators) must be approved by the Board Chair or delegate.

Review

This policy will be reviewed every two years, or sooner if legislative or operational changes require it.

The review will ensure ongoing compliance with relevant recordkeeping and privacy standards, and continuous improvement in information management practices.

Related Documents

- Privacy Policy
- Data Retention and Destruction Policy

AUTHORISATION



Michael Chant
Interim Board Chair

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