

More Knowledge



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SUBJECT	Retention and Disposal Schedule - Queensland Australia - Short Version
Date	June 2006

While every effort has been made to ensure the accuracy of the attached information it is given to you as an expression of opinion of the author. File Force does not purport to be nor is it an expert on the topic.

The following recommendations are based on an understanding of the legal requirements for the State of Queensland, and the Commonwealth of Australia. Although provided on the best information available, and given in good faith, File Force Pty Ltd cannot take any responsibility for the accuracy of the information provided. It is suggested that you discuss this with your auditors and company secretary.

The following schedule covers accounting and general records, if you want a more detailed listing covering company secretarial, human relations, child care, aged care, welfare, facilities management look on our web site at www.filing.com.au for our RDS.

In general terms the period from which time is measured is the end of the financial year to which the records relate. For information on particular Records - please contact us.

ABBREVIATIONS			
D	Destroy	10	Denotes Years to be retained before destruction.
P	Permanent	DOB	Date of Birth
A	Transfer to active	UD	User Discretion

RECORD TYPE	DISPOSAL
Accounting	
Accounting Procedures	10D
Banking	
Signatures, Banking Correspondence	3 D
Investments on Money Market	5 D
Cheques - Butts, counterfoils and Audit Trails	After Audit
Cheques – Cancelled	2 D
Cheques – Paid	5 D
Correspondence and procedures	5 D
Auditors	
Appointment	3 D
Advice	P
Reports	P
Annual Financial Statements – One copy only of actual signed annual returns and statements	P
Weekly, Quarterly or Monthly Financial Statements	UD
Deposit Books	2 D



RECORD TYPE	DISPOSAL
Reconciliations	3 D
Statements	2 D
Budgets	UD
Cash Books	20 D
Cash Sale Dockets /Register Slips	3 D
Debentures	D after expiry
EXPENDITURE	
Vouchers (All Types)	5D
Creditor Statements	5D
Orders (Non Tax Exempt)	2D
Orders (Tax Exempt)	5D
Tax Exemption Claim	5D
Stock and Cost Cards	5D
Stock-taking Sheets	3D
Insurance Claim - Property	7D
Personal Injury & Workers Comp (Should be part of permanent personnel file)	Dob + 70D
Journals	5 D
LEDGERS	
General	20D
Subsidiary	7D
TAXES	
Prescribed Payment Tax Forms and Files	5 D
Payee Returns	5 D
Sales Tax Returns	5 D
Fringe Benefit Tax Returns	5 D
BAS and GST Returns	5 D
PAYROLL RECORDS of any type (See Work Choices Regulations paper on our website)	
Time Cards	7D
Acquittance Sheets	7D
Salary Records	7D
Group Certificates	7 D
PERSONNEL	
Personnel History file containing all personnel information, leave record, health record, sick record, workers compensation claims.	DOB + 70
Personnel Working files containing payroll queries, deduction forms, leave applications etc.	7D
Recruitment Policy	10 D
Vacancy Files	1 D
Workplace Health and Safety	
Training Records (One copy of all training course material used particularly in OHS or WHS	P



RECORD TYPE	DISPOSAL
Claims	P
Incident Reports (Non personnel – personnel to history file)	35D
INDUSTRIAL RELATIONS	
Union membership and working conditions and awards	10 D
Workers Compensation (See Personnel History File) if separate	DOB + 70 Years
Policy matters and payment of benefits (see personnel history for individual claims)	10 D
CORRESPONDENCE FILES	
Correspondence records are not covered extensively in legislation. However the following general recommendations are made.	
CASE FILES	
Those covering specific events or arrangements with people. e.g. solicitors files, sales history files.	5 D
CLIENT FILES	
Particularly Sales Department files and other records kept on company clients	UD
Medical, paramedical	35 UD
Project files	
Consultancies, buildings, and general works	10D
Advertising campaigns	3D
Informational files (subject files)	
Those files which contain information about particular topics which are used for the daily running and management of the company.	3D
CORPORATE RECORDS	
Generally the corporate information retained is relatively small in quantity and will not take up a great amount of room.	
Memorandum & Articles	P
Regulations	P
Minutes of General Meetings	P
Share Registry Book Form	P
Computerised	12P
Major Holdings	P
Annual Reports	P
Prospectus	P
FACILITIES MANAGEMENT	
Building Maintenance Reports	10D
Building Inspections	Until Building demolished or sold
Historical Buildings	P