[Insert organisation name/logo]

# RECORD RETENTION AND DISPOSAL SCHEDULE

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| **Record type**(Includes hard or soft copy records) | **Relevant legislation** | **Legislated retention period** | **[insert organisation name] retention period** | **Title of person responsible for records disposal** | **Method of disposal**Secure shreddingRecycled paper binSecure destruction by registered contractorsHard disc securely wiped**[Insert other methods]** |
| **Financial** |
| ***For example******Financial reports*** | ***Income Tax Assessment Act 1997*** | ***5 years*** | ***6 years*** |  |  |
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| **Governance** |
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| **Human resources** |
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| **Work health and safety** |
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| **Communication and technology** |
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