[Insert organisation name/logo]

# RECORD RETENTION AND DISPOSAL SCHEDULE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 shredding  Recycled paper bin  Secure destruction by registered contractors  Hard disc securely wiped  **[Insert other methods]** |
| **Financial** | | | | | |
| ***For example***  ***Financial reports*** | ***Income Tax Assessment Act 1997*** | ***5 years*** | ***6 years*** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Governance** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Human resources** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Work health and safety** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Communication and technology** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |