

Records Management Procedure

Magnetic Island Community Care Association Inc (MICCA Inc) Operating as MI Care

7 Apjohn Street, Horseshoe Bay, QLD 4819

1. Purpose

This procedure ensures MI Care's records are created, stored, accessed, and disposed of in a lawful, secure, and transparent manner. It supports:

- Compliance with MICCA Inc's Constitution and legal obligations
- Protection of member privacy and organisational integrity
- Continuity of operations and historical accountability
- Safe handover of responsibilities between volunteers and committee members

2. Scope

Applies to all records created or received by MI Care, including:

- Governance documents (minutes, agendas, policies, registers)
- Financial records (budgets, invoices, receipts, bank statements)
- Operational records (rosters, bookings, correspondence, incident reports)
- Membership and volunteer records
- Outreach and promotional materials
- Digital files and physical documents

3. Principles

MI Care's records management is guided by:

- **Accountability:** Records reflect decisions, actions, and responsibilities
- **Security:** Records are protected from unauthorised access or loss
- **Accessibility:** Records are available to those with legitimate need
- **Retention:** Records are kept for the required legal and operational period
- **Disposal:** Records are securely destroyed when no longer required

4. Roles & Responsibilities

4.1 Management Committee

- Oversees records management compliance
- Approves retention and disposal schedules
- Ensures continuity during role transitions

4.2 Secretary

- Maintains governance records and correspondence
- Ensures minutes and agendas are filed and accessible
- Coordinates handover of records between committee members

4.3 Treasurer

- Maintains financial records and reporting documents
- Ensures compliance with audit and retention requirements

4.4 Administrative Assistant

- Files operational records and correspondence
- Maintains digital folders and naming conventions
- Supports committee members in locating records

4.5 Volunteers & Coordinators

- Submit relevant records (e.g. incident reports, attendance sheets)
- Do not retain personal copies of sensitive documents

5. Record Types & Storage Locations

Record Type	Storage Location	Access Level
Committee Minutes & Agendas	Governance Folder (Digital)	Secretary, Committee
Policies & Procedures	Policy Register	All Committee
Financial Records	Finance Folder (Digital)	Treasurer, President
Incident Reports	Safety Folder	Secretary, President
Membership Forms	Membership Folder	Secretary
Outreach Materials	Communications Folder	Adini+ Assistant, President

6. Digital Records Management

- All official records are stored in MI Care's shared digital system
- Folders are clearly named and structured by category and year
- File names must include date and document type (e.g. "2026-02-20 Committee Minutes")
- Backups are maintained monthly
- Access is restricted to authorised roles

7. Physical Records

- Physical documents are stored securely at 7 Apjohn Street, Horseshoe Bay
- Sensitive records (e.g. membership forms) are kept in locked cabinets
- Physical records are digitised where possible
- Volunteers must not remove physical records without approval

8. Retention & Disposal

Record Type	Retention Period	Disposal Method
Governance Records	7 years	Seoure digital archive
Financial Records	7 years	Shred physical coples
Incident Reports	5 years	Shred or delete securely
Membership Records	While active + 2 years	Shred or delete securely
Outreach Materials	2 years	Delete or archive
Contracts & Agreements	2 years	Delete or archive

Disposal must be authorised by the Secretary or Treasurer and documented in the Records Disposal Log.

9. Access & Privacy

- Records containing personal information are restricted to authorised roles
- Members may request access to their own records
- Committee members must not share records outside MI Care without approval
- All records are handled in accordance with the Australian Privacy Principles

10. Handover & Continuity

When roles change:

- Outgoing committee members must transfer all records to the incoming member
- A handover checklist is completed and signed
- The Secretary oversees the transition and confirms access permissions

11. Review & Compliance

This procedure is reviewed:

- Annually

- When legislation or operational needs change
- After any data breach or records incident

Non-compliance may result in:

- Committee review
- Withdrawal of access
- Corrective action

12. Document Control

Approved by: MI Care Management Committee

Review Date: Annually

Version: 1.0

Location: MI Care Policy Register – Governance Procedures