

Archiving Policy

1. Purpose

Community Engagement (CE) is committed to complying with secure storage of all important information and documents as required by legislation, regulation or service agreements with funding organisations.

This policy operates pursuant to the ICH Archiving *Policy*

2. Scope

This policy applies to all Community Engagement staff, volunteers and contractors.

3. Policy

Archiving Information

All documents going to archiving will be logged on a spread sheet for record and auditing purposes. The details recorded include:

- Name
- Date
- Service name

All documents being archived will be processed by the Institutional Support Department in accordance with ICH policy and procedures.

Disposal of Records

All archived documents will be confidentially disposed of after being in storage for seven years.

4. Review

This policy shall be reviewed every 3 years.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

5. Related Documents

Policies

ICH Archiving Policy
ICH Privacy Policy
CE Privacy Policy