

**Head Office:**  
Level 6, 297 Diagonal Road  
Oaklands Park, SA 5046.

**Phone:** (08) 8377 0101  
**Fax:** (08) 8377 3911



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# Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd

## **RECORD KEEPING POLICY**

### **1. Purpose**

The purpose of this policy is to outline the storage and retention obligations for both financial records and operational records.

### **2. Scope**

This policy applies to all Responsible Persons, employees and volunteers of the Organisation, hereinafter referred to as “our people”.

### **3. Financial Records Process Overview**

Financial transactions will be entered into the Organisations chosen accounting software (MYOB Advanced), which records income, expenses, assets, liabilities and financial reporting functions.

The digital asset register function of the chosen accounting software should be utilised (if supported) to record and categorise capital assets.

Should a different accounting software be chosen in the future, a ‘read only’ login access for the previous accounting software must be maintained in order to view all the said transactions for a period of no less than seven (7) years.

All aforementioned financial data must also be ‘periodically backed up’ via a data centre and or cloud storage services.

Financial Reports are to be audited annually by an external auditor and Audit Completion Report provided, upon the review and acceptance of the Financial Reports.

Financial records are to be categorised and filed accordingly, with a log maintained for the extraction of records in the future.

Three (3) years of financial records are to be kept at head office, stored securely and only accessible by authorised employees.

The filing management and operations of hard copy financial records are the responsibility of the employees of the Finance Department unless specified otherwise.

Following this three year period, archived records are to be stored securely by a third party Information Management business for a period of not less than an additional four (4) years.

After this time, financial records are to be destroyed, with a certificate of destruction provided as evidence.

### **Operational Records Process Overview**

Operational records are to be maintained in accordance with the Organisation's Quality Management System ISO9001 – QSP2 "Document, Data & Record Control" to be read in conjunction with SOP-12 "Records Management" and the Australian Government's "Records Management Instructions Guidelines".

Approved by: Gary Hatwell

Signature:



Date: 1/7/2023