



# RECORD RETENTION REQUIREMENTS IN OUT OF SCHOOL HOURS CARE

A Network SA Records Management Resource for Children's Services July 2009

The record requirements were revised in June 2009. It is always advisable to check with the departments and organisations mentioned below, prior to the permanent disposal of records. Changes may be implemented at any time. You will note that there may be an overlap of requirements under different authorities. Maintain records for the longest period required by any relevant authority.

## Centrelink (Past records)

- Retain all family related records for three years
- Retain monthly/quarterly financial acquittal reports for 7 years as part of Business Records

## Department of Education, Employment and Workplace Relations (DEEWR)

- Retain all current CCMS records and contact your local DEEWR representative to determine the timeframe for future retention

## State Department of Education and Children's Services

- Retain individual children's accident, illness and incident records until the child reaches the adult age of 25 years
- All sign-in/out sheets to be kept for 7 years (Notes in Regulations Hand Book)
- Services should also check with their own Insurance Companies re the possibility of special requirements

## Employment and Superannuation Records

- Retain records of current staff members from the commencement of employment
- Retain records of past staff for seven years from the end of the financial year in which they ceased employment, and up to the last entry made after this period
- An employee has six years to claim an underpayment from the time of underpayment. The records, however, should still be kept for 7 years for business purposes

## Financial Records for Businesses

- Retain records for seven years

## Taxation Records

- Retain all taxation records for employees for seven years under Workplace Relations Act 1996 (Actual requirement is six years of tax returns but, in addition, it must also include the information from the year prior to the first tax return, therefore, seven years will cover the full requirement)

## Note:

If you have been keeping records for over 15 years and are concerned about the ongoing storage of these records, it may be useful to check with State Records of SA, Department of Premier and Cabinet regarding possible storage options. Website: <http://archives.sa.gov.au>

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