## Personnel Records Policy

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| **Version:** 001 |
| **Date approved:**  |
| **Date of review:**  |
| **Authority to amend: Board**  |
| **Related documents***National Standards for Volunteer Involvement* |

ABCD will maintain personnel files for all workers (paid staff and volunteers) for legal and insurance purposes.

Each personnel file will contain:

* the position description
* the original of application for employment or volunteer engagement
* a copy of the letter of appointment
* the signed acceptance by the worker of the position
* the signed acceptance by the worker of the *Code of Conduct*
* any applications for leave
* copies of performance reviews and performance plans
* any documentation relating to the performance management of the employee.

The files will be held in a safe, secure and locked location.

Staff personnel records will be kept for a minimum of seven years after the termination of employment and then destroyed in a secure and permanent manner.

Employees and volunteers may have access to their personnel file at any time upon request.