

factsheet Record keeping

HMMS Record Keeping

State Council is often asked how long records need to be kept. To the best of State Council's knowledge, the following information is up-to-date and accurate. If you are not sure, ask for specific written advice from the relevant authority and seek legal advice if you have any concerns about legal rights and responsibilities.

Your local Community Legal Centre may be able to help with this (see www.nswclc.org.au/clcs.html)

TYPE OF RECORD	WHAT TO KEEP	HOW LONG	WHO TO CONTACT
Incorporated Association Documentation	Register of members and changes, committee members and changes, minutes of meetings, rules and changes, accounts, annual reports, returns and statements, auditors' reports. The Register must be updated within one month of any change of the management committee/board being notified to the Public Officer.	7 years	Department of Fair Trading 13 32 20
Workers Compensation	Incident Reports	5 years	WorkCover 13 10 50
	Records of wages and allowances paid to employees	7 years	
Superannuation Information	Premiums paid by employees	5 years	Australian Taxation Office 13 10 20
OH&S	A summary of the Act should be kept and available for employees at all times	Always	WorkCover 13 10 50
Financial Information	Accounts, receipts, invoices, bank statements, cheque butts and other financial statements etc. as well as exemption forms and certificates	Minimum 5 years	Australian Taxation Office 13 28 66 (bus.) 13 28 61 (pers.)

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NSW HMMS
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HMMS Record Keeping ~ continued

TYPE OF RECORD	WHAT TO KEEP	HOW LONG	WHO TO CONTACT
Employment Awards	Full copies of Awards should be accessible to all employees	Always	NSW Office of Industrial Relations 13 16 28
Employee Records, PAYG Tax	Information on payslips for employees	At least 6 years after employee leaves	NSW Office of Industrial Relations 13 16 28
Income Tax, PAYG Tax and GST records	Business and GST related transactions within your accounts	5 years after lodgement	Australian Taxation Office 13 10 20
Client Records Containing Medical Information	Client files for adults Client files for children	7 years Until individual is 25 years of age	NSW Health 9391 9900

Please note: HMMS auspiced under local council or Health are exempt from holding a Company License. Refer to factsheet '*HMMS Exempt from Licensing*'.

Sources

NSW HACC Service Type Guidelines, Home Modification, Page 1, 1.3
<http://www.dadhc.nsw.gov.au/dadhc/Doing+business+with+us/hacc.htm>
 Office of Fair Trading www.fairtrading.nsw.gov.au

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