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ARGYLE COMMUNITY HOUSING LTD

BOARD DOCUMENT MANAGEMENT AND RETENTION POLICY

Argyle Community Housing Ltd
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1. PURPOSE

- 1.1 The Board of Argyle Community Housing Ltd (**Argyle Housing** or the **Company**) has established this Board Document Management and Retention Policy (**Policy**) to manage the security and integrity of Argyle Housing's Board and Committee meeting agendas, minutes and associated papers.
- 1.2 The Policy is applicable to all directors, officers, the direct reports of the CEO (**senior executives**) and any observers attending meetings of directors, or a Board Committee, of Argyle Housing.
- 1.3 The Policy applies to all documents prepared in association with a Board or Board Committee meeting (**Papers**) including, without limitation, documents and presentations tabled/presented at the meeting and notes and annotations made thereto and whether in soft or hard copy form.

2. ONLINE PORTAL

- 2.1 Papers are generally distributed via an online Portal, currently *Boardroom Online*, located on the Company's online platform, *CompliSpace*. On occasions, Papers are distributed via email.
- 2.2 All directors and officers are provided with logon access to the Portal. This allows access to the information on the Portal, subject to any items in respect of which a director or officer may have a conflict or for other reasons, is not entitled to access.
- 2.3 Representatives of Argyle Housing's external auditor may be provided with logon access to the Portal. This will allow access to any of the information on the Portal, subject to any items with which the external auditor may have a conflict or for other reasons, is not entitled to access.
- 2.4 Directors, officers and senior executives must take all reasonable steps to ensure the security of any electronic device on which they have downloaded Papers or on which they access the Portal.
- 2.5 The CEO will ensure that access to the Portal will only be provided to authorised users and that individual papers have a restricted distribution where required from time to time, for example, where a director has a conflict and where the papers relate to remuneration matters.

3. RECORDS

- 3.1 All Papers are the property of Argyle Housing and all information received by a director, committee member, officers or senior executive in the course of the exercise of their duties, remains the property of Argyle Housing.
- 3.2 Further to the requirement to retain records under the *Corporations Act 2001* (Cth) and the *Income Tax Assessment Act 1997* (Cth), the approved and signed minutes of a Board or Board Committee meeting is the true and correct record of the resolutions and proceedings at that meeting.

4. RETENTION

- 4.1 Argyle Housing must maintain a complete unannotated set of Papers and the Company Secretary is responsible for the secure storage of such Papers.

5. DESTRUCTION AND DELETION

- 5.1 Subject to the Important Note below, following approval and signing of the minutes of each Board or Board Committee meeting:
 - a) Each director, officer, senior executive and observer must:
 - i) Securely destroy any hard copy Papers (including tabled documents) relating to the meeting or return the Papers to the Company Secretary for secure destruction;
 - ii) Delete any soft copy Papers relating to the meeting which have been downloaded onto an electronic device (e.g. PC, iPad, tablet etc.) including any annotations to the Papers; and
 - iii) Securely destroy any handwritten or electronic notes taken in relation to that Board or Committee meeting.
 - b) The Company Secretary must archive all Papers within the Electronic Portal relating to the meeting.

IMPORTANT NOTE:

Under Australian law, destruction of documents where legal proceedings are anticipated is a criminal offence, to which serious penalties may attach. Accordingly, documents (or annotations on documents) relating to existing or anticipated legal proceedings must not be destroyed or deleted and must instead be returned to the Company Secretary for secure retention. If you are unsure about whether you are required to destroy or return certain documents, you must seek guidance from the Company Secretary prior to taking any action.

6. REVIEW OF POLICY

6.1 Unless the Argyle Housing Board determines otherwise, this Policy will be reviewed biennially.

7. APPROVED AND ADOPTED

7.1 This Policy was approved and adopted by the Board on 24 June 2020.

Version Control

Version No	Date	Revised By	Description	Board approved
1.0	March 2014	Company Secretary		31 March 2014
2.0	March 2016	Company Secretary	Biennial Review	19 April 2016
3.0	August 2017	Company Secretary	More succinct Charter	22 August 2017
4.0	May 2018	Company Secretary	Move to a biennial review	26 June 2018
5.0	May 2020	Company Secretary	Biennial Review	24 June 2020