

Record Keeping Policy

1. Overview

Purpose	The purpose of this policy is to outline Fullife Foundation's commitment to record keeping in alignment with relevant regulatory obligations.
Who does this policy apply to?	This policy applies to: <ul style="list-style-type: none"> • Fullife Foundation Directors • Fullife Pharmacy staff who support the work of Fullife Foundation
Definitions	N/A
Policy Changes	The Fullife Foundation Board will review this Policy every 2 years or earlier if warranted.

Version Control Table

Version	Date	Changes	Created by	Authorised by
0.1	28.06.24	Initial draft	Janelle Murley	
1.0	05.07.24	Approved by Board	Janelle Murley	Fullife Foundation Board
2.0	10.04.26	Consolidated a few subpoints to simplify, as per review 27.02.26	Janelle Murley	Fullife Foundation Board

2. Policy Statement

Fullife Foundation is committed to meeting its obligations in creating and keeping full and accurate records relating to all legislative, administrative and business requirements.

3. Policy Implementation

Fullife Foundation implements this policy statement in the following ways:

3.1. Fullife Foundation will ensure that:

- 3.1.1. Electronic documents, including any sensitive records, are kept on Sharepoint in separate folders according to the relevant content and in a user-friendly way to enable easy access by all (and only) Fullife Foundation Directors
- 3.1.2. Electronic documents are also stored on OneDrive by the Board Chair
- 3.1.3. All Directors and other volunteers are aware of record keeping requirements and responsibilities
- 3.1.4. All regulatory requirements for record keeping are met, in particular those relating to the ACNC Governance Standards as outlined in the Record Keeping Audit
- 3.1.5. Disposal of records is authorised by the CEO or Risk and Governance Advisory
- 3.1.6. Records are kept securely and in alignment with privacy legislation and the Fullife Foundation Privacy Policy
- 3.1.7. Paper documents (including sensitive documents) are securely stored in CEO's locked filing cabinet and accessible only by the CEO

- 3.1.8. Records are kept for a minimum of 7 years
- 3.1.9. A review against these requirements is conducted every two years using the Fullife Foundation Record Keeping Audit Checklist

3.2. Types of Records

Fullife Foundation will maintain records that are created or received by Fullife Foundation including:

- 3.2.1. Legal Documents relating to the establishment and operation of Fullife Foundation
- 3.2.2. Accounting and Finance records including donations and project partner payments
- 3.2.3. Project partner documents including project proposals, funding letters, MOUs and related documentation including emails
- 3.2.4. Corporate Records
- 3.2.5. Correspondence and Internal Memoranda
- 3.2.6. Board and Advisory meeting minutes and associated documentation
- 3.2.7. Compliance audits
- 3.2.8. Documents relating to the governance and operation of Fullife Foundation
- 3.2.9. Insurance Records
- 3.2.10. Miscellaneous
- 3.2.11. Tax Records

4. Roles & Responsibilities

CEO	<ul style="list-style-type: none"> Ensure full and accurate records of business activities are created and kept
Board	<ul style="list-style-type: none"> Maintain awareness of their recordkeeping responsibilities Ensure any Advisory they are a member of captures records appropriately and complies with these requirements Secure records from unauthorised access
Risk and Governance Advisory	<ul style="list-style-type: none"> Develop and implement a recordkeeping framework Conduct audits and oversee the implementation of improvements to ensure compliance with legislative and best practice requirements. Ensure Directors and other volunteers are aware of obligations and responsibilities

5. Record Keeping Requirements

The above commitment enables Fullife Foundation to meet requirements of regulations including:

5.1. ACNC Governance Standards (as per the Record Keeping Audit document)

5.2. Fundraising Regulations (as per ACNC)

5.3. ASIC Corporations Act

- 5.3.1. Section 286 of the Corporations Act requires financial records to be kept for at least seven years after the transactions covered by the records are complete

5.4. Public Ancillary Fund Guidelines

- 5.4.1. As a DGR, your fund must keep adequate accounting and other records that detail and explain all transactions that are relevant to its status as a DGR. You must maintain these records for at least five years after the completion of the transactions or acts they relate to.