

DATA PROTECTION & INFORMATION MANAGEMENT

Data Retention & Disposal Policy

Policy | IT-POL-003 | Version 1.0

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Document owner	Rhiannon Frankas, Director
Approver	Daniel Frankas, Managing Director
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Review date	19 July 2028 or earlier following material change
Status	For approval and website publication

MISCO will retain records according to legal, contractual, evidentiary and business needs, suspend disposal for disputes or investigations, and prevent unnecessary indefinite retention.

1. Purpose

Retain reliable records for required periods and dispose of information securely when no longer lawfully or operationally needed.

2. Scope

Corporate, financial, tax, payroll, employment, WHS, quality, customer, supplier, technical, website, security and operational records in all formats.

3. Policy statement and commitment

MISCO will retain records according to legal, contractual, evidentiary and business needs, suspend disposal for disputes or investigations, and prevent unnecessary indefinite retention.

4. Mandatory requirements

- Maintain an approved retention schedule identifying record class, owner, minimum period, trigger and disposal method.
- Retain financial, tax, employment, WHS, quality and corporate records for applicable statutory or contractual periods; use the longer period where obligations overlap.
- Apply a legal hold when litigation, complaint, audit, investigation, insurance, warranty or regulatory action is anticipated or active.
- Store records so they remain authentic, readable, searchable and protected throughout retention.
- Minimise duplicate and obsolete copies where they create privacy, security or version-control risk.
- Destroy paper by secure shredding and electronic data by secure deletion, media destruction or verified provider process suited to sensitivity.

- Record disposal of sensitive or material controlled records.

5. Implementation and operational controls

- Map records to business processes and systems.
- Review the retention schedule when law, systems or contracts change.
- Restrict disposal authority and train record owners.
- Require disposal evidence from service providers where appropriate.

6. Roles and responsibilities

Role	Responsibility
Directors	Approve the document, provide resources, set the expected standard and review material breaches or exceptions.
Managers and supervisors	Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.
Employees and contractors	Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.
Suppliers and business partners	Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO.

7. Reporting, complaints and escalation

Do not delete, alter or dispose of records subject to a hold, complaint, audit, investigation or known customer requirement. Escalate uncertainty before disposal.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

10. Related MISCO documents

- QA-PRO-002 Record Control Procedure
- IT-POL-001 Information Security Policy
- IT-POL-005 Privacy Policy

11. External references

- [Archives Act 1983 \(Cth\), Corporations Act 2001 \(Cth\), taxation and employment record-keeping requirements, as applicable](#)
- [Privacy Act 1988 \(Cth\), Australian Privacy Principles and OAIC guidance](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

12. Approval and review

Role	Name	Approval / signature	Date
Document owner	Rhiannon Frankas		
Approver	Daniel Frankas		

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

Revision history

Version	Date	Change
1.0	19 July 2026	Initial controlled issue prepared for management approval and website publication.