[Insert organisation name/logo]

# RECORD RETENTION AND DISPOSAL SCHEDULE

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| **Record type** | **Relevant legislation** | **Legislated retention period** | **[insert organisation name] retention period** |
| **Financial** | | | |
| ***For example***  ***Financial reports*** | ***Income Tax Assessment Act 1997*** | ***5 years*** | ***6 years*** |
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| **Governance** | | | |
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| **Human resources** | | | |
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| **Work health and safety** | | | |
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| **Communication and technology** | | | |
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