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## Operations Rule Interpretation or Procedure

No. OPRI006

### Re: Retention of KA Event and Licence Application Documentation

Date: 25<sup>th</sup> September 2014

Procedure Number	OPRI-006	Reviewed By	Kelvin O'Reilly
Drafted By	Sue Wallace	Approved by CEO On	25 September 2014
Version	V1 – 24 10 2014	Scheduled Review Date	31 December 2015
Implementation Date	Immediate		

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#### Background

We have received an enquiry from Karting WA regarding the timeframes required for record keeping of KA licence applications and event/meeting documentation for insurance purposes. We have asked OAMPS for clarification from our insurer and the following response was provided including storing these documents electronically.

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#### Procedure

OAMPS have advised as follows:

*“Further to your query, we have received the following clarification from you insurer:*

*I confirm 3 years from the date of the meeting is suitable for our purposes.*

*The majority of matters involving the more serious injuries to minors are notified within three years. The minor has 3 years after their 18<sup>th</sup> birthday to issue proceedings.*

*We are looking to maintain a balance between the cost of maintaining and storing documents against the utility of having them available in the small number of cases where matters are notified outside the normal limitation period. Notification of circumstances/incidents as they occur ensures that the relevant documents can be accessed by insurers, if necessary, and maintained by them.*

*In regard to licences, they should be kept for 3 years from the expiry anniversary date.*

*In regard to the scanning and electronic storing of documents, Section 48(1)(d) of the Evidence Act provides that “where a document in question is an article or thing on which information is stored in such a way that it cannot be used by the court unless a device is used to retrieve, produce or collate it tendering a document that was or purports to have been produced by use of the device” is a permitted manner in which to adduce evidence of what was contained in the document.*

*As a result, the production of a print out of an electronic record is admissible.”*

In short this means that:

- Event/Meeting paperwork should be retained for a period of 3 years from the date of the race meeting or event.
- Licence applications should be kept for a period of 3 years from the expiration anniversary date.
- Digital or electronic data storage is permissible provided that the images are secure and able to be retrieved as necessary as and when they may be required.

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#### Distribution To

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**Sue Wallace**

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