

# Board & Committee Paper Retention Policy

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## 1 Purpose

To set forth DMTC's policy on retention of Board and Board Committee papers by the Company, Board and Committee Members.

## 2 Policy scope/coverage

This policy is applicable to all Board Members including Directors and Public Officers, and to any observers attending such meetings. The policy covers all Board and/or Committee Papers, including documents and presentations tabled/presented at meetings, and extends to notes and annotations made thereto.

## 3 Policy statement

### 3.1 Policy overview

The Policy reflects the fact that agreed, accepted and signed minutes reflect the true and correct record of proceedings and discussions at Board and/or Committee meetings.

DMTC will ensure that a copy of Board and/or Committee papers and minutes are retained by the Company.

DMTC will ensure that, to the extent permissible by law, all copies of Board and/or Committee papers other than one copy retained by the Company, including notes and annotations made thereto are destroyed following formal adoption of the meeting minutes as a complete record of the relevant meeting.

### 3.2 Retention of records

The Company will retain a clean, un-annotated copy of each set of Board or Committee papers, including all formally tabled documents and presentations at its registered office.

The Company will retain a signed copy of each adopted minutes Board or Committee meetings, at its registered office.

Board and Committee records for each meeting will formally reflect that each Board and/or Committee member agrees that content of annotated notes are superseded once minutes have been agreed, adopted and signed and further agrees that the minutes are the only accurate record of Board and/or Committee proceedings and discussions including the full address of any queries or concerns raised in the notes or annotations.

Each Board and/or Committee member agrees that, to the extent that any notes or annotations exist, they remain the property of the Company, or that the Company has a right to access them.

### 3.3 Destruction and/or deletion of files

Each Board Member or Committee Member is required, as soon as practicable after minutes of a meeting have been agreed, adopted and signed, but no later than one month following, to:

- hand back or destroy any physical copies of Board or Committee papers relating to that Board or Committee meeting;
- destroy any notes taken relating to that Board or Committee meeting;

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- delete all electronic copies of Board or Committee papers, and;
- delete any files and/or records containing notes or annotations made relating that Board or Committee meeting from any and all storage media.

Any persons attending a Board and/or Committee meeting as an observer may not take notes in the meeting.

Board and Committee records for each meeting will formally reflect that each Board and/or Committee member confirms to the Company Secretary following each meeting that they have complied with these steps.

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