



## ***RECORDS MANAGEMENT POLICY***

### **Policy & Guidance**

- Schools must securely dispose of records and ensure electronic and hardcopy records are destroyed in a way that ensures the records are unreadable and irretrievable. The Department recommends the use of secure disposal bins for hardcopy records.
- The [School Records Retention Guide](#) outlines how long different types of records need to be kept to assist the school in assessing if records are ready for destruction. Please refer to the web reference below.

### **Purpose**

- To ensure Footscray North Primary School understands and meet requirements for creating, storing and disposing of school records.

### **Definition**

#### **Normal Administrative Practice**

Working papers, drafts, duplicate copies of records stored elsewhere, short-term facilitative records (such as phone messages), and unimportant records such as unsolicited 'junk mail' which may be destroyed without approval once administrative use has ended.

#### **Permanent Records**

A public record with enduring value to the Victorian community that must be transferred to the State Archives when no longer needed by the school.

#### **Public Records**

Work-related records in any format or media made or received by staff or volunteers in Victorian government schools.

#### **Temporary Records**

A public record that is required to be kept for a specific period of time for legislative or other requirements, before it can be destroyed.

### **Implementation**

- School records will be managed in accordance with DET policy. Some of the relevant retention periods are:

Record	Retention Period	Notes
Absence Notes	1 year	
Accident Reports	20 years	There is currently a disposal freeze on these records. Do not dispose of these records until further notice.
Annual Reports	Permanent	
Applications for educational and disability support funding	2 years after administrative use has concluded	
Asset Register	Permanent	
Asset Reports	2 years after administrative use has concluded	

Attendance Rolls	6 years	
Building Hire	Destroy 7 years after expiry of lease.	
Canteen Roster	7 years	
Class Records	1 year	
Class Photographs	Permanent	
Communication with Neighbours	7 years	
Camp and excursion records, including planning documents, permission forms, medical forms and attendance rolls - incidents	Destroy 20 years after excursion/camp	
Camp and excursion records, including planning documents, permission forms, medical forms and attendance rolls - no incidents	Destroy 7 years after excursion/camp	
Dismissal Forms – permission to leave school early	6 years	
Enrolment Audit	Destroy 7 years after completion of the financial year in which the record was created.	
Financial Records	Destroy 7 years after completion of the financial year in which the record was created.	
Fund Raising	7 years after administrative use has concluded	
Infectious Diseases Outbreak	7 years after administrative use has concluded	
Leave Applications	7 years	
Newsletters	Permanent	
Notices to Parents – all subjects	7 years	
Parent Club Minutes, Correspondence, Papers	Permanent	
Parent Information	1 year after student has exited	There is currently a disposal freeze on these records. Do not dispose of these records until further notice.
Partnerships, Sponsorship Agreements	15 years after contract has expired	
Polling Place Records	7 years	
Principal's Diary	Permanent	
Pupil Registers	Permanent	
Records of Significant Events	Permanent	
School Council Correspondence	Permanent	
School Review	Destroy after administrative use has concluded	

Sick Bay Records	7 years after administrative use has concluded	There is currently a disposal freeze on these records. Do not dispose of these records until further notice.
Social Service Welfare records - case file	30 years after birth date of client	There is currently a disposal freeze on these records. Do not dispose of these records until further notice.
Staff Meeting Records	Destroy after administrative use has concluded	
Student Reports	P-9: 7 years Yrs 10 -12: Permanent	
Vandalism, Theft	Destroy 7 years after action has concluded	
Visitors' Log	7 years	

- Please refer also to the *school's Freedom of Information Policy, the Record Keeping Procedures Policy and the Privacy & Information Sharing Policy.*

#### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-June 2020).

An operational policy

Mandatory for VRQA purposes

Reference:

<https://www2/education.vic.gov.au/pal/records-management>