

Croydon Community School & OPTIONS

Archives and Records Management Policy



PURPOSE

To ensure Croydon Community School & OPTIONS complies with legislative and business requirements for creation, storage and disposal of records.

To regulate access to official school documents, to protect privacy and to ensure that documents are not lost or misplaced.

SCOPE

Schools create, receive and manage records on matters such as administration, accountability, student management, curriculum, property and facilities, school heritage, finance and personnel. All such records need to be properly managed.

Schools need to properly manage records in order to:

- meet legislative responsibilities
- ensure records are stored when needed and destroyed when permissible
- meet administrative responsibilities to staff and students

All public records have life-spans that are determined by standards issued under the *Public Records Act 1973*. These range from 'destroy immediately' to 'keep forever'. To find out how long a particular record needs to be kept refer to the relevant Retention and Disposal Authority (RDA).

A small proportion of school records are permanent. This means they cannot be destroyed and will, eventually, be transferred to the Public Record Office Victoria.

Particular attention should be paid to the creation and maintenance of records that have heightened importance due to their requirements for business continuity, legal and financial accountability, confidentiality and sensitivity.

DEFINITION

Public records are any work-related documents in any media made or received by staff or volunteers in Victorian Government schools.

POLICY

Records that are not in current use (called inactive records) will be stored on school premises but please note the following:

- The records MUST be safe from unauthorised access.
- The records must be stored in an environment free from dangers such as water, excessive light, excessive heat, vermin and insects.
- The records should be properly boxed and labelled and a list should be created so that records can be easily located when needed.
- The school will regularly carry out authorised destruction of records in accordance with the Retention and Disposal Authority. As a minimum, the school will keep up to date with the destruction of temporary records.
- All school staff who manage records must become familiar with the two Retention and Disposal Authorities that are used to sentence school records.

The school will maintain a destruction register that contains the following information:

- title and unique identifier of record
- relevant RDA and class
- date of destruction
- individual authorising destruction and their position in the school
- method of destruction
- individual performing/supervising destruction

If the school employs an external organisation to destroy the records, the school will request a certificate of destruction. This certificate will be kept with the register.

Records destruction will be secure and irreversible, safe, and environmentally friendly. Guidelines on records destruction are available from the Public Record Office Victoria at:

<http://www.prov.vic.gov.au/publications/publIns/1013g3.pdf>

If the school is approached to support or initiate a school reunion, the school will be guided by A School Reunions Guide which is available to inform schools and members of the public about what can be provided, see: A – [Access](#) to Historical and Public Records – School Reunions

STAFF PERSONAL FILES

Essential personal documentation about each staff member will be maintained in a personal file. These will be held in a secure environment with restricted access.

On cessation of employment, a staff member's personal file will be retained by the school where they were last employed for 50 years from date of cessation. The file may be reactivated if the staff member is re-employed prior to the appropriate destruction time.

If a previously employed staff member commences employment in a school, the employing school must retrieve the personal file from the school where that staff member last worked.

For a previously employed staff member, if re-employed, a personal file will already exist. This file must be retrieved rather than creating a new personal file.

Permanent school records will stay in the school until such time as transfers to the Public Record Office Victoria can be arranged. Transfers of permanent records to the Public Record Office Victoria are handled by the Department. Schools will be notified when a transfer is scheduled.

STUDENT REPORTS

Student reports Years 7 & 8 – destroy six years after student departures.

Year 9 (excluding the final report) will be destroyed 30 years after student departures.

EXPULSION RECORDS

All records relating to disciplinary action resulting in expulsion of a student will be destroyed within one year of expulsion of the student or when the student ceases to be of school age, whichever is the later.

FINANCIAL RECORDS

Most school financial records such as statements, invoices, receipts, etc. will be kept for seven years.

The annual financial statement that is signed off by an auditor and usually presented to the School Council is the only financial record that is permanent.

VIEWING RECORDS

Permission must be obtained from the person responsible for document management for a document to be viewed. A valid reason must be stated as to why the document is to be accessed. If doubt exists, the Principal should be consulted.

If approved, the file may be viewed or copied, as appropriate, and, if borrowed, the original item(s) should be returned intact and promptly to the person from whom they were borrowed.

If the responsible person is absent, permission must be sought from the Principal.

Confidentiality, professionalism and the requirements of relevant Privacy Acts must be observed in relation to information accessed.

Documents must not be removed or viewed without permission.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic.gov.au/school/principals/spag/governance/pages/archives.aspx

Please refer also to the *school's*:

- Assessment, Student Policy
- Assets Management Policy
- Copyright and Intellectual Property Policy
- Electronic Funds Management Policy
- Freedom of Information Policy
- Information and Privacy Policy
- Procedures for Recording & Verifying VIT Registration and WWC Checks Policy
- Record Keeping Procedures Policy

REVIEW CYCLE

This policy, first developed in this format in March 2019 and will be reviewed as part of the school's three-yearly review cycle or if guidelines change (latest DET update early June 2018).