

Records and Information Management Policy

Please note



Help for non-English speakers

Northern Bay College team of Multicultural Education Aides are the principal point of contact for interpreter support. As required the team will liaise with external providers if required.

PURPOSE

The purpose of this policy is to assist staff at Northern Bay College to understand and meet requirements for creating, storing and disposing of school records.

SUMMARY

- Northern Bay College is responsible for creating, managing and disposing of school administration and student records.
- Records must only be disposed of with written approval of the college principal, after the minimum retention period has been met. (Note: short-term information created through normal administrative practice can be destroyed without needing the written approval of the principal).
- As of July 2019, there is a 'freeze' on destroying records relating to child safety, health and wellbeing in schools and early childhood programs, until further notice.
- Northern Bay College staff will regularly review the [School Records Retention Guide](#) (staff login required) which provides information on common school records and their minimum retention periods.

DETAILS

Northern Bay College is responsible for creating, managing and appropriately disposing of public records in accordance with the [Public Records Act 1973 \(Vic\)](#), standards issued by the Public Record Office Victoria (PROV) and policy and guidance issued by the Department.

Record creation

Northern Bay College must create full and accurate records of school functions and activities, including records relating to:

- school governance
- operations
- the handling of incidents, complaints and investigations
- student management

This includes both hardcopy (paper) and electronic records.

Permanent and temporary records

Northern bay College is responsible for creating and managing temporary and permanent records.

A temporary record is a record that must be retained for a certain period of time (ranging from 12 months to 65 years) and can only be destroyed once that period has expired with the written approval of the school's principal.

Permanent records must be transferred to the State Archives when no longer needed for day-to-day activities at the school.

Contact Records and Digitisation Services on [1800 359 140](tel:1800359140) or archives.records@education.vic.gov.au if you would like assistance to transfer permanent value records at Northern Bay College.

Common school records and minimum retention periods

The [School Records Retention Guide](#) outlines how long common types of school records need to be kept, to assist schools in assessing if records are ready for destruction. Instructions on how to use the guide is included in the guide on the [How to use this guide](#) tab.

The information in this guide is regularly updated however if it does not contain a record you would like to know the required retention period of, or you require further advice, contact Records and Digitisation Services on [1800 359 140](tel:1800359140) or archives.records@education.vic.gov.au

Records storage and access

Northern Bay College has systems and processes for managing electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of these records.

All records must be stored in safe and secure locations to ensure their integrity and accessibility. Permanent records must be stored in conditions that ensure their long-term preservation. School staff may contact Records and Digitisation Services to arrange the transfer of permanent records and historic records to the State Archives if no longer needed.

Records destruction

Northern Bay College staff must not dispose of:

- any records that are reasonably likely to be required in a legal proceeding
- any record that may be required for a current Freedom of Information request
- permanent records or records that are of historic value (for example, records created in the 1800s or school anniversary publications)

NOTE: As at July 2019, there is a 'freeze' on destroying records relating to child safety, health and wellbeing in schools and early childhood programs, until further notice.

Northern Bay College staff may dispose of temporary records that have reached the required retention period (the minimum period the records must be kept for before they can be legally destroyed). The principal must approve the disposal in writing to provide evidence of the disposal activity.

Some records created through normal administrative practice may be destroyed without approval once administrative use has ended. These records include:

- working papers
- drafts
- duplicate copies of records stored elsewhere
- short-term facilitative records (such as phone messages)
- unsolicited 'junk mail'

Northern Bay College staff 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 you in assessing if records are ready for destruction.

Definitions

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.

RELATED POLICIES

- Freedom of Information
- Privacy and Information Sharing

RELEVANT LEGISLATION

- Accident Compensation (OHS) Act 1996 (Vic)
- Crimes Act 1958 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Evidence Act 2008 (Vic)
- Family Violence Protection Act 2008 (Vic)
- Family Violence Protection (Information Sharing and Risk Management) Regulations 2018 (Vic)
- Financial Management Act 1994 (Vic)
- Freedom of Information Act 1982 (Vic)
- Health Records Act 2001 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Public Administration Act 2004 (Vic)
- Public Records Act 1973 (Vic)

Records Management Link: <https://www.education.vic.gov.au/school/teachers/management/Pages/records.aspx>

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2024

RECORDS RETENTION QUICK REFERENCE GUIDE

This guide contains the most common school record types. If you cannot find the record type you are looking for, consult the complete list in the School Records Retention Guide (available on the Policy and Advisory Library) or contact Records and Digitisation Services on 1800 359 140 or archives.records@education.vic.gov.au for further advice.

Record type/function:	Retention:	Examples of records:
Administrative records		
Finance records	7 years	Batch reports, cheque vouchers, budgeting materials and resources, records of sales, invoices
Census information	7 years	Records collected for completion of census
School Council	Permanent	Minutes of meetings, record of attendances, annual financial statements, principal's reports
School policies and strategies	Permanent	Policy documents, including out of school hours care, School Prospectus/Charter
School procedures	7 years after superseded	Procedure documents
Parents and Friends Association	Prior to 1980 – Permanent After 1980 – 5 years	Minutes of meetings, record of attendances
Building plans, reports, registers	Permanent	Building plans, building inspection reports, asbestos reports, maintenance registers
Maintenance records	7 years	Records of routine maintenance and repairs, including certificates of safety
Recruitment – interview panel paperwork	2 years after administrative use is concluded	Interview panel notes, unsuccessful applicant resumes
Personnel files	50 years from date of separation from the Department; 100 years if exposed to hazardous materials	Staff files, workers compensation, misconduct/disciplinary records
Curriculum records		
School level curriculum documents	Destroy when superseded	Curriculum planning and implementation records, unit plans, assessment tasks
Teacher curriculum documents	Destroy when superseded	Individual teachers working papers/workbooks, curriculum planners
Student records		
Attendance rolls and registers	6 years after end of school year in which they were collected	Attendance Roll, printed attendance rolls, absence notes, school bus attendance rolls, student and staff attendance at out of hours care, sign in/out registers
Student enrolment – summary information	Permanent	Pupils' Register books From 2006, all summary student enrolment records are contained in Cases21.
Student file	Reports	File containing all records pertaining to the student's time at the school including student work, mark sheets and merit certificates
	Other work	
Student transport	5 years from last action	School bus forms and lists
Student health & wellbeing	Retain until further notice*	Integration files, meeting records, behaviour incidents, student referrals for support, Student Support Services files and reports
Student expulsion records	Retain for 1 year from cessation or student ceases to be of school age, whichever is later	Notices of suspension, notice of expulsion, expulsion reports
Health and safety records	Retain until further notice*	Incident reports, first aid/injury registers, records pertaining to hazardous substances
Camp and excursion records	Retain until further notice*	Consent forms, excursion administration and planning records, incident reports/registers

* From July 2019, several record types are subject to a disposal 'freeze' due to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People Disability. Records relating to child safety and wellbeing, including early childhood and school-based records must not be destroyed. Schools will be advised once disposal freeze has been lifted.