



G006	Records Management Policy
<b>Purpose</b>	This policy describes the school's record management practices.
<b>Authority</b>	Evidence Act 1906 Limitation Act 1935-78 School Education Act 1999 Privacy Act 1988 Associations Incorporations Act 1987 (State) Industrial Relations Act 1996 (Federal) The relevant Awards for employee wage records Income Tax Assessment Act 1997
<b>Policy</b>	The school will ensure that records are filed, managed, and archived to comply with legal requirements, for possible retrieval of accurate, reliable information and to benefit posterity.
<b>Delegation</b>	Principal
<b>Related Policies</b>	Enrolment of Students (PC007) Health Records Management (H004) Child Protection (CP001) Behaviour Management and Discipline (R004) Screening Staff and Volunteers (CP005)
<b>Date approved</b>	March 2011, March 2015, May 2019
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<b>Review Authority</b>	Management
<b>Keywords</b>	Records; personal information; storage of records; document retention
<b>Authorised by:</b>	
<b>Board Chairman</b>	
<b>Date:</b>	
<b>Author/Reviewer:</b>	Jolanda Mulder – May 2019



## G006

## Record Management Procedure

### **General:**

Day-to-day work within the school requires proper management of school records. Records of students and systems performance are imperative to inform others how the school is performing, what resources may be required and provide facts on which to base decisions. Consequently, all significant electronic and paper records are to be dealt with responsibly.

Accurate and efficient provision of information is also important in terms of staffing, teaching rooms, materials, equipment and technologies, and to ensure their correct allocations throughout the school. It is, therefore, essential that the school has a policy for the management of all records including details on relevant legislation and procedures on the maintenance for all records.

### **School/Staff Responsibilities:**

All permanent employees, fixed-term contractors and casual staff must comply with the legislative and business requirements of recordkeeping in order to:

- Meet legislative requirements
- Meet accountability requirements (records of decisions and actions)
- Protect the interests of students, staff, parents, the school association; and
- Meet community expectations.

### **Electronic records:**

An electronic record is any information that is entered into a computer system, and processed, modified, stored and accessed via that system. Electronic records include word processing files, electronic spreadsheets, databases, electronic mail, internet and intranet systems, and imaged documents. This information within electronic records must be appraised in the same way as paper-based records.

All significant educational and business decisions and transactions in relation to policy, administrative and operational transactions must be documented and captured in records.

All significant records, regardless of their physical format and whether received, sent or generated and used internally must be managed within record keeping systems.

### **Ephemeral Records:**

Ephemeral records are those with only short-term value as they contain little or no ongoing administrative, fiscal, legal, evidential or historic value. (They are usually not placed in the school's recordkeeping system).

### **Retention and Disposal Schedule:**

A retention and disposal schedule establishing the minimum retention period for each type of record is listed in Appendix 1, regardless of medium.

At the end of the retention period, records due for destruction are to be totally destroyed. Records identified for further retention, after action has been completed, can be removed to alternative storage such as off-site or off-line storage. Records identified as having archival (or permanent) value are to be stored in the school's archives.



Significant records are those which:

- Contain information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere.
- Document formal communication and/or a transaction between staff, or between a staff member and another party; and
- Document the rationale behind policy, senior staff decisions and directives.

Examples of significant records may include:

- Notes of oral decisions and commitments;
- Decisions and recommendations;
- Drafts and versions, where applicable;
- Policies and procedures
- Precedent cases, where precedent plays a part in the decision-making process;
- Minutes of a meeting, reports or submissions
- Notes of a meeting (both formal and informal) between a teacher and a student or letter from a principal to a parent.
- Business correspondence; and
- Formal approvals

### **Recordkeeping Responsibilities:**

All permanent and casual members of staff have responsibilities concerning records under their control or with which they work. Members of staff are to learn, understand and apply to records the distinction between ephemeral and significant records.

In respect of significant records, all permanent employees, fixed-term contractors and casual staff must:

- Ensure that all significant records relating to business activities that are created and/or received are included in the school's recordkeeping systems;
- Maintain the currency, integrity and accuracy of the records
- Apply appropriate security to confidential records and/or received by them
- Ensure that confidential records have restricted physical access and secure storage;
- Ensure that records, including electronic records, are destroyed in accordance with the appropriate approved retention and disposal schedules;
- Retain electronic records in electronic form at work sites within a records/electronic document management system.

### **Procedures for Filing records:**

All records within the school system will be defined as either being "Active files" or "Closed Files".

Active Files contain enrolments, information, minutes, reports, submissions (any significant record) which is still in operation and being used.

Closed Files contain significant records which are no longer used in the day-to-day operation of the school. With these files the retention period for the records will be determined. The year the file is closed will be written on the top cover of the file together with the retention period. Closed files can be placed in storage.

Annual reviews of all records will take place to determine the placing of the records.



## Appendix 1

## Record Retention and Disposal Schedule

Still needs to be worked out. Refer to Records Retention and Disposal Schedule, 2<sup>nd</sup> Edition and AISWA Record Retention policy guidelines.