



ARCHIVES AND RECORDS MANAGEMENT POLICY

RATIONALE

To assist schools to meet legislative and business requirements for creation, storage and disposal of records.

AIM

To create, manage and dispose of public records (electronic and hardcopy) in accordance with standards set by the Public Record Office Victoria (PROV) and guidelines issued by the Department.

IMPLEMENTATION

Definition

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

Records creation

Records should be created to show:

- what happened
- what was decided or recommended
- what advice or instruction was given
- when it happened
- who was involved
- the order of events and/or decisions.

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.

Records management

Schools should have a system for managing their electronic and paper records to ensure the authenticity, security, reliability and accessibility of these records. If the school does not have an appropriate electronic document management solution available they are to print and file hardcopy versions of high risk electronic records. Schools that do manage their records are able to easily store, retrieve and dispose of records when needed.

Records disposal

Temporary records

A temporary record is a record that can be destroyed after a certain period of time usually according to sentences in a Retention and Disposal Authority (RDA) see: [Other resources](#)

Some records can be destroyed under normal administrative practice (NAP).

Such records include 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'.

Permanent records

Some school records are permanent and can not be destroyed. These records must be stored in a safe and secure location to ensure their long-term integrity and accessibility. These records will eventually be transferred to the PROV and must stay in the school until this transfer occurs see: Archives and Records Management Advice for Schools within [Department resources](#)

We will contact the records team for further advice - archives.records@edumail.vic.gov.au

Retention and Disposal Authorities (RDAs)

Retention and disposal authorities direct schools on how long their records need to be kept. The two RDAs relevant for school records are:

- Schools General Retention and Disposal Authority (PROS 01/01) - covers records specific to schools such as, but not limited to, reports, attendance rolls, enrolment records and school council records
- General Retention and Disposal Authority for Records of Common Administrative Functions (PROS 07/01) - covers records common to all public offices such as, but not limited to, financial records and personnel records

EVALUATION

This policy will be reviewed in line with best practice and DET guidelines.

REVIEW CYCLE

This policy was reviewed in **May 2020** and is due for another review in **2023**.

Endorsed by School Council on 19 May, 2020