Proc008	Records Management Policy
Purpose	To outline the management of the creation, collection, storage, sharing and disposal of school records.
Authority	Evidence Act 1906 Limitation Act 1935-78 School Education Act 1999 and School Education Regulations 2000 Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 Associations Incorporations Act 2015 Industrial Relations Act 1979 (State) FairWork Act 2009 The relevant Awards for employee wage records Income Tax Assessment Act 1997 Independent School Teachers Award 1976 Educational Services (Teachers) Award 2010
National Principles for Child Safe Organisations	Principle: 1. Child safety and wellbeing is embedded in organisational leadership governance and culture. 3. Families and communities are informed and involved in promoting child safety and wellbeing. 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. 6. Processes to respond to complaints and concerns are child focused. 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training. 9. Implementation of the national child safe principles is regularly reviewed and improved.
Policy	The Free Reformed School Association (FRSA) will ensure that schools establish and maintain a comprehensive records management system that encompasses both electronic and physical records. This system must ensure the authenticity, security, reliability, and accessibility of all records throughout their lifecycle. Effective records management supports the efficient storage, retrieval, and lawful disposal of records, enabling schools to meet operational, legal, and regulatory requirements.
Delegation	
Related Policies	G001 Privacy Policy G006 Complaints Policy Proc006 Enrolments policy
Review Authority	Management
Next Review Due	June 2028

Keywords	Storage, records, long-term records, records management, retention, disposal, retrieval
Appendices	1. Records Retention and Disposal Schedule

Authorised by: Board Chairman	*[signature]*
Date:	June 2025

REVISION HISTORY

Version	Date	Synopsis
1.0	Jul 2004	Adopted by Board (old format) (as G007).
1.1	Jun 2025	Comprehensive review, placed into new policy format. Added National Principles. Replaced Appendix 1 with Australian Society of Archivists (ASA) Records Retention & Disposal Schedule for Non-Government Schools. The Board approved review authority to be Management – amended to be Proc008 Records Management Policy.
2.0	Jun 2025	Previously G007.

Records Management

All significant records, whether electronic or paper records, need to be managed in a responsible way. Proper management can be critical for day-to-day operations of the school. Records of students' and systems' performance, fiscal, communications with peers, students, parents and other stakeholders in the education process need to be managed and maintained.

The Free Reformed School Association (FRSA) will determine which records need to be created and how they are going to be retained for the duration of the retention period in compliance with relevant legislation.

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.

The management of records must be cost commensurate with operational, informational and legislative requirements. School records must be maintained and stored in a manner that enhances retrieval and ensures their integrity, physical safety and security. The disposal of records must be in accordance with the appropriate records retention and disposal schedule and legislative requirements (as outlined in Appendix 1).

Definitions

Ephemeral Record:
These are duplicate records and/or those which only have short-term value to the school. They have little or no ongoing administrative, fiscal, legal, evidential or historical value and may be destroyed without recording the details.

Significant Record:
These are records of long-term value.

They:
- Contain information which is of administrative, legal, fiscal, evidential, or historical value and is not recorded elsewhere in the school records.
- Document formal communication and/or a transaction between staff (e.g. minutes of a meeting, report or submission), or between a staff member and another party (e.g. notes of a meeting between a teacher and a student of a letter from a principal to a parent).
- Document the rationale behind policy, senior staff decisions and directives.
- Are unsuccessful applications or tenders (these may have a set retention period to cover audit requirements).

School/Staff Responsibilities

All staff at the John Calvin Schools have responsibilities concerning records under their control. Staff must understand and apply to records the distinction between ephemeral and significant records.

In respect of those **significant records**, all staff and contractors will:
- Ensure that all records relating to business activities that are created and/or received are included in the record keeping systems of our school.
- Maintain the currency, integrity and accuracy of records.
- Apply appropriate security to sensitive records created and/or received by them.
- Ensure records including electronic records are destroyed in accordance with the appropriate approved retention and disposal schedules.
- Retain electronic records in electronic form in work sites with electronic record/document management systems.

In addition, all staff with senior or managerial responsibilities will:
- Ensure that there are record keeping systems established to manage the records under their control.
- Ensure that all staff are inducted regarding their records management responsibilities.
- Ensure that contracts for services include clauses, which enable the school to meet its records management obligations.
- Ensure that staff have appropriate record keeping and records management training.
- Ensure that record keeping and records management practices are in accordance with the latest versions of the relevant records management guidance.

Correspondence records

Schools need to be aware of the requirement to retain correspondence, emails and notes between a school and the parents and/or third parties about a student registered at a school.

Such correspondence, emails and notes may come into existence in a number of ways. For instance, letters and emails about a student may be sent by a parent to the principal, head of department or class teacher and answered by any one of these staff members. Similarly, notes about a telephone call or meeting with a parent may come to be made by the staff member involved.

As a general rule, all correspondence, emails and notes of this type should be retained by a school. Such documents should be retained for several reasons. These include the fact that such documents may:
- Constitute the actual student records that a school is obliged to maintain and retain in respect of the School Education Act.
- Relate directly or indirectly to the statutory student records.
- Constitute a record of an event, a discussion or observations of something, all of which could have a bearing on a claim or possible litigation against a school in the future.

For example, a class teacher may have several email exchanges with a parent about a student's behaviour in class. The issue may appear innocuous. However, the emails may be the start of further emails and ultimately a complaint in subsequent months. The school's best interests will be served by the class teacher ensuring the emails (both sent and received) are provided to the school administration for retention.

Employee records

The FRSA shall maintain records applicable to staff employment as required by the Minimum Conditions of Employment Act 1993 which applies to all schools in WA and the Fair Work Act 2009 which applies to schools that are Incorporated Associations and who are National System Employers.

Privacy for Employees

The requirements to maintain privacy of employee records and who are authorised to view are detailed on the Fair Work Ombudsman website.

Privacy for Students

The Australian Privacy Principles (APP's) provide that an organisation must take reasonable steps to destroy or permanently 'de-identify' personal information if it is no longer needed for any purpose for which the information may be used or disclosed, the APP do not stipulate any minimum period for which such information must or should be kept however the ASA RRDS has some recommendations in this area.

Record Security

The requirements of secure record keeping for schools are governed by the Notifiable Data Breaches Scheme (NDBS).

For more details refer to the FRSA Privacy Policy (G001).

Permanent retention

The FRSA stores its records by electronic means and, where paper copies do exist, they are digitally scanned and archived. Archived data is stored in Microsoft SharePoint Online. This archive data is backed up using Barracuda Cloud Backup for Microsoft365 to provide multiple recovery points over a multi-year period.

Digital data stored on FRSA onsite servers is backed up using Veeam Backup software to a backup server onsite. This data is then replicated to an immutable backup storage server as well as offsite servers at different campuses. Once a week an offsite disk containing critical school data is rotated and stored securely offsite.

Record destruction

The FRSA has adopted the Australian Society of Archivists (ASA) Records Retention & Disposal Schedule for Non-Government Schools - 2nd Edition.   (Attached as appendix 1).

Records Retention & Disposal Schedule for Non-Government Schools

2nd Edition April, 2018

No	Term	Description	Disposal Action	Examples
1	**GOVERNANCE**	Managing school accountability and compliance according to legislation, sector standards and school policies. Includes governance structure (Board/Council, committees and membership), registration and accreditation, strategic planning, reviews, policies, and reporting. Use this class for meetings of school governance bodies, use the subject for meetings relating to operational matters. For the governance of school-related groups, use **COMMUNICATIONS & COMMUNITY RELATIONS - School-related groups**.		
1.1	Establishment	Formal arrangements for the establishment of a new school, including community engagement, planning, constitution and events surrounding the opening of the school.	Retain permanently	Certificate of Incorporation; Memorandum & Articles of Association; planning documentation; records of community consultation; documentation of the opening; photographs
1.2	Closure	Formal arrangements for the closure of a school. For administrative arrangements (e.g. staff, disposal of assets), use the relevant topic under **ADMINISTRATION**.	Retain permanently	Legal documents

No	Term	Description	Disposal Action	Examples
		GOVERNANCE		
1.3	Council and Committees	Structure, membership, deliberations and operation of the school's governing Council (or equivalent) and committees, senior management group, and Student Council. For regular or subject-specific meetings relating to different aspects of the operation of the school and its services, use the relevant subject (e.g. **TEACHING AND LEARNING**).	Retain permanently	Includes constitution; terms of reference; election documents; appointments; papers and minutes of Council/Board and senior committee meetings
1.4	Regulation	Accreditation, registration, licensing, approval and regulation of the school to be an educational provider, including family day care educator. Includes registration as a student exchange organisation, a Registered Training Organisation and as an International Baccalaureate school. Includes its approvals for courses. For the registration of teachers, use **ADMINISTRATION - Human resources - Appointments**.	Retain permanently	Applications for registration and supporting documentation; approvals; renewals; information requests; cancellations; suspensions
1.5	Compliance Monitoring	Formal review against standards of the governance, enrolments, curriculum and student performance, student welfare, staff employment and school infrastructure. Includes external and internal assessment or review.	Retain permanently	Guidelines and standards; formal inspections, reviews, audits; results of assessments against standards

GOVERNANCE

No	Term	Description	Disposal Action	Examples
		For routine financial or performance audits, use **ADMINISTRATION - Finance - Audit**.		
1.6	Planning	Strategic planning, reporting and reviewing or evaluating processes, procedures and school standards.	Retain permanently	Strategic plans; business plans; documentation of internal reviews
1.7	Delegations & Authorisations	Delegations of power to staff to authorise financial or other decision-making and transactions.	Destroy 7 years after delegation expires	
1.8	**Agreements/ contracts**	Establishment, maintenance, review and negotiation of agreements with external organisations for the provision of services. Includes arranging, procuring and managing the performance of work or the provision of services by an external party (e.g. contractor, services company, consultant). For records that result from the actual work or services provided by an external party where the school has responsibility or duty of care, use the subject to which they specifically relate (e.g. out of hours care, food services, records storage). For the financial transactions, use **ADMINISTRATION - Finance**.		
1.8.1	Register	Summary of all agreements/contracts entered into by the school	Retain permanently	Contracts register or system

No	Term	Description	Disposal Action	Examples

GOVERNANCE - Agreements/ contracts

No	Term	Description	Disposal Action	Examples
1.8.2	Successful - Major	Negotiation, establishment and maintenance of major agreements with external organisations relating to the provision of services. Examples include: educational or student welfare; out of hours care; accommodation services; major buildings and works; funding; uniform shop; book shop; printing, cloud-based information systems. For staff employment agreements (or similar), use **ADMINISTRATION - Human resources - Agreements**.	Destroy 15 years after agreement/ contract expires	Specifications; tender and negotiation records; quotations; assessments of tenders; final agreements/ contracts; service level agreements
1.8.3	Successful - Minor	Establishment and maintenance of minor agreements with external organisations for small scale-service provision.	Destroy 7 years after agreement expires	Final agreements/ contracts; service level agreements; tender and negotiation records
1.8.4	Unsuccessful	Unsuccessful tenders or a tender/contracting process where there is no suitable provider, or where the tender/contracting process has been discontinued	Destroy 2 years after tender process completed or discontinued	
1.9	Submissions	Submissions to external organisations, including regulatory bodies and government inquiries, on issues relevant to the core responsibilities of the school. For advice provided to parents or the community on various issues, use **COMMUNICATIONS & COMMUNITY RELATIONS - Communications**.	Retain permanently	Statements; business cases; supporting information; working papers

No	Term	Description	Disposal Action	Examples
GOVERNANCE				
1.10	Policies and Procedures	Development and establishment of decisions, directions and precedents, to support future decision making and operations.	Retain permanently	Final policies; final procedures; working papers where they are likely to be reused
1.11	Reporting	Provision of formal responses to a requirement, situation or request (internal or external), e.g. reports to regulatory bodies, results of investigations, statistics. Includes public reporting such as the school's Annual Report.	Retain permanently	School Performance Information reports; parent, staff and student surveys
1.12	Child Protection	Frameworks, programs, reviews relating to child protection. For individual cases, use **STUDENT MANAGEMENT - Child protection**.	Retain permanently	
1.13	Corporate Identity	Development and protection of the name, coat of arms, crest, motto, logo or seal of the school.	Retain permanently	
1.14	**Legal services**			
1.14.1	**Advice**	Seeking and receiving legal advice on any matter		
1.14.1.1	Major Issues	Advice on issues of public interest or controversy, or which results in a change to school policy	Retain permanently	

No	Term	Description	Disposal Action	Examples

GOVERNANCE - Legal services - Advice

No	Term	Description	Disposal Action	Examples
1.14.1.2	Other Issues	Advice on issues that are not of public interest or controversy	Destroy 20 years after matter resolved	
1.14.2	**Litigation**	Managing lawsuits or legal proceedings between the school and other parties in a court or other tribunal		
1.14.2.1	Major Matters	Matters where legal precedents are set, or are of public interest or controversy, or lead to a change in school policy	Retain permanently	
1.14.2.2	Other Matters	Matters that are not of public interest or controversy	Destroy 15 years after case resolved	
2	**ADMINISTRATION**	The organisation, administration and day-to- day running of the school. Includes enquiries, stores and equipment, finance, property (buildings, grounds, facilities), assets, works and services, information management, human resource management, administrative procedures (e.g. enrolments), security.		
2.1	**Finance**	Management of the school's financial resources		
2.1.1	Financial Records - Annual	Annual summaries of the school's financial position that are audited or used for other reporting	Retain permanently	Annual financial statements, statutory financial reports, balance sheets, operating statements, cash flow statements and accompanying notes

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Finance

No	Term	Description	Disposal Action	Examples
2.1.2	Accounting	Accounting records and associated supporting records related to managing the school's revenue and expenditure. Includes accounts payable and receivable, (including bequests, grant funding, donations, fundraising), banking records, payroll, debt recovery. For records such as employee group certificates and tax declaration forms, use **HUMAN RESOURCES - Salaries**. For fund raising activities, use **SCHOOL- RELATED GROUPS - Activities**.	Destroy 7 years after end of financial year in which the record was created	Accounts payable; accounts receivable; routine financial statements and reports; credit notices; petty cash records; cash books; journals; ledgers and other records of prime entry; bank deposit records; bank statements; bank reconciliation statements; investment and dividend statements; credit card statements; interim financial statements
2.1.3	Banking	Establishment and closure of bank accounts, including investment accounts. For records of banking transactions, use **ADMINISTRATION - Finance - Accounting**.	Destroy 7 years after account closed	
2.1.4	Audit	Conduct and reporting of financial or performance audits by internal and external parties. For the statutory School Performance Information report, use **GOVERNANCE - Reporting**.	Destroy 7 years after audit results accepted	Arrangements for audit; reports
2.1.5	**Assets**	Financial management of capital assets such as buildings, facilities, grounds, vehicles, equipment.		

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Finance - Assets

No	Term	Description	Disposal Action	Examples
		For physical management of assets, use **ADMINISTRATION - Property**.		
2.1.5.1	Register	Summary listing the school's assets.	Retain permanently	Asset register
2.1.5.2	Valuations	Asset valuation and asset management processes.	Destroy 7 years after action completed	Advices for inclusion on the asset register, valuation reports
2.1.6	Budgeting	Compilation of annual budgets	Destroy 7 years after end of financial year in which the record was created	Budget calculations; final budget
2.1.7	Funding	Successful and unsuccessful applications for grant or other funding. For the management of funding received, use **ADMINISTRATION - Finance - Accounting**.	Destroy 7 years after end of financial year to which the application relates	Submissions; agreements; supporting correspondence
2.1.8	Fees	Setting of fees and charges for school services, programs, etc.	Destroy 7 years after end of financial year to which the fees relate	Calculations; final fee schedule; exceptions
2.1.9	Taxation	Administration of taxation matters, including income tax, land tax, payroll tax, goods and services tax, fringe benefits tax and any other taxes. Includes payment of taxes. For records such as employee group certificates and tax declaration forms, use	Destroy 5 years after end of financial year in which the record was created	Tax assessments, instalment notices, payments.

No	Term	Description	Disposal Action	Examples

No	Term	Description	Disposal Action	Examples
		ADMINISTRATION - Human Resources - Salaries.		
2.1.10	**Insurance**	Insurances taken out to cover loss or damage to property or premises, and to cover visitors, students and employees against injury or death resulting from incidents on the school's premises or whilst engaged during employment.		
2.1.10.1	Policies	Administration of various insurances taken out by the school, including property, contents, vehicles, public liability, professional indemnity, workers compensation.	Destroy 75 years after policy expires	
2.1.10.2	Claims	Management of claims against school insurance policies, other than Workers Compensation claims. For Workers Compensation claims, use **ADMINISTRATION - OH&S - Compensation**.	Destroy 7 years after claim resolved	
2.2	**Property**	Management of the school's physical assets, such as grounds, buildings and facilities. Includes acquisition and disposal of assets, maintenance, works and security of physical assets. For financial management of capital assets, use **ADMINISTRATION - Finance - Assets**.		

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Property

No	Term	Description	Disposal Action	Examples
2.2.1	Acquisition and Disposal	Acquisition and disposal of land or buildings. Includes acquisition through purchase, donation, bequest or other forms of acquisition. For acquisition and disposal of assets other than land or buildings, use **ADMINISTRATION - Property - Equipment and Stores**.	Retain permanently	Legal documents relating to a purchase / sale; particulars of sale documents; board of survey; deeds and certificates; conditions of contracts; certificates of approval; photographs
2.2.2	Construction and Renovation	Building a new structure, or undertaking renovation that affects the overall structure or design of the property, including grounds. For routine refurbishment of property that does not affect its overall structure or design, use **ADMINISTRATION - Property - Refurbishment**. For contracts/agreements relating to the construction, major renovation or repair of buildings, grounds and facilities, use **GOVERNANCE - Agreements**.	Retain permanently	Tender documentation; heritage and environmental reports; drawings;, plans; specifications; submissions to planning authorities; soil tests; photographs
2.2.3	Refurbishment	Routine refurbishment of property that does not affect its overall structure or design	Destroy 7 years after action completed	
2.2.4	Maintenance	Upkeep, repair and maintenance of property, including e.g. cleaning, painting, repairs, grounds maintenance and electrical maintenance.	Destroy 7 years after action completed	Operating and maintenance manuals, test results and service log sheets for equipment including

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Property - Hazardous Materials

No	Term	Description	Disposal Action	Examples
				cooling towers; commissioning of refurbishment works
2.2.5	**Hazardous Materials**	Identification and management of hazardous materials and stores.		
2.2.5.1	Register	Summary of hazardous substances (including asbestos) identifying substance properties and their condition.	Destroy 100 years after last entry	
2.2.5.2	Building Materials	Identification, removal and disposal of hazardous materials from the fabric of a building, e.g. asbestos	Destroy 100 years after removal of hazardous materials	
2.2.5.3	Non-building Materials	Removal, storage and disposal of hazardous waste and materials that are not from the fabric of building, e.g. chemicals or pesticides.	Destroy 30 years after removal of hazardous waste	
2.2.5.4	Non-toxic Waste	Management and disposal of non-toxic waste.	Destroy 2 years after waste disposed of	
2.2.6	Security	Measures taken to protect people, premises, equipment or facilities from accidental or intentional damage or from unauthorised access. For security of information systems, use **ADMINISTRATION - Information Management - Information Technology and Systems - Maintenance**.	Destroy 7 years after action completed	Records of accidents and damage to property; records of incidents of illegal entry resulting in damage and/or theft; register of keys

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Property - Equipment and Stores

No	Term	Description	Disposal Action	Examples
		For security checks on staff, volunteers or contractors, use **ADMINISTRATION - Human Resources - Staff History**.		
2.2.7	**Equipment and Stores**	Acquisition, maintenance, repair and disposal of equipment and stores. Includes: instruments, implements, tools, machines, computers, plant, furniture, furnishings, fixtures and fittings, chemicals, hardware items, kitchen/cleaning items, medical supplies and stationery. For the management of hazardous materials, use **ADMINISTRATION - Property - Hazardous Materials**.		
2.2.7.1	Acquisition	Acquisition of equipment and stores where there is no tender or contracting-out process. For those requiring tenders or contracts, use **ADMINISTRATION - Agreements**. For the financial transactions, use **ADMINISTRATION - Finance - Accounting**.	Destroy 7 years after action completed	Requests for quotations; orders; handover reports; correspondence
2.2.7.2	Disposal	Disposal of equipment and stores no longer required, by sale, transfer, termination of lease, auction, donation or destruction.	Destroy 7 years after action completed	

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Property - Equipment and Stores

No	Term	Description	Disposal Action	Examples
2.2.7.3	Maintenance	Upkeep, repair, servicing, modification and preservation of internal/external condition of equipment	Destroy 7 years after action completed	Service and maintenance records
2.2.8	Facility Hire	Hiring out of school facilities (e.g. hall, sports centre) for non-school purposes.	Destroy 7 years after hiring arrangement expired	
2.3	**Information Management**	Management and maintenance of school information, including recordkeeping, archives, intellectual property, information systems and technology infrastructure.		
2.3.1	Intellectual Property	Evidence of rights and entitlements over intellectual property owned by the school.	Retain permanently	
2.3.2	**Information Technology and Systems**	Acquisition and implementation of IT infrastructure, telecommunications, applications and systems to support the business needs of the school. For the financial transactions and write offs, use **ADMINISTRATION - Finance - Accounting**. For disposal of equipment, use **ADMINISTRATION - Property - Equipment and Stores - Disposal**.		
2.3.2.1	Acquisition	Acquisition of technology and telecommunication equipment, systems and	Destroy 7 years after equipment, system or	

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Information Management - Information Technology and Systems

No	Term	Description	Disposal Action	Examples
		services, where there is no tender or contracting-out process. Includes licences. For services or systems contracted out, use **ADMINISTRATION - Agreements**.	services are decommissioned	
2.3.2.2	Implementation	Implementation of hardware, communications and systems. Includes preliminary studies, system development, testing, modification.	Destroy 5 years after implementation completed and accepted	Feasibility studies; technical manuals; business rules; user requirements; system specifications
2.3.2.3	Management	Ongoing management and maintenance of information technology and systems, including database management. Includes system controls, configuration management, security /protection from damage or unauthorised access, routine fixes and upgrades.	Destroy 7 years after equipment or system is decommissioned	
2.3.3	**Privacy**	Activities involved in ensuring the school meets its obligations under the Privacy Act 1998. For requests made in relation to access to or correction of personal information held by the school, use **STUDENT MANAGEMENT - Student Master Record**, or **ADMINISTRATION - Human Resources - Staff History**. For school policies and procedures for information privacy, use **GOVERNANCE - Policies and Procedures**.		

ASA RRDS for Non-Government Schools

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Information Management - Privacy

No	Term	Description	Disposal Action	Examples
2.3.3.1	Breaches	Management of breaches detected, or arising from a complaint.	Destroy 15 years after case concluded	Complaints; investigations; reports
2.3.3.2	Unfounded Complaints	Management of complaints that do not result in a privacy breach.	Destroy 2 years after complaint resolved	Complaints; investigations; reports
2.3.4	**Recordkeeping and Archives**	Management and maintenance of school systems that keep records, and archival collections.		
2.3.4.1	Controls	Master control records for recordkeeping systems and archival collections.	Retain permanently	Information systems; registers; indexes; system configuration manuals; records destruction lists
2.3.4.2	Reference Services	Provision of research and reference services in response to internal and external enquiries or specific projects. For material that is used elsewhere, e.g. in a school publication, use **EPHEMERA**.	Retain permanently	Enquires and requests for information; research results; responses; summaries
2.3.4.3	Donations and Loans	Formal arrangements for receipt or refusal of donations or loans of material from external sources.	Retain permanently	Deeds of gift; loan agreements; collection management policy
2.3.4.4	Conservation	Activities involved in the preservation, protection, maintenance, restoration and enhancement of information resources and artefacts.	Destroy after reference ceases	

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Information Management

No	Term	Description	Disposal Action	Examples
2.3.5	Storage	Management of the storage of information resources including off-site or cloud storage. For the commissioning of storage services, use **ADMINISTRATION - Agreements**. For financial records, use **ADMINISTRATION - Finance - Accounting**.	Destroy 7 years after administrative use has concluded	
2.4	**Human Resources**	Management of school staff, including statutory appointments, trainees, contractors and volunteers.		
2.4.1	**Agreements**	Establishment, maintenance, review and negotiation of workplace agreements that affect a majority of staff. For individual agreements, use **ADMINISTRATION - Human Resources - Staff History**.		
2.4.1.1	Agreements	Establishment, maintenance, review and negotiation of enterprise workplace agreements set by the school.	Retain permanently	
2.4.1.2	Agreements	Establishment and maintenance of enterprise workplace agreements set by a peak body.	Destroy 2 years after agreement superseded	
2.4.2	Positions	Creation, variation, abolition of positions and assigned duties.	Destroy 7 years after position superseded	Organisation charts; position descriptions (or equivalent)

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Human Resources - Recruitment

No	Term	Description	Disposal Action	Examples
2.4.3	**Recruitment**	Recruitment to positions, including advertising positions, handling of applications, interviews, selection and appointment. Includes recruitment of volunteers.		
2.4.3.1	Recruitment Process	For all positions, e.g. shortlisting, arranging interviews etc.	Destroy 2 years after process finalised	Copies of applications; interview schedule; shortlists of applicants
2.4.3.2	Unsuccessful Applications	For successful applications, use **ADMINISTRATION - Human Resources - Staff History**.	Destroy 1 year after process finalised	Position description; application; evidence of registration and relevant checks; contract; employment history
2.4.4	**Staff History**	Employment details of all staff, contractors and volunteers. Includes volunteers undertaking work experience placements at the school. For payroll records, use **ADMINISTRATION - Finance - Accounting**.		
2.4.4.1	Summary	Summary data for individual staff members, contractors and volunteers. Summary includes name of individual, date of birth, date of appointment, date of separation, rates of salary and allowances, individual employment agreement, position titles, dates positions were held, teacher and non-practising teacher registration, security check completion, evidence of professional learning, grievances	Retain permanently	Human resources management system; register of family day care educators, educator assistants and coordinators as per the Education and Care Services National Law

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Human Resources - Staff History

No	Term	Description	Disposal Action	Examples
		relating to employment conditions, disciplinary matters.		
2.4.4.2	Employment History - Summary Maintained	Employment history records for individual staff members, contractors and volunteers where a summary record is also maintained.	Destroy 75 years from date of birth	Position description; application; evidence of registration and relevant checks; contract; employment history
2.4.4.3	Employment History - Summary Not Maintained	Employment history for individual staff members, contractors and volunteers where a summary record is not maintained.	Retain permanently	Position description; application; evidence of registration and relevant checks; contract; employment history
2.4.5	Security Checks	Security checks (e.g. criminal history, Working with Children) carried out as part of pre- engagement, pre-employment and pre- appointment checks of staff, contractors, volunteers, employers of work experience students, religious instructors or any other person likely to be in contact with students. Includes periodic reviews.	Destroy 7 years after the person has left the school, providing the identifying number of the check, expiry date and date sighted by the school are retained in accordance with **ADMINISTRATION - Staff History - Summary**	Working With Children Checks; criminal history checks
2.4.6	Counselling	Provision of advice or guidance to staff for various reasons, including trauma counselling.	Destroy 7 years after action completed	
2.4.7	Salaries	Documentation of employees' salaries. Includes taxation declaration records, group certificates, payroll deduction authorities,	Destroy 75 years from date of birth	

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Human Resources

No	Term	Description	Disposal Action	Examples
		records relating to the recovery of overpayments, and employee pay history and leave records. For payroll records, use **ADMINISTRATION - Finance - Accounting**.		
2.4.8	Allowances	Arranging and managing money paid to employees in addition to salary to cover expenses, e.g. travel allowances. For payroll records, use **ADMINISTRATION - Finance - Accounting**.	Destroy 7 years after action completed	
2.4.9	**Staff Development**	Development of staff skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff, including staff of other schools.		
2.4.9.1	Conferences and Seminars	Staff attendance at external conferences, seminars or similar	Destroy when reference ceases	Registration forms, conference materials and proceedings, participants' reports
2.4.9.2	Evaluation and Planning	Assessment of staff development needs, services or programs available, development and implementation of staff development plans.	Destroy 5 years after action completed	Training needs analysis; staff development plans

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Human Resources - Staff Development

No	Term	Description	Disposal Action	Examples
2.4.9.3	Master Record	Master record of accredited or approved courses, programs, training packages, modules and units provided for staff of the school, or of other schools. For the approval of courses, use **GOVERNANCE - Regulation**.	Destroy 7 years after accreditation expires or is revoked, or course is discontinued	Summary of curriculum content; syllabus; teaching objectives; assessment methods; course, subject or unit descriptions and delivery methods
2.5	**Occupational Health and Safety (OH&S)**	Implementation and coordination of OH&S programs. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures. For the identification and management of hazardous materials and stores, use **ADMINISTRATION - Property - Hazardous Materials**.		
2.5.1	Incidents	Investigation and reporting on dangerous occurrences, any accidents or incidents where personal injury and incapacity of a staff member, contractor or visitor occurred on the school's premises, or for staff and contractors while travelling on duty. For all claims for workers compensation, use **ADMINISTRATION - OH&S - Compensation**.	Destroy 75 years from date of birth	Accident register; reports
2.5.2	Compensation	Management of claims for compensation submitted for personal injury of a staff	Destroy 75 years from date of birth	Incident reports; results of investigations; claims; medical

No	Term	Description	Disposal Action	Examples

ADMINISTRATION - Occupational Health and Safety (OH&S)

No	Term	Description	Disposal Action	Examples
		member, contractor, volunteer or visitor. Includes the rehabilitation of injured workers.		details; correspondence with insurer; return to work plans
2.5.3	Audit	Conduct of external or internal OH&S audits and inspections	Destroy 10 years after audit/inspection completed	
2.6	Rostering	Allocation of teachers or supervisors to camps, visits, sporting events, excursions etc.	Destroy 75 years after the event	Rosters
2.7	Enquiries	Enquiries and messages of appreciation or suggestions from external sources (e.g. parents of prospective students, the public).	Destroy 2 years after action completed	
3	**STUDENT SERVICES**	The development, operation and monitoring of student services and support programs. Includes counselling, guidance and clinical services, special education units, accommodation, disability and impairment, outsourced professionals and other specialist services. For the management of specific cases, use the relevant topic under **STUDENT MANAGEMENT**.		
3.1	**Food Services**	Management and operation of food services such as school canteen, tuck-shop. Includes stock control, licenses and compliance with food safety requirements.		

No	Term	Description	Disposal Action	Examples
		STUDENT SERVICES - Food Services		
3.1.1	Compliance	Meeting of regulatory requirements, including registration of food premises, assessments, inspections, food safety program, incident (e.g. contamination, poisoning) management.	Destroy 5 years after action completed	Registration certificates (or equivalent); assessment reports; food safety program
3.1.2	Operations	Routine running of food services, including stock management, equipment monitoring	Destroy 2 years after action completed	Inventories; equipment monitoring results
3.2	**Out of Hours Care**	Provision of care facilities to students outside of school hours. Includes before and after school care, vacation care and pupil free days. For individual student health and welfare issues, incidents and accident management, use **STUDENT MANAGEMENT - Health and Welfare**.		
3.2.1	Attendance	Registration of students attending out of hours care.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	
3.2.2	Activities	Development and provision of programs, activities	Destroy 5 years after action completed	

No	Term	Description	Disposal Action	Examples

STUDENT SERVICES - Out of Hours Care

No	Term	Description	Disposal Action	Examples
3.2.3	External Services	Management and monitoring of external organisations providing of out of hours care on behalf of the school. For all matters (e.g. incidents, health, activities) relating to the student use the relevant topic. For the commissioning of services and final agreements/ contracts, use **GOVERNANCE - Agreements**.	Destroy 7 years after action completed	Tenders, appointment, contracts, service level agreements
3.3	**Health and Welfare**	Programs, plans, support services and activities provided by schools affecting the safety, health and general welfare of students. For example: immunisation, counselling, pastoral care, promotion, prevention. Includes non-educational issues which may relate to school activities e.g. domestic violence, any form of child abuse, drug abuse, the use of prescribed medication by students etc. For individual student health and welfare records, incident and accident management, use **STUDENT MANAGEMENT - Health and Welfare**.		
3.3.1	Program Development and Monitoring	Research, development and articulation of health and welfare programs for all students, or specific categories of student.	Retain permanently	Final versions of program, statistics and supporting data, monitoring and evaluation records, implementation plans

No	Term	Description	Disposal Action	Examples

STUDENT SERVICES - Health and Welfare

No	Term	Description	Disposal Action	Examples
3.3.2	Program Operation	Routine delivery of a health and welfare program or project	Destroy 7 years after program ceases or is superseded	Delivery plans, progress reports, meeting records
3.3.3	Summary Health Data	Summary data relating to programs administered, e.g. vaccination.	Destroy 7 years after action completed	Vaccination register
3.4	**Accommodation**	Management of arrangements for providing places of residence for students, including boarding and homestay. Includes applications, selection and administration of the services. For the commissioning and contracting-out of acccommodation services, use **GOVERNANCE - Agreements**. For incidents affecting one or more students, use **STUDENT MANAGEMENT - Health and Welfare**. For the movement of students in and out of their accommodation, use **STUDENT MANAGEMENT - Attendance**.		
3.4.1	Successful	Successful applications for accommodation services	Destroy 7 years after agreement ceases	Applications, code of conduct
3.4.2	Unsuccessful	Withdrawn or unsuccessful applications for accommodation services.	Destroy 2 years after action completed	Applications

No	Term	Description	Disposal Action	Examples

STUDENT SERVICES

No	Term	Description	Disposal Action	Examples
3.5	Careers	Provision of career advice, programs, information, services and events. For work experience, use **STUDENT MANAGEMENT - Work Experience**.	Destroy 5 years after action completed	
3.6	Library	Provision of library services, including collection acquisition, management (including loans), de-accessioning and student and staff support.	Destroy when superseded	Collection management records, guides/ instructions, lists of acquisitions and disposals, loan records
3.7	School Animal & Crop Management	Activities relating to the breeding, care, use, protection and disposal of animals and animal body parts or specimens, and the planting, growth, maintenance, use, protection and disposal of plant material or specimens for educational purposes. For the management of hazardous materials, use **ADMINISTRATION - Property - Hazardous Materials**.	Destroy 7 years after action completed	Records relating to animal or property acquisition and disposal, animal identification, permits, agistment, veterinary and care, chemical management, disease and pest control, housing or storage facilities, transportation, quarantine, scientific use approval, plant disposal, soil tests, usage registers
4	**STUDENT MANAGEMENT**	Management of students by supporting them throughout their attendance at school, assisting them to undertake and successfully complete their studies. Includes child protection, admissions, enrolment, behaviour/discipline, awards, attendance, activities, financial assistance, boarding, home schooling, student identity & status (e.g. home & relationship information),		

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Student Master Record

No	Term	Description	Disposal Action	Examples
		student details (inc. medical), change of status, transfer information, court orders, matters affecting the safety, health and general welfare of students such as domestic violence, any form of child abuse, drug abuse, and support services and programs such as immunisations, counselling, medical assessment.		
4.1	**Student Master Record**	Summary information for individual students covering a range of student management activities. Includes: demographic details including relationships, past academic record, enrolment, attendance, awards and scholarships, international status, medical and welfare history, results, Year 12 School Reference, courses, house, suspensions, co-curricular activities, transfers, work experience/ placements, teacher observations. Includes students undertaking work experience placements at the school. If a consolidated student master record is not maintained then the records relating to various aspects of the student's time at school must be retained, as per the classes listed under **STUDENT MANAGEMENT** and **TEACHING AND LEARNING**.		
4.1.1	Indigenous Students	Summary record for students of Aboriginal or Torres Strait Islander origin	Retain permanently	

ASA RRDS for Non-Government Schools

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Student Master Record

No	Term	Description	Disposal Action	Examples
4.1.2	Students in Out-of- Home Care	Summary for students who are living, or have lived in orphanages, children's homes or with alternative care-givers.	Retain permanently	
4.1.3	Other Students	Summary for students who are not Indigenous, or are living or have lived in out- of-home-care.	Destroy 75 years from date of birth	
4.1.4	Supporting Records for Student Master Record	Supporting records for individual students covering a range of student management activities - where a summary exists	Destroy 25 years from date of birth	
4.2	**Admissions**	Activities connected with student admission, enrolment and transition, and student departures before the end of Year 12. Includes student census and specific measures associated with the management of admissions of individual students.		
4.2.1	Summary	Summary of admissions/enrolments, and summary of departures pre Year 12	Retain permanently	Admissions register (or equivalent)
4.2.2	Individual - Successful	Individual student enrolment records - successful	Destroy 7 years after student leaves the school, and if a summary record exists	Application and supporting documentation; decision; appeals
4.2.3	Individual - Departures	Individual student departure records, pre Year 12	Destroy 25 years from date of birth, and if a summary record exists	

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Admissions

No	Term	Description	Disposal Action	Examples
4.2.4	Individual - Unsuccessful	Individual student enrolment records - unsuccessful. Applications for enrolment that are unsuccessful or the applicants did not commence at the school.	Destroy 2 years after action completed	Application and supporting documentation; decision; appeals; notifications and consents from parents
4.3	Attendance	Management of student attendance and absences. Includes movement of students in and out of their accommodation. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class. For behavioural issues relating to attendance, use **STUDENT MANAGEMENT - Behaviour**.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Roll books/registers; attendance database; certificates of attendance; notices of non attendance; sign-in/ out register
4.4	**Financial Assistance**	Provision of financial assistance to individual students, including bursaries and scholarships.		
4.4.1	Establishment	Establishment of financial assistance programs, e.g. a scholarship.	Retain permanently	
4.4.2	Program Management	Management and administration of financial assistance programs	Destroy 7 years after action completed and audit	
4.4.3	Individual Awards	Award of financial assistance to specific students, e.g a scholarship, an allowance.	Destroy 7 years after assistance granted	

ASA RRDS for Non-Government Schools

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Awards

No	Term	Description	Disposal Action	Examples
		For summary information, use **STUDENT MANAGEMENT - Student Master Record**.		
4.5	**Awards**	Academic and non academic awards won by students, including honours, posts held by students, prizes.		
4.5.1	Establishment	Establishment of awards. Includes communication with donors/sponsors, summary records of awards granted or posts held, successful applications, nominations, records of the decision making process.	Retain permanently	
4.5.2	Summaries	Summaries of awards received by all students	Retain permanently	Annual lists, honour boards, registers of school captains and prefects
4.5.3	Individual Awards	Individual student awards, posts etc. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	
4.6	**Health and Welfare**	The management of student health, safety, welfare, pastoral care and wellbeing.		

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Health and Welfare - Accidents and Incidents

No	Term	Description	Disposal Action	Examples
		For programs, plans, support services and activities, use **STUDENT SERVICES - Health and Welfare**.		
4.6.1	**Accidents and Incidents**	Investigation, registration and reporting of accidents, incidents, injuries and illness. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.		
4.6.1.1	Register	Register of accidents, injuries, incidents, illness and notifiable disease	Destroy 75 years after last entry	Accident register, first aid register, sick bay register, infectious disease register
4.6.1.2	Investigation	Reports and investigations of accidents, injuries, incidents and illness. Includes suspected event sustained at home in which the school becomes involved.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Investigations and reports
4.6.2	Student Medical and Welfare History	Records of all physical, psychological treatment, pastoral care and support given to a student. Includes counselling, advice and therapy.	**Students of Indigenous origin or in out-of-home care:** Retain permanently	Case notes, reports, assessments and observations, meeting notes, treatment records

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Child Protection

No	Term	Description	Disposal Action	Examples
		If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Other students:** Destroy 75 years from date of birth	
4.7	**Child Protection**	Provision of a safe environment for students, within and outside the school, and for exchange students and international students. For policies, framework, procedures, prevention programs, use **GOVERNANCE - Child Protection**.		
4.7.1	Cases	Notifications, allegations, investigations and reports, and any related records where a person reasonably suspects harm or a risk of harm to a student, including action taken. Includes management of students subject to a relevant court order (e.g. child protection order)	Retain permanently	Reports - formal and informal, records of investigations, recommendations, documentation of action taken. Supporting records, e.g. attendance, leave and travel records; personnel files; counselling or discipline records; referrals to and reviews of actions, cases or decisions by external authorities; records of claims, assessments, reviews and appeals for individuals; interventions, support or compensation and attempted or successful redress; and counselling, mediation and medical records

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Child Protection

No	Term	Description	Disposal Action	Examples
4.7.2	Host Families	Selection and screening of host families for exchange students and international students. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	
4.8	**Behaviour**	Actions relating to the conduct and behaviour of students both academically and non- academically. For policies relating to student behaviour and discipline, use **GOVERNANCE - Policies and Procedures**.		
4.8.1	Significant Events	Significant events, cases or activities, which may result in student suspensions, expulsions or prosecutions through Court. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	
4.8.2	Routine Events	Routine events, cases or activities	Destroy 6 years after student leaves the school	

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT

No	Term	Description	Disposal Action	Examples
4.9	Home Schooling	Management of students seeking exemption to be schooled from home. For records relating to a student while they are at school, use other classes under **STUDENT MANAGEMENT**. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Copies of parent application to the relevant authority; student details; communications regarding approval/ non approval.
4.10	Work Experience	Arrangements for, and monitoring of individual student work experience or practical placements. Includes screening of host employer and supervisors. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Agreements with placement hosts, course/work structure, parent/guardian permissions, applications, evaluations, host reports
4.11	**Co-curricular Activities**	Management of programs, activities and learning experiences that complement the academic curriculum. These may take place within or outside the school, after regular school hours, and may be operated by outside organisations. Examples include: sporting events, camps, visits, clubs, cadets, debating.		

No	Term	Description	Disposal Action	Examples
		For incidents affecting one or more students, use **STUDENT MANAGEMENT - Health and Welfare**. For similar activities within the academic curriculum, use **TEACHING AND LEARNING - Curriculum**. For records of significant achievement, use **STUDENT MANAGEMENT - Awards**. For the rostering of staff on camps, visits etc., use **ADMINISTRATION - Human Resources - Rostering**.		
4.11.1	Program Establishment	Establishment and major review of specific programs. For minor reviews or changes, use the relevant **Co-Curricular Activities** topic - **Arrangements**	Destroy 2 years after program superseded or discontinued	
4.11.2	House	Identification, membership, reports of houses. For activities use other topics under **STUDENT MANAGEMENT - Activities**, or **STUDENT MANAGEMENT - Health and Welfare**	Destroy 5 years after action completed	
4.11.3	**Excursions**	Arrangements for, and management of camps, visits, educational activities in other		

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Co-curricular Activities - Excursions

No	Term	Description	Disposal Action	Examples
		institutions (e.g. debating), overseas trips or other excursions.		
4.11.3.1	Arrangements	Logistical and administrative arrangements for an excursion, visit etc. For incidents affecting one or more students, use **STUDENT MANAGEMENT - Health and Welfare**.	Destroy 5 years after action completed	Plans, schedules, transport bookings, advices to parents/ guardians
4.11.3.2	Student Participation	Records of participation of students in camps, visits etc. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Parent/guardian permissions, applications (e.g. for overseas trips), photographs
4.11.4	**Sports**	Arrangements for, and management of regular sports activities or specific events.		
4.11.4.1	Arrangements	Logistical and administrative arrangements. For incidents affecting one or more students, use **STUDENT MANAGEMENT - Health and Welfare**.	Destroy 5 years after action completed	Team lists, rosters, results
4.11.4.2	Student Participation	Records of participation of students in sports and sporting events.	**Students of Indigenous origin or in out-of-home**	Photographs, parent/ guardian permissions and approvals

No	Term	Description	Disposal Action	Examples

No	Term	Description	Disposal Action	Examples
		If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**care:** Retain permanently **Other students:** Destroy 75 years from date of birth	
4.11.5	**Arts**	Various types of creative arts (e.g. art, music, performances, competitions). For creative arts curriculum, use **TEACHING AND LEARNING - Curriculum**.		
4.11.5.1	Arrangements	Logistical and administrative arrangements.	Destroy 5 years after action completed	Venue and support arrangements, schedules, tickets, programs, photographs
4.11.5.2	Student Participation	Records of participation of students in artistic events. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Photographs
4.11.6	**Service Learning**	Activities that contribute to the wider community such as fundraising, volunteering.		
4.11.6.1	Arrangements	Logistical and administrative arrangements.	Destroy 5 years after action completed	Activity plans, financial plans

No	Term	Description	Disposal Action	Examples

STUDENT MANAGEMENT - Co-curricular Activities - Service Learning

No	Term	Description	Disposal Action	Examples
4.11.6.2	Student Participation	Records of participation of students in community events. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Parent/guardian permissions, photographs
5	**TEACHING AND LEARNING**	Teaching and learning services provided to students at all levels, including distance and special education.		
5.1	**Curriculum**	The planning, research, development, implementation and evaluation of curriculum including the teaching and learning services offered to students. Includes curriculum for distance education and for school-based apprenticeship or traineeship.		
5.1.1	Major Programs	Research and development of programs that have a substantial impact on the curriculum and its delivery	Retain permanently	Plans, programs, reports, final versions of the curriculum
5.1.2	Development and Delivery	Routine development and delivery of curriculum and teaching materials. For trainees or apprentices that undertake a qualification with an external supervisor, use	Destroy when superseded	Curriculum content, revisions to units, syllabus, course notes, working papers, teaching methods, subject lists, handbooks, class programs, lesson guides

TEACHING AND LEARNING - Curriculum

No	Term	Description	Disposal Action	Examples
		STUDENT MANAGEMENT - Student Master Record.		
5.1.3	Review	Regular or specific review or evaluation of curriculum and its delivery	Destroy 5 years after action completed	Teacher observations
5.1.4	International Baccalaureate (IB)	Management and delivery of the IB program and curriculum. For student results, use **TEACHING AND LEARNING - Examinations**, or **Assessments**. For becoming an authorised IB school, use **GOVERNANCE - Regulation**.	Destroy when superseded	Curriculum, program structure, teaching methods, subject lists, handbooks, class program, lesson guides
5.2	Distance Education	Program-level establishment and maintenance, including facilities, parent support. For student-related information use the relevant topic. For curriculum, use **TEACHING AND LEARNING - Curriculum**. For assessment, use **TEACHING AND LEARNING - Assessments**.	Destroy 2 years after the program is superseded	Program structure, materials for parents, procedures
5.3	**Special Education**	Education programs specifically directed and provided to students with learning or physical disabilities.		

No	Term	Description	Disposal Action	Examples

TEACHING AND LEARNING - Special Education

No	Term	Description	Disposal Action	Examples
5.3.1	Programs	Program-level design and management	Retain permanently	Program design, plans, reports, lists of registered students, engagement of support services
5.3.2	Individual Students	Management of individual students	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Student work plans, referrals, teacher observations
5.4	**High Potential Programs**	Education programs specifically directed and provided to students recognised as gifted, talented and high potential.		
5.4.1	Programs	Program-level design and management	Retain permanently	Program design, plans, reports, lists of registered students, engagement of support services
5.4.2	Individual Students	Management of individual students. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Student work plans, referrals, teacher observations

No	Term	Description	Disposal Action	Examples

TEACHING AND LEARNING - Learning Analytics

No	Term	Description	Disposal Action	Examples
5.5	**Learning Analytics**	Measurement, collection, analysis and reporting of student performance data to improve teaching and learning, and better manage individual students' academic performance.		
5.5.1	Aggregated Data and Analysis	Data collected and analysed that is used for routine reporting, predictive modelling, identifying gaps and opportunities for improvement. For reports or other outcomes that affect curriculum and program development, use **TEACHING AND LEARNING - Curriculum**, or **TEACHING AND LEARNING - Special Education**.	Destroy 3 years after obsolete or superseded	
5.5.2	Individual Students	Data and analysis for individual students. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	
5.6	Timetables	Establishment of class timetables.	Destroy when superseded	

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No	Term	Description	Disposal Action	Examples
		For rostering of staff on camps, visits, sporting events etc., use **ADMINISTRATION - Human Resources - Rostering**.		
5.7	**Examinations & Assessments**	Setting of, and arrangements for examinations and various other assessments, including examination records.		
5.7.1	Summary Results - Qualifications	Summary of results for years 11 and 12, IB students, apprentices and trainees for each year.	Retain permanently	
5.7.2	Summary Results - Other Years	Summary of results or examinations and assessments for years other than 11 and 12.	Destroy 10 years after action completed	
5.7.3	Individual Students - Results	Record of individual student assessment and achievement, including student reports. Includes completion or partial completion of traineeships and apprenticeships. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	**Students of Indigenous origin or in out-of-home care:** Retain permanently **Other students:** Destroy 75 years from date of birth	Reports, results, statements of attainment, training contracts/agreements
5.7.4	Certificates	Copies of certificates, academic transcripts given to students, parents or guardians. For the Year 12 School Reference, use **STUDENT MANAGEMENT - Student Master Record**.	Destroy 2 years after action completed	Copies of certificates, academic transcripts or similar, requests for transcripts

TEACHING AND LEARNING - Examinations & Assessments

No	Term	Description	Disposal Action	Examples

TEACHING AND LEARNING - Examinations & Assessments

No	Term	Description	Disposal Action	Examples
5.7.5	Arrangements	Administrative arrangements for setting, holding and supervision of examinations or other assessments, including examination/ assessment materials.	Destroy 2 years after action completed	Timetables, exam sheets, test papers, assignments, answer books, marking guides, supervision rosters, special consideration requests
6	**COMMUNICATIONS & COMMUNITY RELATIONS**	Communications within the school, between the school and the community, and between the school and school-related bodies. Includes communications, advertising, publications, celebrations and visits. For development and protection of the School's corporate identity, use **GOVERNANCE - Corporate Identity**.		
6.1	**Circulars and Instructions**			
6.1.1	Routine Internal	Routine internal staff notices and communications. For notices about significant events, use the relevant topic.	Destroy 2 years after action completed or instruction superseded	
6.1.2	External	Circulars from the school including to parents/ guardians.	Retain permanently	
6.2	**Publications**	Production of various types of publications that record school development, school news and information, events, activities and history.		

ASA RRDS for Non-Government Schools

No	Term	Description	Disposal Action	Examples

COMMUNICATIONS & COMMUNITY RELATIONS - Publications

No	Term	Description	Disposal Action	Examples
6.2.1	Production	Development, design and production of school publications.	Destroy 3 years after action completed	Designs, content, drafts, working papers, publication arrangements
6.2.2	Publication	Final copy of a school publication. For formal group photographs, use **OBJECTS**.	Retain permanently	School magazine, year books, school histories, photographs, printed publications, web publications, audiotapes, films, videos, fliers, posters.
6.3	**Celebrations**	Arrangement and staging of school celebrations, ceremonies and functions.		
6.3.1	Arrangements	Planning, arranging and facilitating events.	Destroy 3 years after action completed	Invitations, notifications of events, acceptances
6.3.2	Records of Event	Records of the event, produced for the event or as an outcome of the event.	Retain permanently	Photographs, recordings, speeches, programs, posters, advertising
6.4	**Visits to the School**	Arrangements for visit to the school by organisations or individuals. For visits by students to other schools use the relevant topic under **STUDENT MANAGEMENT - Activities**.		
6.4.1	VIPs	Visits by eminent persons, e.g. royalty, minister of state, famous sports, entertainment or cultural people.	Retain permanently	Visitor books, photographs, speeches

No	Term	Description	Disposal Action	Examples

COMMUNICATIONS & COMMUNITY RELATIONS - Visits to the School

No	Term	Description	Disposal Action	Examples
6.4.2	Arrangements	Administrative arrangements for visits by VIPs and all other persons or organisations.	Destroy 5 years after action completed	Visitor books, photographs, records of administrative and logistical arrangements
6.5	Community Relations	Communication between the school and the wider community, including the media. Includes marketing campaigns, open days, handling of public reaction to the school's policy or actions, addresses at public events, social media activities. For grievances from parents/guardians, use the relevant topic.	Destroy 7 years after action completed	Complaints, congratulations, speeches, programs, display materials, advertising.
7	**SCHOOL-RELATED GROUPS**	Establishment, management, operation of school-related groups and their activities, such as Alumni, Parent Associations, Foundation, Ex-Student' Union. Includes where the school is responsible for, and administers an activity. For financial records, use **ADMINISTRATION - Finance**.		
7.1	Governance	The Group's establishment and governance	Retain permanently	Constitution, rules/polices/procedures, minutes of meetings, reports to the school Council (or equivalent).
7.2	Membership	Registers of Group members	Destroy when Group ceases	Membership lists

No	Term	Description	Disposal Action	Examples

SCHOOL-RELATED GROUPS

No	Term	Description	Disposal Action	Examples
7.3	Activities	Management of the Group's activities, e.g. planning and organising fund raising, reunions, commemorations. For financial records of funds received from external sources, use **ADMINISTRATION - Finance - Accounting**.	Destroy 5 years after action completed	
8	**SPIRITUAL PROGRAMS**	Spiritual/religious services provided to students and the wider school community, e.g. through a school chapel. For photographs and artefacts, use **OBJECTS**.		
8.1	**Religious Ceremonies and Services**	Conduct of baptism, confirmation, marriage, funeral and memorial ceremonies, and religious services for the school and/or the wider community.		
8.1.1		Summary records of baptisms, confirmations, marriages, funerals and memorials.	Retain permanently	Registers, indexes, lists of participants
8.1.2	Arrangements	Administrative arrangements for ceremonies and services.	Destroy 5 years after action completed	
8.2	**Chaplaincy Programs**	Establishment and conduct of chaplaincy programs, government funded or otherwise. For formal communications within the school or between the chaplain and the community, treat as for **COMMUNICATIONS &**		

No	Term	Description	Disposal Action	Examples
		COMMUNITY RELATIONS - Circulars and Instructions, or **PUBLICATIONS**. For formal arrangements for the establishment of a chaplaincy program and reporting, use **GOVERNANCE - Agreements/ contracts**. For funding applications, use **ADMINISTRATION - Finance - Funding**. For the engagement of chaplains, use **ADMINISTRATION - Human Resources**. For pastoral care programs, use **STUDENT SERVICES - Health and Welfare**. For the provision of pastoral care to specific students, use **STUDENT MANAGEMENT - Health and Welfare**.		
9	**OBJECTS**	Material of high significance to the history of the school, e.g. formal group photographs, plaques, flags, trophies and newspaper cuttings, etc. Use the relevant topic to sentence photographs and newspaper cuttings. For other memorabilia (e.g. plaques, flags, trophies, etc) use Significance 2.0: *https://www.arts.gov.au/what-we-*	Retain permanently	Formal group photographs; other photographs; newspaper cuttings

SPIRITUAL PROGRAMS - Chaplaincy Programs

No	Term	Description	Disposal Action	Examples

No	Term	Description	Disposal Action	Examples
		do/museums-libraries-and-galleries/significance-20		
10	**EPHEMERA**	Information that is of ephemeral or short-term use, e.g. duplicate copies of material held for reference; information of short term facilitative value; working papers and drafts that will not be reused. For objects/ physical artefacts, use **OBJECTS**.	Destroy when reference ceases	Copies that are not annotated; draft documents not needed once a final version has been produced; background notes, working papers and reference materials of no further use; copies of office notices and circulars; published material held solely for reference