



## Archives and Record Management Policy (Including College Specific Procedures)

Latest DET Update: 22/07/2019  
First Developed in this Format: November 2019

### Purpose |

- To ensure Bayside P-12 College complies with legislative and business requirements for creation, storage and disposal of records.
- To regulate access to official college documents, to protect privacy and to ensure that documents are not lost or misplaced.

### Definition |

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

### Rationale |

- Colleges are responsible for the creation, management and disposal of records relating to all aspects of college administration. These records include college student files, student reports, Department confidential student files, college based personal staff files, financial records, building and facilities records, college council files, staff selection documents, and correspondence.
- Colleges must 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.
- Colleges need to properly manage records in order to:
  - meet legislative responsibilities
  - ensure records are stored when needed and destroyed when permissible
  - meet administrative responsibilities to staff and students
- Colleges that properly manage their records are able to store and retrieve valuable information when needed.
- Colleges that regularly carry out authorised destruction of records are in a better position to manage their records holdings. Records can only be destroyed in accordance with a Retention and Disposal Authority.
- At a minimum, colleges should keep up to date with the destruction of temporary records.
- All public records have life-spans that are determined by standards issued under the Public Records Act 1973. These range from 'destroy immediately' to 'keep forever'. To find out how long a particular record needs to be kept refer to the relevant Retention and Disposal Authority (RDA).
- Some college records can be destroyed under normal administrative practice (NAP). Such records include working papers, drafts, duplicate copies of records stored elsewhere and ephemeral records such as unsolicited 'junk mail'. Records destroyed under NAP do not need to be recorded in the destruction register.
- A small proportion of college records are permanent. This means they cannot be destroyed and will, eventually, be transferred to the Public Record Office Victoria.
- People are allowed to access their own records directly from colleges but are denied access to the records of other people. For example:



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- Secondary colleges are often approached by ex-students seeking their school reports (usually to join the armed forces). Colleges should provide this information where possible.
- Primary and secondary schools can be approached by those who wish to have proof of their enrolment for immigration or citizenship reasons. Schools should provide this information where possible.
- In some circumstances 'historical' records such as Pupil Registers can be made available to researchers. Such access is granted at the Principal's discretion but the following should be taken into account:
  - It is recommended that Pupil Registers covering the period of the last forty years not be made publicly available.
  - Some Pupil Registers are very fragile and should be handled with care.
  - Pupil Registers must not leave the college.
  - All Government schools in Victoria are public offices under the Public Records Act 1973 and are legally obliged to follow the rules developed by the Public Record Office Victoria. The Public Record Office Victoria issues standards that guide public offices on creation, management and retention/destruction of public records held by the public office. More information on the Act, see: [Public Record Office Victoria](#)
  - Schools General Retention & Disposal Authority (PROS 01/01). This RDA covers records specific to schools such as, but not limited to, reports, attendance rolls, enrolment records and College Council records.
  - [General Retention & Disposal Authority for Records of Common Administrative Functions \(PROS 07/01\)](#). This RDA covers records common to all public offices such as, but not limited to, financial records and personnel records.

### Implementation |

- Records that are not in current use (called inactive records) will be stored on school premises but please note the following:
  - The records MUST be safe from unauthorised access.
  - The records must be stored in an environment free from dangers such as water, excessive light, excessive heat, vermin and insects.
  - The records should be properly boxed and labelled and a list should be created so that records can be easily located when needed.
  - All college staff who manage records must become familiar with the two Retention and Disposal Authorities that are used to sentence college records i.e.
    - 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 college 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.
- The college will maintain a destruction register that contains the following information:
  - Title and unique identifier of record
  - Relevant RDA and class
  - Date of destruction
  - Individual authorising destruction and their position in the college
  - Method of destruction
  - Individual performing/supervising destruction



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- If the college employs an external organisation to destroy the records, the college will request a certificate of destruction. This certificate will be kept with the register.
- Records destruction will be secure and irreversible, safe, and environmentally friendly. Guidelines on records destruction are available from the Public Record Office Victoria at: <https://prov.vic.gov.au/recordkeeping-government/a-z-topics/destruction>
- If the college is approached to support or initiate a college reunion, the college will be guided by A School Reunions Guide which is available to inform schools and members of the public about what can be provided, See – [Schools Reunion Guide](#)

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#### College Specific Procedures

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##### Staff Personnel Files |

- Essential personal documentation about each staff member will be maintained in a personal file. These will be held in a secure environment with restricted access.
- On cessation of employment, a staff member's personal file will be retained by the school where they were last employed for 50 years from date of cessation. The file may be reactivated if the staff member is re-employed prior to the appropriate destruction time.
- If a previously employed staff member commences employment in a school, the employing school must retrieve the personal file from the school where that staff member last worked.
- For a previously employed staff member, if re-employed, a personal file will already exist. This file must be retrieved rather than creating a new personal file.
- Permanent school records will stay in the school until such time as transfers to the Public Record Office Victoria can be arranged. Transfers of permanent records to the Public Record Office Victoria are handled by the Department. Schools will be notified when a transfer is scheduled.

##### Student Reports |

- Student reports will be kept for varying times as follows;
  - Foundation (Prep) to Year 8 reports – destroy six years after student departures
  - Year 9 – Year 12 reports – destroy 30 years after student departures
  - Year 10 – Year 12 final report – a permanent record and must be retained securely in the school until a transfer to the PROV can be arranged by the Department. Schools will be notified when a transfer is scheduled.



### Asbestos-Related Records |

- ALL asbestos-related records will be kept indefinitely even if an RDA states that the record can be destroyed. For more information on the implications of the Document Destruction Act, the school will refer to: [Advice 18, Crimes \(Document Destruction\) Act 2006: Implications for government recordkeeping](#)

### Expulsion Records |

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

### Financial Records |

- Most college financial records such as statements, invoices, receipts, etc. will be kept for seven years. The annual financial statement that is signed off by an auditor and usually presented to the College Council is the only financial record that is permanent.
  - Permission must be obtained from the person responsible for document management for a document to be viewed. A valid reason must be stated as to why the document is to be accessed. If doubt exists, the Principal should be consulted.
  - If approved, the file may be viewed or copied, as appropriate, and, if borrowed, the original item(s) should be returned intact and promptly to the person from whom they were borrowed.
  - If the responsible person is absent, permission must be sought from the Principal.
  - Confidentiality, professionalism and the requirements of relevant Privacy Acts must be observed in relation to information accessed.
  - Documents must not be removed or viewed without permission.

### Monitoring and review of the implementation of the policy |

- This policy will be reviewed as part of the college's three-year review cycle or when guidelines change (Last updated 2019).
- Please refer also to the school's [Freedom of Information Policy](#) and the [Information Privacy Policy](#).
- Reference:  
[www.education.vic.gov.au/school/principals/spag/governance/pages/archives.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/pages/archives.aspx)

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