



Records Management Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Saltwater P-9 College on 8366 7700, to arrange an interpreter.

PURPOSE

The purpose of this policy is to ensure that all records at Saltwater P-9 College are created, managed, stored, and disposed of in compliance with legal and regulatory requirements, while also ensuring that the confidentiality and security of sensitive information is maintained. This policy outlines the responsibilities of staff in relation to records management, ensuring that records are accessible, accurate, and available for future use when necessary.

POLICY

Saltwater P-9 College is committed to managing all school records in an efficient, secure, and compliant manner. This includes both physical and electronic records created and maintained by staff, ensuring that they are accessible, properly stored, and retained for the required duration.

All staff members are responsible for ensuring that records are created and maintained according to the Department of Education's guidelines and the principles outlined in this policy. This includes records related to student information, staff information, financial records, and any other documentation generated in the course of school operations.

TYPES OF RECORDS

- **Student Records:** Includes enrolment forms, academic records, and assessment data.
- **Staff Records:** Includes employment records, payroll, and professional development records.
- **Financial Records:** Includes budgets, accounting documents, and expenditure reports.
- **Administrative Records:** Includes communications, policy documents, and meeting minutes.
- **Personal and Confidential Information:** Includes personal details, health information, and other sensitive data.

RESPONSIBILITIES AND PROCEDURES

Creation and Retention of Records

- School staff are responsible for creating and maintaining accurate and full records of school operations, including finance, incidents, complaints, staff management, and student records.



- Records should be retained for the minimum periods as outlined in the Department of Education's School Records Retention Guide.
- Saltwater P-9 College will adhere to the Department of Education's records retention and disposal schedules.
- Records will be securely disposed of when they are no longer required or when the retention period has expired.
- Electronic records will be backed up regularly to ensure they are not lost due to data corruption or technical failure.

Digital Recordkeeping

- New records should be created digitally whenever possible. Records must be stored in authorised systems such as CASES21, eduPay, or other departmental systems that comply with relevant privacy and security standards.
- Records should be given meaningful titles to ensure they can be easily identified and retrieved, including information about their content, context, creation date, and who created the record.

Access and Control

- Records must be stored securely and only accessible to authorised staff. Systems must be in place to manage access and control, ensuring records are not altered, damaged, or unlawfully accessed.
- Schools must support transparency while balancing privacy and legal requirements, ensuring records such as student information and staff records are managed according to confidentiality policies.

Disposal of Records

- Records should only be disposed of after the minimum retention period has been met and with written approval from the principal.
- Certain records may be destroyed without formal approval as part of Normal Administrative Practice, such as drafts, working documents, and duplicate copies.
- If Saltwater P-9 College wishes to digitise and destroy hardcopy records, the principal or a member of leadership must contact Records and Mail Services for advice.

Record Storage

- All digital and hardcopy records must be stored securely, either on school premises or with an Approved Public Record Storage Supplier (APROSS).



- Hardcopy records may be moved to an APROSS facility if they are temporarily retained, such as attendance rolls or student files. However, permanent records, such as pupil registers or school council records, must not be stored with an APROSS.

Disposal and Destruction of Records

- Disposal of records must be planned periodically, such as annually, and must comply with the School Records Retention Guide.
- Schools must securely dispose of records in a way that ensures confidential information cannot be retrieved or reconstructed. This includes using secure disposal bins for hardcopy records and secure systems for digital records.

MANAGING PERMANENT AND LONG-TERM TEMPORARY RECORDS

Permanent Records:

Definition: Public records with enduring value to the Victorian community.

Examples:

- Student enrolment records (e.g., pupil registers, CASES21 enrolment data)
- Formal class photographs
- School council meeting documents (e.g., minutes, agendas, reports)
- School magazines and yearbooks
- Historical records (e.g., school histories, merger committee documents)

Management:

- Must not be destroyed or unlawfully removed from school custody.
- When no longer needed, contact the Records and Mail Services team at 1800 359 140 or archives.records@education.vic.gov.au to arrange transfer to the State Archives for perpetual preservation.

Long-Term Temporary Records:

Definition: High-value records retained for extended periods but may be destroyed after the minimum retention period.

Examples:

- Student health and wellbeing records
- Incident or allegation of child sexual abuse records



- Visitor logs
- School policies

Management:

- Must be retained for specified periods as outlined in the Department of Education's School Records Retention Guide.
- After the retention period, dispose of records with written approval from the principal.

RECORD KEEPING AND THE CHILD SAFE STANDARDS

Saltwater P-9 College is committed to ensuring that our record keeping practices align with the Child Safe Standards as outlined in Ministerial Order 1359. These standards are compulsory minimum requirements to ensure our school is well-prepared to keep children and young people safe from harm and abuse.

Key Obligations:

- **Organised and accessible records:** Maintain records relevant to child safety and wellbeing in an organized manner that ensures they are searchable and retrievable.
- **Secure storage:** Store child safety and wellbeing records securely, protecting them from unauthorised access, modification, disclosure, or any harm that may arise.
- **Retention periods:**
 - Retain student safety and wellbeing records for a minimum of 75 years.
 - Retain all records documenting the reporting and investigation of sexual abuse incidents, allegations, and disclosures for a minimum of 99 years.
 - Retain screening records for school staff applicants, such as working with children checks, as per the School Records Retention Guide.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Included in staff induction processes
- Included in staff handbook/manual
- Signage will be displayed at the front office
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request



RELATED POLICIES AND RESOURCES

Department of Education and Training policies and resources:

- Records Management Policy
- Information Privacy Policy
- Workplace Safety and Data Protection Policies

Saltwater P-9 College policies:

- Staff Code of Conduct
- Parent Complaints Policy
- Confidentiality and Privacy Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Approved by	Principal
Next scheduled review date	May 2027