



Public Record Office Standard
PROS 01/01

Authority

General Retention & Disposal Authority for School Records

Version 2002 Incorporating Variation 1

01/01	Issue Date: 02/03/2001	Expiry Date: 02/03/2011
Variation 1	Issue Date: 21/01/2002	Expiry Date: 02/03/2011

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PUBLIC RECORDS ACT 1973
(Section 12)

GENERAL DISPOSAL SCHEDULE FOR SCHOOL RECORDS

Public Record Office Standard (PROS) 01/01

Variation 1:

In accordance with Section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to School Records, issued as Public Record Office Standard (PROS) 01/01 on 02/03/2001, as follows:

Class 1.2.0 – School Planning and Reporting

The sentence for this class is to be altered to **Permanent**, transfer to PROV after administrative use is concluded.

This Variation shall have effect from its date of issue until 02/03/2011.

Michael Tinsley
Acting Keeper of Public Records

Date of Issue: 21/01/2002

Public Record Office Standard 01/01
Variation 1

ACKNOWLEDGEMENTS

I wish to extend special thanks to the following people from the Department of Education, Employment and Training's Archives & Records Management Unit for their assistance in the development of this schedule. Particular gratitude is extended to Robyn Ross, Carolyn Theodore, Graeme Tucker and Ray Bradford for their extensive and unfailing support.

Many individuals were helpful in the construction of the Schedule. Particular note should be made of the contribution made by Regional Office staff through out the Department who provided a great deal of advice and of those who participated in the meetings of the Records Forum and CASES Working Party. Special thanks are due to the following:

Legal Services

John Livi

George Drossinos

Shirley Thompson

CASES 21 Information Technology

John Waddington

Schools

Barbara Mathews, Principal, Auburn Primary School

Lisa Ewan, Business Manager, Auburn Primary School

Sue McCullough, Business Manager, Essendon East Keilor District College

Louise Pearce, Principal, St Kilda Primary School

Pat Ling, A/Principal, Mulaunna Secondary College

Marilyn Nicoll, Business Manager, Mulaunna Secondary College

And finally, to Charlie Farrugia who was the Public Record Office Victoria officer responsible for the schedule.

*Ross Gibbs
Director*

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Part 1

Establishment of the Standard

Part 1: Establishment of the Standard

1.1.0 Scope of the Standard

In accordance with Section 12 of the *Public Records Act* 1973, I hereby establish a Records Management Standard for the efficient management of the records described in the attached Disposal Schedule for school records.

Records described in the Disposal Schedule may be disposed of in accordance with its provisions.

Records sentenced for destruction in accordance with this Schedule may be destroyed without further authorisation. Notification of records destroyed in accordance with this Schedule shall be made to Public Record Office Victoria.

1.2.0 Duration of the Standard

This Standard shall apply for ten years from its date of issue unless revoked sooner.

1.3.0 Variation of the Standard

This Standard may be varied by the Keeper of Public Records.

1.4.0 Concurrence of the Public Office

This Schedule has the concurrence of:

Signature:

Date: 28/02/2001

Name: Stuart Hamilton

Position: Secretary, DEET

1.5.0 Issue by the Keeper of Public Records

Signature:

Date of Issue: 02/03/2001

Ross Gibbs

Keeper of Public Records

Part 2

Introduction to the Schedule

Part 2: Introduction to the Schedule

1.0.0 Scope of this Disposal Schedule

This Disposal Schedule is a Standard issued under Section 12 of the *Public Records Act* 1973. It has been issued by the Public Record Office Victoria in consultation with staff of the Department of Education, Employment and Training.

The schedule covers records created by State Primary and Secondary schools **only**. It does not apply to records about such schools created by the Department of Education, Employment and Training or other departments.

Other agencies that believe they may be affected should contact Public Record Office Victoria for further advice.

2.0.0 Objectives of this Disposal Schedule

The aims of the Schedule are to:

- identify records which are worth preserving permanently as part of Victoria's archival heritage
- prevent the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- authorise the destruction of those records not required permanently

3.0.0 Use of Other Disposal Schedules

In applying the disposal sentences set out in this schedule, reference should be made to other current Disposal Schedules where applicable. Where there is conflict between two Disposal Schedules (such as the General Disposal Schedule for Common Administrative Records), consult the Archives & Records Management Unit for advice. The Archives & Records Management Unit may then liaise with the Public Record Office Victoria, if required.

4.0.0 How to Use the Schedule

4.1.0 Transfer of Records to Public Record Office Victoria

Agencies wishing to transfer permanent records to archival custody should contact the Archives & Records Management Unit (ARMU), who will coordinate this process.

4.2.0 Destruction of Records

Before records are destroyed, contact the ARMU who will advise schools how to prepare documentation and facilitate the destruction according to Public Record Office Victoria guidelines. Schools will notify Public Record Office Victoria and manage the completion and processing of the form *PRO 29 Notification of Destruction of Public Records* after contact with the ARMU. For records not covered by a schedule, the ARMU will contact Public Record Office Victoria to arrange for the appraisal of the relevant records.

4.3.0 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's recordkeeping system
- extra copies of documents and published material preserved solely for reference

5.0.0 Reviewing the Schedule

This Schedule prescribes minimum and permanent retention requirements and may be reviewed at any time by the Keeper of Public Records.

6.0.0 Explanation of Disposal Schedule Headings

This Disposal Schedule is divided into sections. Each section contains the following:

FUNCTION

A school's record-making activities are split into functional areas represented by the divisions. Specific functions in these areas are briefly described and numbered. This provides for easy citation of and reference to groups of records that result from the same activity and perform the same function.

The Schedule may also include instructions or guidelines relating to culling, sentencing provisions, information on duplication of record content in other classes, and cross-references to other entries within the Schedule.

DISPOSAL ACTION

This entry provides the archival status of each process being either permanent or temporary. In relation to the temporary status of records the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction, and the activity, transaction or event to which the retention period or sentence should be tied. The length of time specified is the **minimum** retention period. 'Destroy when administrative use is concluded' means that the relevant officer can destroy the record when it is no longer required by the organisation.

This entry also provides the custody arrangements for the records of each function in terms of whether it is to be retained by the public office or transferred to the Public Record Office Victoria.

The agency may transfer records **not identified as permanent in this or other schedules** to an Approved Public Record Office Victoria Storage Supplier pending final disposal action. For further information on APROSS facilities please contact the Public Record Office Victoria APROSS Manager, ph: (03) 9348 5621.

EXAMPLES OF RECORDS

This section provides examples of the type of records included within the particular function. This list is not exhaustive and agencies should feel free to annotate their copy of the Schedule with local names of the examples listed if required.

This authority covers **all** record formats produced by schools, including both paper and electronic formats.

7.0.0 Further Information

7.1.0 Public Record Office Standards

Schools will be notified of any other relevant general standards applicable to it as they are issued in the future.

7.2.0 Contact Details

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by contacting the following:

1. Department of Education,
Employment & Training
Archives & Records Management
Unit
GPO Box 4367
MELBOURNE 3001
☎ (03) 9637 3308
Fax (03) 9637 2860
2. Public Record Office Victoria
Agency Services
PO Box 2100
NORTH MELBOURNE 3051
☎ (03) 9348 5600
Fax (03) 9348 5656

Part 3

The Disposal Schedule

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FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
1.0.0 SCHOOL ADMINISTRATION		<i>The following is a list of common examples. It is not an exhaustive list.</i>
1.1.0 Council and Committee Meetings		
<p>1.1.1 Council and Committee Meetings The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.</p> <p>This applies also to the records of those committees/councils that preceded School Council ie. School Committees, Advisory Committees and Councils and Boards of Advice.</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Council Minutes • Council Agenda and business papers • Committee minutes • School plantation minutes • School camp minutes • Pre/After School Care Minutes • Council correspondence • Specific school curriculum presented to Council
1.1.2 Minute taking	<p>Temporary Destroy 1 month after date of confirmation of the minutes.</p>	<ul style="list-style-type: none"> • Draft/rough Minutes • Audio tapes
<p>1.2.0 School Planning and Reporting The planning and reporting activities of Council.</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Annual financial statements • Annual budgets • Strategy plans • Business plans • Annual reports • Sponsorship/partnership records

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
1.0.0 SCHOOL ADMINISTRATION continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
1.3.0 Council Operations		
1.3.1 Activities related to the appointment of council members.	Temporary Destroy 1 year after transaction completed.	• Nomination forms
1.3.2 Declarations of pecuniary interest	Temporary Destroy 7 years after a person ceases to be a School Councillor or a member of a special committee	• Pecuniary interest returns

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>2.0.0 SCHOOL ACCOUNTABILITY The process of managing school accountability: monitoring, evaluation, establishing standards and provision for public reporting.</p>	<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>	
<p>2.1.0 School operation reporting Records maintained for accountability purposes relating to general school operations.</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Financial audit • Inspectors Report Book • School Review reports • Principal's Diary
<p>2.2.0 School policy reporting Records that support the policy and reporting function to the Department of outcomes of school policies and which are duplicated at Departmental level and within the School Council identified in class 1.1.1.</p>	<p>Temporary Destroy after administrative use is concluded.</p>	<ul style="list-style-type: none"> • School charters • Triennial reviews
<p>2.3.0 Enrolment reporting</p>	<p>Temporary Destroy 7 years after expenditure of monies allocated on a per student basis.</p>	<ul style="list-style-type: none"> • Enrolment audits
<p>2.4.0 Reporting Operations The process of maintaining reporting functions.</p>	<p>Temporary Destroy when administrative use ceases.</p>	<ul style="list-style-type: none"> • Enrolment audit working papers • Draft audit report

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>3.0.0 STUDENT MANAGEMENT The process of controlling, monitoring and managing pupil enrolments, attendance, assessment, safety and well being.</p>	<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>	
<p>3.1.0 Student policy, procedures and strategies Activities that develop student policies, procedures, strategies, code of conduct and behaviour.</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • School policy development records • Equal Opportunity policy • Occupational Health & Safety policy
<p>3.2.0 Student Enrolment – Pre Introduction of CASES Database Activities related to the enrolment of students in the years prior to the adoption of the CASES database by the school.</p>		
<p>3.2.1 Summary Enrolment Records</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Pupil registers • Enrolment or admission forms (where pupil register does not exist) • Transfer notes (where pupil register does not exist)
<p>3.2.2 Individual Enrolment Records</p>	<p>Temporary Destroy 2 years after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Transfer notes (where pupil register exists) • Enrolment or admission forms (where pupil register exists) • Pre/After School Care Forms

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.3.0 Student Enrolment – Post Introduction of CASES Database Activities related to the enrolment of students in the years after the adoption of the CASES database by the school.		
3.3.1 Summary Enrolment Records	Permanent Transfer to PROV after administrative use is concluded in agreed PROV format.	<ul style="list-style-type: none"> • CASES 21 enrolment database
3.3.2 Individual Enrolment Records	Temporary Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Transfer notes • Enrolment or admission forms • Pre/After School Care Forms

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.4.0 Student Attendance and Behaviour The management and monitoring of student admissions, attendance, behaviour, transition from Primary to Secondary schools.		
3.4.1(a) Student Attendance The process that permits and registers attendance at school. This includes daily and periodic attendance.	Temporary Destroy 6 years after end of school year in which the entry was made.	<ul style="list-style-type: none"> • Attendance Rolls • CASES 21 absence entries • CASES 21 attendance database
3.4.1(b) Parents Approval for student Attendance Records signed by parents relating to student attendance (excludes records relating to camps and excursions).	Temporary Destroy 1 year after action complete.	<ul style="list-style-type: none"> • Absence notes • School placement forms • Religious instruction forms
3.4.2 Suspension and Welfare Records Records relating to the student's well being while attending school (excludes expulsion records).	Temporary Destroy 1 year after departure from school.	<ul style="list-style-type: none"> • School exemption records • Irregular attendance records • School bus entitlement records • Inter student problems correspondence and reports • Notice of suspension • Interactive report cards
3.4.3 Expulsion Records Records relating to disciplinary action resulting in expulsion.	Temporary Destroy within 1 year of pupil's expulsion or ceases to be of school age, whichever is the later.	<ul style="list-style-type: none"> • Notice of suspension • Notice of expulsion • Review panel reports • Expulsion reports

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.4.4(a) Camps and excursions management – no accident(s) occurring Records that support the administration of school camps and excursions in instances where no accident(s) occurred.	Temporary Destroy 7 years after excursion/ camp.	<ul style="list-style-type: none"> • Camp/excursion permission forms • Confidential medical forms • Camp notices to parents • School Council/Regional Office approval notices
3.4.4(b) Camps and excursions management – accident(s) occurring Records that support the administration of school camps and excursions in instances where accident(s) occurred.	Temporary Destroy 20 years after excursion/camp.	<ul style="list-style-type: none"> • Camp/excursion permission forms • Confidential medical forms • Camp notices to parents • School Council/Regional Office approval notices
3.4.5 Accident reporting The reporting of accidents that occur at school or school related activities such as sporting events.	Temporary Destroy 20 years after last entry.	<ul style="list-style-type: none"> • Accident register • Accident forms • CASES 21 accident database
3.4.6 Incident reporting Reporting of incidents that occur at school or school activities that are not documented within Departmental reporting systems such as Office of Emergency Management or Insurance & Risk Management.	Temporary Destroy 7 years after administrative use is concluded.	<ul style="list-style-type: none"> • Incident register • Incident diary • Incident notebook • CASES 21 database
3.4.7 Work Experience Records that support the management of School Work Experience.	Temporary Destroy 7 years after completion of Work Experience.	<ul style="list-style-type: none"> • Work Experience register • Work Experience application • Teacher evaluation form • School research sheet • Employers report

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.5.0 Student Reporting The process of testing, monitoring and managing student achievement.		
3.5.1(a) Students leaving State education system during or after years 9 or 10 or 11, or 12 – final report issued.	Permanent Transfer to PROV after administrative use is concluded.	• Year 9, or 10, or 11 or 12 report [final report issued]
3.5.1(b) Students leaving State education system during or after years 9, 10,11 & 12 – other than final report issued.	Temporary Destroy 30 years after departure from school.	• Year 9, 10,11 & 12 reports [excluding final report issued]
3.5.2 Student leaving State education system during years prep to year 8 inclusive.	Temporary Destroy 6 years after departure from school.	• Year prep – 8 reports

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.6.0 Student testing Measurement of student competencies to create student benchmarks, comparisons and statistics.		
Reporting to the Department on English and Maths outcomes is stipulated in Curriculum Standards Frameworks for every child at every year level via CASES. Statistics form the basis of school annual report.		
For other examination records, refer to the General Disposal Schedule for Examination and Assessment Records .		
3.6.1 The process of managing State and National standardised testing	Temporary Destroy after administrative use is concluded.	<ul style="list-style-type: none"> • All National/State bench-marking tests issued to students at specific grade levels as determined by the Department
3.6.2 The process of managing internal testing and reporting	Temporary Destroy after administrative use is concluded.	<ul style="list-style-type: none"> • Achievement tests • Achievement reports
3.7.0 Student Reference The maintenance of information to assist student management during the period of enrolment.	Temporary Destroy 1 year after departure from school	<ul style="list-style-type: none"> • Cumulative student files containing samples of students work • Secondary placement forms • Medical details • Parental information • Copy of immunisation record

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.8.0 Student Services Support Programs The process of monitoring student services programs: includes Counselling Guidance & Clinical Services, Special Education Units, Special Accommodation Units, Visiting Teacher Services, Integration Teachers, Disability and Impairment, outsourced professionals and other specialist services. It also includes any program or system that supercedes these services.		
3.8.1 Establishing and managing student services and disability and impairment programs.	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • Indexes to program • Registers of program • Electronic database of student registrations • Electronic database of summary of submissions • Minutes of program meetings
3.8.2 Student support data collection records utilised for allocation of funds.	Temporary Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Integration submissions • Disability & Impairment submissions

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.8.3 Student Services Support Program Case Management The process of managing individual student services and disability and impairment cases.		
3.8.3(a) Single transaction cases The process of managing and recording student services and disability and impairment cases requiring a single transaction.	Temporary Destroy 7 years after transaction.	<ul style="list-style-type: none"> • Student Services files and disability and impairment files (except files of children with a surname beginning with the letter P)
3.8.3(b) Multiple transaction clients The process of managing and recording student services and disability and impairment cases requiring multiple transactions.	Temporary Destroy 30 years from date of birth of client.	<ul style="list-style-type: none"> • Student Services files and disability and impairment files (except files of children with a surname beginning with the letter P)
3.8.3(c) Permanent sample A sample of files is to be constructed for transfer to PROV. The sample is to comprise all Student Services and Disability and Impairment files of children with a surname beginning with the letter P.	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • All Student Services and disability and impairment files of children with a surname beginning with the letter P

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>4.0.0 SCHOOL CURRICULUM The process of implementing mandatory materials developed by the State Office, and the development of specific programs to suit various school communities.</p> <p>Refer to class 1.1.1 Council and Committee Meetings for records documenting the development of school curriculum policy.</p>	<p>Temporary Destroy when superseded.</p>	<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>
<p>4.1.0 Curriculum Development The process of maintaining revisions to curriculum units specific to the school.</p>	<p>Temporary Destroy when superseded.</p>	<ul style="list-style-type: none">• Working papers• Drafts• Copies of reports

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>5.0.0 RECORDS MANAGEMENT The activity of carrying out a program of records management as required under the <i>Public Records Act 1973</i>.</p>		<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>
<p>5.1.0 Official Correspondence The maintenance of official school correspondence records.</p> <p><i>Note: Official school correspondence should be arranged into two categories: Operational Correspondence Files and Routine Correspondence Files and documents filed and classified accordingly</i></p>		
<p>Refer to class 1.1.1 Council and Committee Meetings for School Council correspondence.</p>		
<p>5.1.1 Operational Correspondence Files Operational can be defined as having more than one business transaction with short to mid term administrative use.</p> <p>They are also classified as records of ongoing business value. This includes electronic mail messages.</p>		
<p>5.1.1(a) Operational correspondence files covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i></p>	<p>Temporary Dispose of records in accordance with the provision of this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.</p>	<ul style="list-style-type: none"> • Correspondence files – operational
<p>5.1.1(b) Operational files not covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.</p>	<p>Temporary Destroy 7 years after operational requirements have concluded.</p>	<ul style="list-style-type: none"> • Inter school correspondence • Notices to parents

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- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
5.0.0 RECORDS MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
<p>5.1.2 Routine Correspondence Files Routine can be defined as a simple transaction of little administrative use that is not directly linked to the functions of the School or are duplicates of original material held within other files of the Department. The material is of routine or short-term facilitative value. This includes electronic mail messages.</p>		
<p>5.1.2(a) Routine correspondence files covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.</p>	<p>Temporary Dispose of records in accordance with the provisions of this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.</p>	<ul style="list-style-type: none"> • Correspondence files – routine
<p>5.1.2(b) Routine correspondence files not covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.</p>	<p>Temporary Destroy when administrative use is concluded.</p>	<ul style="list-style-type: none"> • Memoranda and correspondence from State Office or Regional Offices • Copies of official newsletter of Department • Letters of appreciation, congratulations, sympathy, seasonal greetings • General inquiries • Unsolicited letters seeking employment • Purchase of office equipment • Duplicate copies of material retained for reference purposes • Lists of parents addresses • Use of school buildings

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>6.0.0 SCHOOL WORKS AND SERVICES The process of managing school buildings including refurbishment projects.</p>		<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>
<p>6.1.0 Building maintenance The maintenance of existing facilities and sites. State office maintains all school information on Physical Resource Management Systems (PRMS).</p> <p>Includes records that support the management of the school audit and maintenance identification program and records that support the management of urgent works projects such as:</p> <ul style="list-style-type: none"> • Broken windows • Various vandalism • Blocked sewerage 	<p>Temporary Destroy 7 years after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Annual inspection checklists • Urgent minor works records
<p>6.2.0 Building and grounds renovations/upgrades Records created that support the management of renovations that substantially affect the structure of the property (including grounds) or new construction of government schools. This class includes renovations/upgrades such as:</p> <ul style="list-style-type: none"> • Partial staff administration upgrade • Library upgrade • Physical education upgrade • New or replacement facilities 	<p>Permanent Retain for the life of property or building then transfer to PROV.</p>	<ul style="list-style-type: none"> • Project specifications • 'As built' construction plans • Installation manuals • Certificates of approval

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
7.0.0	“HISTORICAL” RECORDS	<i>The following is a list of common examples. It is not an exhaustive list.</i>
7.1.0 <p>The formal recording and preservation of a school’s history.</p> <p><i>Note: This class does not include artefacts (such as trophies, plaques and banners) received or created by a school during its existence. Schools should liaise with the relevant Regional Office of the Department during the school closure process for advice on the appropriate disposition of these objects, including transfer to successor schools.</i></p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • School histories • Records of major school events and celebrations • School magazines or equivalent • Press clippings that relate to specific school events • School year books • Class photographs • Historical research file • Time capsules (if they contain the only existing examples of records identified in this class)

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

Part 4

Index to the Schedule

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BOLD UPPERCASE entries identify Sections of the Schedule

Bold Titlecase entries identify disposal classes

Ordinary Titlecase entries identify examples of records

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