



Public Record Office Standard

PROS 10/09

# Authority

## Retention and Disposal Authority for Records of Education and Early Childhood Development Functions

Version 2010

10/09

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A Victorian Government initiative



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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

# 1 Introduction

## 1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

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

## 1.2 Context of this Authority

### 1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

### 1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

### 1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

#### 1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

#### 1.2.5 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 record keeping system
- extra copies of documents and published material preserved solely for reference.

### 1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

## 1.4 Explanation of Authority Headings

### **CLASS NUMBER**

The class number or entry reference number provides citation and ease of reference.

### **DESCRIPTION**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

### **STATUS**

This entry provides the archival status of each class - either permanent or temporary.

### **CUSTODY**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

## 2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: JEFF ROSEWARNE

Date: 24/05/2010

Position: Acting Secretary

## 3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Education and Early Childhood Development Functions.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

**Justine Heazlewood**

Date of Issue: 26/05/2010

**Director & Keeper of Public Records**

## 4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Graeme Tucker & Bronwyn Parker (Department of Education & Early Childhood Development)

## 5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria



(03) 9348 5600

e-mail: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

## 6 Table of Functions

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## 7 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p><b>SCHOOL EDUCATION AND EARLY CHILDHOOD DEVELOPMENT PLANNING AND PROGRAM MANAGEMENT</b></p> <p>The strategic and operational planning for the provision of school education and services to children directly through government schools and indirectly through non-government schools, home schooling and regulated early childhood services.</p> <p>Includes the development of school education and early childhood development programs, procedures and guidelines.</p> <p>[For school education and early childhood development policy and general business planning and procedures records see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For school plans see the <i>General Retention and Disposal Authority for School Records.</i>]</p>		



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.1.0</b>	<p><b>Strategic planning for school education and early childhood development</b></p> <p>The strategic planning for school education and early childhood development, including infrastructure planning for growth areas (e.g. school and early childhood service location planning) and for targeted investment in existing facilities; the integration of services for children, families and the community at government schools; maternal and child health; community partnerships; improving numeracy literacy, science, languages and information and communications technology (ICT); student retention; and career and transition planning for students.</p> <p>Includes research, consultation, and submissions used in the drafting of strategies, plans, frameworks and program outlines.</p>		
<b>1.1.1</b>	<p>Records documenting final plans for the implementation of the Department’s policy on school education and early childhood services and the delivery of primary and secondary education in Victorian registered schools (government schools, non-government schools and home schools).</p> <p>Includes documents associated with final plans such as the planning rationale and process, and summaries of consultation and submissions.</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.1.2</b>	<p>Records documenting the development of strategies and plans for school education and early childhood development.</p> <p>Includes exposure drafts of strategies and plans, detailed records of consultation with, and submissions from, other agencies and the community.</p>	<p><b>Temporary</b>                      Destroy 10 years after plans are approved.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.2.0</b>	<p><b>Program management</b></p> <p>The development and delivery of programs in school education and early childhood development. Includes programs on improving children's health and wellbeing, improving student learning and outcomes for students, communications with parents and community, improving the management of children's services, managing government schools and programs on provision of education for fee-paying overseas students.</p> <p>Includes programs specific to Victorian government schools and regulated children's services as well as programs that may apply to non-government schools and home schooling.</p> <p>[For records of educational programs offered by schools see the <i>Retention and Disposal Authority for Records of the Curriculum and Assessment Functions.</i>]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.2.1</b>	<p>Records documenting finalised plans, resources and materials for programs.</p> <p>Includes summary records of consultation with, and submissions from, other agencies and the community, justifications and exposure drafts.</p> <p>[For internal Departmental procedures see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
<b>1.2.2</b>	<p>Records documenting the development of program-specific plans, and resources or materials.</p> <p>Includes minor research specific to the program subject matter, project documentation related to the implementation of programs and records of program reviews</p> <p>Also includes records of consultation with, and submissions from, other agencies and the community, exposure drafts and the rationale behind Departmental programs.</p> <p>Includes benchmarks used to monitor and evaluate the performance of programs, review Terms of Reference and accepted review reports.</p> <p>For research, see Class 5.0.0]</p>	<p><b>Temporary</b></p> <p>Destroy 10 years after program concludes.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.2.3</b>	<p>Successful applications by schools and early childhood services to participate in or be accredited for Departmental programs, including additional support services. Includes applications, renewals and records documenting the final decision.</p> <p>[For records of schools participating in the Department International Program see Class 3.2.1] [For funding associated with programs see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>	<p><b>Temporary</b> Destroy 7 years after program participation or accreditation ceases.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>
<b>1.2.4</b>	<p>Unsuccessful applications by schools and early childhood services to participate in or be accredited for Departmental programs. Includes applications and records documenting the final decision.</p>	<p><b>Temporary</b> Destroy 7 years after date of decision.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.3.0</b>	<p><b>Procedures and guidelines</b></p> <p>The development of procedures and guidelines for the delivery of school education and early childhood service programs and to the operation and governance of government schools. Includes procedures and guidelines that are part of programs aimed at improving children's health and wellbeing, improving student learning and outcomes for students, informing parents and community, managing schools (including school councils and parent clubs) and running international education.</p>		
<b>1.3.1</b>	<p>Records documenting procedures and guidelines for the delivery of school education and early childhood services.</p> <p>Includes summary records of consultation with, and submissions from, other agencies and the community, exposure drafts and the rationale behind procedures and guidelines.</p>	<p><b>Temporary</b></p> <p>Destroy 20 years after procedures / guidelines are superseded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.3.2</b>	Records documenting the development of procedures and guidelines for the management and delivery of school education and early childhood development. Includes working drafts and inputs.	<b>Temporary</b> Destroy 7 years after approval.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.0.0</b>	<p><b>GOVERNMENT SCHOOL MANAGEMENT</b></p> <p>The overseeing of government schools to ensure that they are governed according to regulations and managed in line with the Department's strategy. Includes the overseeing of school governance and the monitoring of their operations.</p> <p>[For records of the development of individual school's strategic plans, annual reports and council proceedings see the <i>Retention and Disposal Authority for School Records</i>.]</p> <p>[For records of the registration and regulation of government and non-government schools and home schooling see the Victorian Registration and Qualifications Authority.]</p> <p>[For procedures and guidelines relating to government school management see Class 1.3.0]</p>		



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.1.0</b>	<p><b>School governance</b>                      The overseeing of the governance of government school councils and parent clubs. School councils are the major governing bodies of schools with legislated powers to set the key directions of the school. Parent clubs work in cooperation with the school council and the principal, and are formed to promote the welfare and provide support to a school.                      Includes administering the establishment, amendments and dissolution of school councils and parent clubs.</p>		
<b>2.1.1</b>	<p>Records documenting the establishment, constitution, amendments to and dissolution of government school councils.</p>	<p><b>Permanent</b>                      Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.1.2</b>	Records documenting reviews of government school councils carried out in accordance with an order issued by the Minister. Includes reports detailing results of review and any notices issued to the relevant principal and school council president.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
<b>2.1.3</b>	Records documenting the establishment, constitution, amendments to and dissolution of government school parent clubs.	<b>Temporary</b> Destroy 50 years after dissolution of parent club.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.2.0</b>	<b>School monitoring</b> The monitoring of the operation of government schools to ensure compliance with the Department's planning, reporting and improvement requirements for the delivery of education and services.		
<b>2.2.1</b>	Records documenting the strategic plans and annual reports of government schools. Strategic plans detail a school's long term goals and objectives. Annual reports detail a school's activities and achievements throughout a year.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
<b>2.2.2</b>	Records documenting assistance provided to government schools on the development of their strategic plans and annual reports to ensure they meet Departmental reporting requirements.	<b>Temporary</b> Destroy 2 years after plans and reports finalised.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.2.3</b>	Records documenting the performance of government schools. Includes performance and review reports, school self-evaluation reports and school annual work plans.	<b>Temporary</b> Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.0.0</b>	<p><b>INTERNATIONAL EDUCATION</b></p> <p>The provision of education in government schools to full fee paying international students. Includes accrediting government schools to accept international students and the accreditation of international education agents.</p> <p>Also includes the management of an international teacher exchange program that both government and non-government schools may participate in.</p> <p>[For international education program development, resources and review see Class 1.2.0]</p> <p>[For procedures and guidelines relating to the international education program see Class 1.3.0]</p> <p>[For student fees and charges, fairs, exhibitions and seminars and study tours and delegations related to international education see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.1.0</b>	<p><b>International student applications</b></p> <p>The assessment of applications from international students wishing to study at a government primary or secondary school for a fee.</p> <p>[For summary records of school enrolment and student academic progress, see the <i>Retention and Disposal Authority for School Records.</i>]</p>		
<b>3.1.1</b>	<p>Successful applications to participate in the international program. Includes the application, assessment, decision and any records documenting the ongoing management of student whilst in the program.</p>	<p><b>Temporary</b></p> <p>Destroy 1 year after departure from school.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>3.1.2</b>	<p>Unsuccessful applications to participate in the international program. Includes applications and the final decision.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after date of decision.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.2.0</b>	<p><b>School accreditation</b></p> <p>The activity of accrediting government schools through a process of application by the school and assessment by the Department to enrol international fee-paying students according to Commonwealth and Departmental criteria including criteria for educational programs offered and that the school has dedicated staff to oversee the health and wellbeing of international students.</p>		
<b>3.2.1</b>	<p>Successful applications by government schools for accreditation to accept international students. Includes initial and reaccreditation applications, principals' declarations, school self-evaluations and records of decision.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after accreditation period ceases.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>3.2.2</b>	<p>Records documenting audits of government schools accredited to accept international fee-paying students.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after completion of the audit.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.2.3</b>	Unsuccessful applications by government schools for accreditation to accept international students. Includes records of the decision.	<b>Temporary</b> Destroy 7 years after date of decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>3.3.0</b>	<p><b>International education agent accreditation</b></p> <p>The accreditation of international education agents to be the Department’s representative to recruit international students for Victorian Government schools. Includes the annual review of accredited education agents.</p> <p>Education agents assist prospective international students when applying for attendance at Victorian government schools with their applications, applying for visas, pre-departure seminars and with finding accommodation in Victoria. Services are provided by agents for a fee.</p>		



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.3.1</b>	Summary records of international agents including contact details, key staff, office locations, business registration and bank details. Includes lists of accredited agents, annual accreditation review results and summary information about agents that failed to gain accreditation.	<b>Temporary</b> Destroy 20 years after accreditation period ceases.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>3.3.2</b>	Successful applications by international education agents to be accredited to offer international student recruitment services. Includes records of the initial accreditation and agreement.	<b>Temporary</b> Destroy 7 years after accreditation period ceases.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>3.3.3</b>	Unsuccessful applications by international education agents to be accredited to offer international student recruitment services. Includes records of the decision.	<b>Temporary</b> Destroy 7 years after date of decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.3.4</b>	Records of annual reviews of accredited international education agents. Includes annual review reports and records documenting performance issues. Also includes records documenting recommendations about reaccreditation or revocation of accreditation.	<b>Temporary</b> Destroy 7 years after accreditation period ceases.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>3.4.0</b>	<b>Teacher exchange</b> The management of the teacher exchange program in government and non-government schools through which international teachers are hosted by Victorian schools and Victorian teachers are hosted by overseas schools.  [For summary records of teachers participating in the teacher exchange program see employee summary records in the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i> ]		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.4.1</b>	<p>Successful applications to participate in the teacher exchange program. Includes the application, assessment, decision and related information about the teacher.</p> <p>[For records of the related advisory committee see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For registration teachers in Victoria, see <i>Retention and Disposal Authority for Victorian Institute of Teaching.</i>]</p>	<p><b>Temporary</b>                      Destroy 7 years after a teacher leaves the program.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>3.4.2</b>	<p>Unsuccessful applications to participate in the teacher exchange program. Includes applications and the final decision.</p>	<p><b>Temporary</b>                      Destroy 7 years after date of decision.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<b>4.0.0</b>	<p><b>SCHOOL TRANSPORT</b></p> <p>The planning, administering and arranging transport of students from home to educational institutions and the transport of students between educational institutions. Includes transport for pre-schoolers.</p> <p>Includes administering the funding to be used by eligible students for public transport including trains, buses and taxis, private cars and private buses.</p> <p>[For school transport program development, resources and review and supporting material see Class 1.2.0]</p> <p>[For procedures and guidelines relating to school transport see Class 1.3.0]</p> <p>[For commercial arrangements with school transport operators, and school transport queries and complaints see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

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<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.1.0</b>	<p><b>Conveyance (transport) allowance management</b></p> <p>The allocation of the school transport conveyance allowance to schools. Includes the allocation of an allowance to travel on public transport or other allowed forms of transport.</p> <p>[For the assessment of conveyance allowance applications and records of the distribution of the allowance see the <i>General Retention and Disposal Authority for School Records.</i>]</p> <p>[For records of claims for and payments of transport allowances to schools (for parents) see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
<b>4.1.1</b>	Records related to the setting of criteria for students to be eligible to receive the conveyance allowance	<p><b>Temporary</b></p> <p>Destroy 15 years after eligibility criteria superseded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.2.0</b>	<b>Transport area management</b> The activity of planning school transport. Includes demographic information, route planning and logistical matters.		
<b>4.2.1</b>	Records related to defining, extending and modifying transport areas and routes.	<b>Temporary</b> Destroy 15 years after administrative use concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.0.0</b>	<p><b>RESEARCH</b></p> <p>The undertaking of research in education and early childhood development in areas including integrated child service provision, school curricula and teaching strategies, improving numeracy and literacy, and for improving education outcomes for disadvantaged young Victorians</p> <p>Includes research and surveys undertaken directly by Department staff, research commissioned by the Department and research undertaken by others (e.g. university researchers, private individuals and organisations), in Government schools and early childhood settings.</p> <p>[For newsletters, and conference papers and presentations, for research grants and for research forums and events and for published research see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.1.0</b>	<p><b>Research administration</b></p> <p>The administration of research projects including the registration of projects and reporting on outcomes.</p> <p>[For records of the Departmental Research Committee, for research tendering and procurement records and for research grants see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
<b>5.1.1</b>	<p>Summary register of research projects. Includes project name, subject matter, completion date and the area in the Department that managed the project.</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.1.2</b>	Records related to the governance, approval, management and interim administrative reporting on research and surveys.  Includes approvals for third parties to undertake research on the Department's activities, correspondence with researchers, agreements and progress reports.	<b>Temporary</b> Destroy 10 years after project is completed.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>5.1.3</b>	Unsuccessful applications to undertake research projects. Includes records documenting reasons for decision and notification to the applicant.	<b>Temporary</b> Destroy 2 years after date of decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.2.0</b>	<p><b>Conducting research</b></p> <p>The conduct of research and surveys in education and early childhood development that aims to lead and inform the development of policy, standards, services and practices, hence to support the activities of the Department.</p> <p>Includes the collecting, managing and analysing of data and information and collaboration with external bodies on analysis and research.</p> <p>[For research reports received by the Department of research undertaken by third parties with the Department's agreement (for research conducted in Government schools or early childhood services), and for management of intellectual property, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>5.2.1</b>	<p>Research reports that inform policy, standards, services and practice. Includes records relating to the publication or final presentation of results of research programs or projects.</p> <p>[For published research and reports see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>]</p>	<p><b>Permanent</b> Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>
<b>5.2.2</b>	<p>Records that facilitate the development of research reports. Includes project management documentation, surveys, statistics and research data that has been analysed and reproduced in reports.</p>	<p><b>Temporary</b> Destroy 50 years after research was completed.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>6.0.0</b>	<p><b>CHILD AND STUDENT HEALTH AND WELLBEING</b></p> <p>The provision of services for ensuring the health and wellbeing of children in early childhood and students in government and non-government schools. Services are provided directly either by the Department or through external bodies via service agreements. Services and support provided to children and students with disabilities, and in areas such as mental health, behavioural, developmental delay, cognitive, communication, hearing, vision, nutrition, physical therapy or general health services.</p> <p>[For development of child and student health and wellbeing programs and associated procedures and guidelines, see Class 1.2.0 and 1.3.0]</p> <p>[For records documenting funding arrangements, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For records maintained by schools relating to student welfare see the <i>General Retention and Disposal Authority for School Records.</i>]</p> <p>[For service agreements, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.1.0	<p><b>Child and Student assessment and management</b></p> <p>The assessment, delivery and monitoring of health, wellbeing and development services and support for individual children and students.</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>6.1.1</b>	<p>Case records of children and students receiving health, wellbeing and development management services.</p> <p>Records include request for services, referrals made by professionals in contact with the children, parental / carer consents and records documenting progress.</p> <p>Includes records of applications and consent required from, parents or carers for children and students to participate in, or receive material as part of, health and wellbeing programs or promotions.</p> <p>Includes records of assessments both upon entry to school at prep level and during school by school nurses and student services support officers, including parent/carer consent. Assessment records include subsequent tailoring of services to meet the individual needs of children and students and the monitoring and on-referral of children and students to health care specialists, including relevant parent/carer consent.</p> <p>Includes summary records of case history of child / student, date of birth, identification number, gender, country of birth, ethnicity, case and category types, dates of referrals/follow-ups, programs participated in, relevant care plan, date of last contact and referral contact details.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after all action is completed, provided the person has attained the age of 25 years.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.0.0</b>	<p><b>CHILDREN'S SERVICES LICENSING AND REGULATION</b></p> <p>The licensing and regulating of children's services in accordance with the requirements of the <i>Children's Services Act 1996</i> and the <i>Children's Services Regulations 2009</i>. The primary objective for regulation is to ensure that children are safe and their developmental needs are met when being cared for and educated in licensed children's services.</p> <p>Licensed children's services include kindergartens, centre-based child care, out-of-school care and family day care services, provided by municipalities, community groups and private organisations.</p> <p>[For service agreements with licensed children's service and Family Day Care service operators, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> <p>[For funding of children's services see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> <p>[For development of programs such as maternal and child health, supported playgroups, parenting services and early childhood intervention services, see Class 1.2.0]</p> <p>[For procedures and guidelines relating to children's services licensing and regulation, see Class 1.3.0]</p> <p>[For staffing and committee see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.1.0</b>	<b>Licensing</b> The assessment of applications for licensed children's services including the renewal, suspension or cancellation of licences.		
<b>7.1.1</b>	The summary record of organisations licensed as Children's Services under the <i>Children's Services Act</i> 1996. Includes: <ul style="list-style-type: none"> <li>• location and contact details of the children's service;</li> <li>• the name of the licensee;</li> <li>• the number, type and key dates of the licence;</li> <li>• the type of services provided by the licensee at the premises and the capacity of the service.</li> </ul>	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded.  Electronic records are to be transferred in VEO format.
<b>7.1.2</b>	Successful applications from individuals or organisations to become licensed children's service operators. Includes the assessment of application, and details of any conditions of licence that are imposed on the provider. Also includes applications for licence renewal or variation.	<b>Temporary</b> Destroy 10 years after licence expires.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.1.3</b>	<p>Unsuccessful applications from individuals or organisations to become licensed children's service or family day care service operators. Includes the assessment of application.</p> <p>Includes the issuing of any initial notices under the <i>Children's Services Act 1996</i> conveying the proposed decision to the applicant to not licence them and the receipt and consideration of any submissions in response to the notice.</p>	<p><b>Temporary</b> Destroy 10 years after decision made.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>7.1.4</b>	<p>Records related to the voluntary temporary suspension of a licence by the licensee. Applications for a temporary suspension of licence are made by licensees for reasons such as building works to premises or when number of children enrolled effects the viability of the service.</p>	<p><b>Temporary</b> Destroy 10 years after licence expires.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>7.1.5</b>	<p>Records related to the cancellation of a licence at the request of the licensee. Includes statements made by licensees indicating the reasons for requesting a cancellation of the licence and the process the licensee proposes to undertake to notify the parents or guardians of the children cared for or educated by of the application to cancel the licence.</p>	<p><b>Temporary</b> Destroy 10 years after licence expires.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.1.6</b>	<p>Records related to the cancellation of a licence to operate a licensed children's service, by the Secretary. Includes investigation records, associated notices and any other evidence obtained during an investigation.</p> <p>[For records documenting investigations of serious incidents, use 7.3.1]</p>	<p><b>Temporary</b> Destroy 25 years after cancellation of licence.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>7.1.7</b>	<p>Successful applications for approval of premises for the operation of a children's service. Includes applications for approval of alterations to or extensions to premises. Includes records of premises inspection and assessment.</p> <p>Also includes the issuing of any initial notices under Section 11 of the <i>Children's Services Act</i> 1996 conveying the proposed decision to the applicant to not approve the premises and the receipt and consideration of any submissions in response to the notice.</p>	<p><b>Temporary</b> Destroy 10 years after approval expires.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
<b>7.1.8</b>	<p>Unsuccessful applications for approval of premises for the operation of a children's service. Includes applications for approval of alterations to or extensions to premises. Includes assessment of application and decision.</p>	<p><b>Temporary</b> Destroy 10 years after date of decision.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.1.9</b>	Records related to cancellation of approval of premises for a licensed children's service. Includes investigation records, associated notices and any other evidence obtained during an investigation.	<b>Temporary</b> Destroy 25 years after licence cancelled.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>7.1.10</b>	Records relating to applications (made under section 55 of the <i>Children's Services Act 1996</i> ) for appeals to be heard by Victorian Civil and Administrative Tribunal (VCAT) regarding reviews of decisions made by the Secretary.	<b>Temporary</b> Destroy 10 years after date of VCAT decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>7.2.0</b>	<b>Fit and proper person determination for licensed children services</b> The assessment of persons to determine if they are fit and proper to manage or control a licensed children's service.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
7.2.1	Records of determination of fit and proper persons to manage or control licensed children's services.	<b>Temporary</b> Destroy 10 years after the determination period expires.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
7.3.0	<p><b>Licensee monitoring and enforcement</b></p> <p>The monitoring of children's services to ensure that they comply with the <i>Children's Services Act</i> 1996 and any associated regulations.</p> <p>Includes investigations of incidents notified; inspections of premises, operation of services; and the issue of sanctions and conduction of prosecutions where non-compliance leads to an offence under the <i>Children's Services Act</i> 1996.</p> <p>[For records of complaints to the Department see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> <p>[For child protection investigations, see the <i>Retention and Disposal Authority for Records of the Child Protection and Family Services Functions</i>.]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.3.1</b>	<p>Records documenting investigations of serious incident at a licensed children’s service where it is proven that the service has committed an offence under <i>Children’s Services Act 1996</i> resulting in sanctions and / or prosecutions. A serious incident is defined in the <i>Children’s Services Act 1996</i> as death or serious injury, physical or sexual assault,</p> <p>Includes notifications of incidents or concerns, non-compliance notices, serious incident report forms, notification forms, investigation reports, briefings and outcomes of any court cases.</p>	<p><b>Permanent</b> Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
<b>7.3.2</b>	<p>Records documenting investigations of an incident that is not considered serious (i.e. no injury or only minor injury) however the children’s service is still proven to have committed an offence under the <i>Children’s Services Act 1996</i>.</p> <p>Includes notifications, non-compliance notices, notification forms, investigation reports, legal, briefings and outcomes of court cases and licence cancellations.</p> <p>Includes applications made to Magistrates’ Court to obtain search warrants to enter premises of unlicensed children’s services operators.</p>	<p><b>Temporary</b> Destroy 25 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>7.3.3</b>	Records of investigations of alleged non-compliance that do not result in prosecution. Includes non-compliance notices, incident report forms, and notification forms and investigations reports.	<b>Temporary</b> Destroy 25 years after last action.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>7.3.4</b>	Records of inspections of premises, physical environment and operation of a children's service. Includes inspection and risk assessment reports.	<b>Temporary</b> Destroy 10 years after last action.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>8.0.0</b>	<p><b>CRITICAL INCIDENT MANAGEMENT</b></p> <p>The management of critical incidents at government schools. Critical incidents are allegations of sexual assault which is defined as any unwanted sexual behaviour that causes humiliation pain, fear or intimidation. Includes incidents of sexual harassment, student sexual assault in special schools, physical or verbal assaults, injury, serious threats, criminal behaviour or inappropriate sexual behaviour in a child aged less than 10 years.</p> <p>Includes the reporting of the incident by the school, the initial assessment of the incident in consultation with schools, and the provision of advice and support and of ensuring reporting and documentation processes are followed by schools.</p> <p>[For reporting and investigations of incidents by schools, see the <i>General Retention and Disposal Authority for School Records.</i>]</p> <p>[For child protection notification and incidents, see <i>Retention and Disposal Authority for Records of the Child Protection and Family Services Functions.</i>]</p> <p>[For records relating to staff discipline see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For non-student incidents, see Emergency Management.]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>8.1.0</b>	<p><b>Critical Incident Reporting and Support</b></p> <p>The reporting of critical incidents at schools. Includes reporting of incidents, provision of support in the assessment and investigation of incidents, and the establishment of reviews for when the investigation of a critical incident does not proceed.</p> <p>[For records of school reporting and documentation including the documented disclosure of the management and investigation process to the persons involved and records of any conversations and/or follow-up actions see the <i>General Retention and Disposal Authority for School Records</i>.]</p>		
<b>8.1.1</b>	<p>Summary record of all reported critical incidents. Includes date of incident, location of where the incident occurred, nature of the incident, names of people involved, reporting officer and summary of incident report.</p>	<p><b>Temporary</b></p> <p>Destroy 100 years after date of entry.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>8.1.2</b>	<p>Records documenting support provided by the Department in the management of reported incidents including alleged sexual assault of a school student, sexual harassment, student sexual assault in special schools and inappropriate sexual behaviour in a child aged less than 10 years. Includes records documenting general advice provided to students, schools and parents or carers, advice on handling media enquiries and records documenting support provided to students in police interviews. Includes incidents that have been investigated by the school.</p> <p>Support for schools in the assessment and investigation of incidents.</p> <p>[For records of short and long term support plans developed by schools to support alleged victims and perpetrators see the <i>General Retention and Disposal Authority for School Records</i>.]</p>	<p><b>Temporary</b>                      Destroy 7 years after last action provided the person has reached 25 years of age.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>8.1.3</b>	<p>Records documenting the review of school’s decision and actions to not investigate an incident to determine if Departmental policies and procedures were followed. Includes records documenting advice provided to the schools on conducting a review, and the appointment of independent reviewers.</p> <p>[For records of school level enquiries held by schools, e.g. summary incident details, date/time, location, reporter, who was involved, witnesses, etc, see the <i>General Retention and Disposal Authority for School Records</i>.]</p>	<p><b>Temporary</b>                      Destroy 7 years after last action provided the person has reached 25 years of age.</p>	<p>Hold in agency or APROSS pending destruction.                       Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>9.0.0</b>	<p><b>EMERGENCY MANAGEMENT</b></p> <p>The function of managing all activities of the Department involved in planning for and responding to emergencies and disasters that require a multi-agency response. Includes the Department's contribution to Commonwealth and State Government emergency planning and coordination with Commonwealth and State Government agencies.</p> <p>Includes operational activities of any business area to provide support or response to emergencies and disasters.</p> <p>[For records of fire, theft, damage and vandalism at schools and departmental properties see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For Department input to or participation in emergency inquiries or investigations and for internal procedures see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>9.1.0</b>	<p><b>Emergency Management Planning</b></p> <p>The development and implementation of plans and responses to emergencies and disasters which requires Department interaction with external stakeholders and other government Departments and agencies.</p> <p>Includes the Department's contribution to government policies and procedures and participation in emergency management exercises.</p>		
<b>9.1.1</b>	<p>Records documenting Emergency Management Plans for the Department and schools.</p> <p>Includes records documenting the approval process,</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>9.1.2</b>	Records documenting the Department's contribution, via the Office of the Emergency Services Commissioner, to the Victorian Government Emergency Management Manual.	<b>Temporary</b> Destroy 5 years after publication of the Victorian Government Emergency Management Manual.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>9.1.3</b>	Records documenting the Department's participation in joint Emergency Management exercises and scenarios organised by other agencies. Includes exercise materials, attendance lists and evaluation reports.	<b>Temporary</b> Destroy 7 years after Emergency Management exercise was conducted.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.0.0</b>	<p><b>SCHOLARSHIPS AND AWARDS</b></p> <p>The management of scholarships, incentives and awards. Includes scholarships managed by the Department and external trustees.</p>		
<b>10.1.0</b>	<p><b>Student scholarship management</b></p> <p>The assessment of applications for student scholarships, and the management of scholarship trusts once established and relations with internal and external trustees of student scholarships.</p> <p>[For records of the student scholarship selection committee see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
<b>10.1.1</b>	<p>Successful applications for a student scholarship at government and non-government schools. Includes the assessment of application, decision and subsequent related information about the student.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after student completes the scholarship.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.1.2</b>	Unsuccessful applications for a student scholarship. Includes assessment of applications and the final decision.	<b>Temporary</b> Destroy 2 years after date of decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>10.1.3</b>	Records of the management of student scholarship trusts, either where the Department is trustee or where the Department has a relationship with an external trustee.	<b>Temporary</b> Destroy 7 years after student scholarship trust ceases.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.2.0</b>	<p><b>Staff and graduate scholarships and incentives</b></p> <p>The sponsoring of teaching and early childhood staff to undertake post graduate studies. Includes scholarships and incentives for final-year tertiary students and new graduates to teach at rural or hard to staff locations or in particular areas of curriculum.</p> <p>[For records of the teacher staff scholarship selection committee and for finance records related to post graduate study scholarships see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
<b>10.2.1</b>	<p>Successful applications by teachers or early childhood staff for a scholarship to undertake part-funded post graduate studies. Includes the assessment of application, decision and related information about the teacher / student.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after applicant completes study.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>



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<b>10.2.2</b>	Unsuccessful applications by teachers or early childhood staff for a scholarship to undertake part-funded post graduate studies. Includes assessment of application and the final decision.	<b>Temporary</b> Destroy 2 years after date of decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>10.2.3</b>	Successful applications by final year tertiary students or new graduates for a teaching scholarship or incentive.  Includes assessment of application, decision and subsequent related information about the tertiary student or graduate.	<b>Temporary</b> Destroy 7 years after applicant completes the scholarship or incentive term.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

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<b>10.2.4</b>	Unsuccessful applications by final year tertiary students or new graduates for a teaching scholarship or incentive. Includes assessment of application and the final decision.	<b>Temporary</b> Destroy 2 years after date of decision.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.
<b>10.3.0</b>	<p><b>Award management</b></p> <p>The establishment and administration of competitions and awards designed to promote such areas as outstanding school leadership and teaching excellence, school sports, curriculum innovation, kindergarten management, early years partnerships, cultural diversity and school design.</p> <p>[For records of student awards see the <i>General Retention and Disposal Authority for School Records.</i>]</p>		

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<b>10.3.1</b>	Records relating to the management of competitions and awards. Includes the activities of setting up and judging the competition or award, and obtaining prizes.	<b>Temporary</b> Destroy 7 years after date of final award	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
<b>10.3.2</b>	Successful nominations and / or submissions made by or on behalf of people for awards, prizes and scholarships. Includes entries for prizes.	<b>Temporary</b> Destroy 7 years after date of competition	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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		<b>STATUS</b>	<b>CUSTODY</b>
<b>10.3.3</b>	Unsuccessful nominations and / or submissions made by or on behalf of people for awards, prizes and scholarships. Includes entries for prizes.	<b>Temporary</b> Destroy 2 years after date of competition	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

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		<b>STATUS</b>	<b>CUSTODY</b>
<b>11.0.0</b>	<p><b>STUDENT MANAGEMENT</b></p> <p>The management of school student and pre-schooler enrolments or admissions where Departmental approval is required.</p> <p>[For records of the students ongoing management once enrolled or admitted, see the <i>General Retention and Disposal Authority for School Records</i>]</p> <p>[For records of student assessments for selective entry schools see the <i>Retention and Disposal Authority for Records of the Curriculum and Assessment Functions.</i>]</p> <p>[For records of enrolment where Departmental approval is not required. i.e. summary and individual records of student enrolments see the <i>General Retention and Disposal Authority for School Records.</i>]</p>		
<b>11.1.0</b>	<p><b>Student enrolment and admission records</b></p> <p>The approval of student enrolments or admissions where Departmental approval is required.</p> <p>Includes enrolment or admission to distance education or for early or delayed start to school or pre-school.</p>		

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		<b>STATUS</b>	<b>CUSTODY</b>
<b>11.1.1</b>	Records of student enrolments or admissions where Departmental approval is required.	<b>Temporary</b> Destroy 2 years after administrative use is concluded.	Hold in agency or APROSS pending destruction.  Electronic records should be maintained in readable format pending destruction.

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