

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10



PROS 01/01 VAR 10

**Retention and Disposal Authority for Records of
School Records**

Issued Date: 15/02/2021

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 1

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS 01/01)

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.

[signed]

Michael Tinsley

Acting Keeper of Public Records

Date of issue: 21/01/2002

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 2

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS 01/01)

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. The following classes have been included in the Standard:

- **Class:** 3.3.3 Individual Enrolment and Withdrawal Records for Senior Secondary Qualifications

Disposal Action: Temporary, Destroy 2 years after student's departure from the school

- **Class:** 3.5.3 Individual student examination papers

Disposal Action: Temporary, Destroy 4 months after notification of final result

- **Class:** 3.5.4 School based assessment tasks not returned to students

Disposal Action: Temporary, Destroy 4 months after notification of final result

- **Class:** 3.5.5 Records of Special Provision

Disposal Action: Temporary, Destroy 1 year after the student's departure from the school

Class 3.5.0 has been retitled as Assessment and Reporting

Class 3.6.0 has been retitled as Achievement Monitoring

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

[signed]

Shauna Hicks

Acting Keeper of Public Records

Date of issue: 22/12/2008

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 3

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS 01/01)

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

Extension of the application of this Standard until 31/07/2013.

This Variation shall have effect from its date of issue.

[signed]

Graeme Hairsine

Acting Director and Keeper of Public Records

Date of issue: 29/10/2010

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 4

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS 01/01)

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

Extension of the application of this Standard until 31/07/2015.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 04/11/2011

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 5

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS 01/01)

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

Extension of the application of this Standard until 31/12/2016.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 23/12/2013

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 6

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS 01/01)

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

Extension of the application of this Standard until 31/12/2017.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 04/11/2011

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 7

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS) 01/01

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

Extension of the application of this Standard until 31/12/2018.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 21/12/2017

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 8

Public Records Act 1973 (Section 12)

General Retention and Disposal Authority for School Records (PROS) 01/01

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

Extension of the application of this Standard until 31/12/2019.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 20/08/2018

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 9

Public Records Act 1973 (Section 12) Retention & Disposal Authority for Records of School Records (PROS 01/01)

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

Extension of the application of this Standard until 31/12/2020.

The addition of the following text to the scope of the RDA and across the body of the RDA as a footer:

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 02/09/2019

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Variation 10

Public Records Act 1973 (Section 12) Retention & Disposal Authority for Records of School Records (PROS 01/01)

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

Extension of the application of this Standard until 31/12/2021.

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 15/02/2021

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Copyright Statement

© State of Victoria 2021



Except for any logos, emblems, and trade marks, this work (PROS 01/01 VAR 10 School Records) is licensed under a Creative Commons Attribution 4.0 International license, to the extent that it is protected by copyright. Authorship of this work must be attributed to the Public Record Office Victoria. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Retention and Disposal Authority for Records of School Records

Retention and Disposal Authority No	PROS 01/01 VAR 10
--------------------------------------------	-------------------

Scope	<p>General disposal authority for school records.</p> <p>This Retention and Disposal Authority must not be used for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.</p> <p>Instead agencies must use PROS 19/08 Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.</p>
--------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Status	Issued by Keeper
---------------	------------------

Issue Date	15/02/2021
-------------------	------------

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

List of Functions and Activities covered

Reference	Function	Activity	Page
1	SCHOOL ADMINISTRATION		20
1.1		Council and Committee Meetings	20
1.3		Council Operations	20
2	SCHOOL ACCOUNTABILITY		21
3	STUDENT MANAGEMENT		21
3.2		Student Enrolment – Pre Introduction of CASES Database	22
3.3		Student Enrolment – Post Introduction of CASES Database	22
3.4		Student Attendance and Behaviour	23
3.5		Student Assessment and Reporting	24
3.6		Achievement Monitoring	26
3.8		Student Services Support Programs	27
4	SCHOOL CURRICULUM		28
5	RECORDS MANAGEMENT		29
5.1		Official Correspondence	29

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

List of Functions and Activities covered

Reference	Function	Activity	Page
6	SCHOOL WORKS AND SERVICES		31
7	"HISTORICAL" RECORDS		32

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Introduction

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.

Context of this Authority

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. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

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

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

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.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

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.

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.

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 records must be managed and transferred in accordance with PROV Standards.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

Concurrence of Public Office

This Authority has the concurrence of:

Name: Stuart Hamilton

Position: Secretary, DET

Date: 28/02/2001

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 Schools. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

Justine Heazlewood, Keeper of Public Records

Date of Issue: 02/03/2001

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
1	SCHOOL ADMINISTRATION			
1.1	Council and Committee Meetings			
1.1.1	Council and Committee Meetings	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions. This applies also to the records of those committees/councils that preceded School Council i.e. School Committees, Advisory Committees and Councils and Boards of Advice.	Permanent	Retain as State archives
1.1.2	Minute taking		Temporary	Destroy 1 month after date of confirmation of the minutes.
1.2	School Planning and Reporting	The planning and reporting activities of Council.	Permanent	Retain as State archives
1.3	Council Operations			
1.3.1		Activities related to the appointment of council members.	Temporary	Destroy 1 year after transaction completed.
1.3.2	Declarations of pecuniary interest		Temporary	Destroy 7 years after a person ceases to be a School Councillor or a

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>SCHOOL ACCOUNTABILITY</i>				
				member of a special committee.
2	SCHOOL ACCOUNTABILITY	The process of managing school accountability: monitoring, evaluation, establishing standards and provision for public reporting.		
2.1	School operation reporting	Records maintained for accountability purposes relating to general school operations.	Permanent	Retain as State archives
2.2	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.	Temporary	Destroy after administrative use is concluded.
2.3	Enrolment reporting		Temporary	Destroy after expenditure of monies allocated on a per student basis.
2.4	Reporting Operations	The process of maintaining reporting functions.	Temporary	Destroy after administrative use ceases.
3	STUDENT MANAGEMENT	The process of controlling, monitoring and managing pupil enrolments, attendance, assessment, safety and wellbeing.		

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT</i>				
3.1	Student policy, procedures and strategies	Activities that develop student policies, procedures, strategies, code of conduct and behaviour.	Permanent	Retain as State archives
3.2	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.		
3.2.1	Summary Enrolment Records		Permanent	Retain as State archives
3.2.2	Individual Enrolment Records		Temporary	Destroy 2 years after administrative use is concluded.
3.3	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	Retain as State archives
3.3.2	Individual Enrolment Records		Temporary	Destroy 2 years after administrative use is concluded.
3.3.3	Individual Enrolment and Withdrawal Records for senior	Enrolment of students for senior secondary qualifications and examinations administered by the	Temporary	Destroy 2 years after the student's departure

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT - Student Attendance and Behaviour</i>				
	Secondary Qualifications	VCAA including the General Achievement Test (GAT). For student enrolment records maintained by the Victorian Curriculum Assessment Authority (VCAA) see RDA for Curriculum and Assessment Functions		from the school.
3.4	Student Attendance and Behaviour	The management and monitoring of student admissions, attendance, behaviour, transition from Primary to Secondary schools.		
3.4.1	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.
3.4.2	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.
3.4.3	Suspension and Welfare Records	Records relating to the student's wellbeing while attending school (excludes expulsion records).	Temporary	Destroy 1 year after departure from school.
3.4.4	Expulsion Records	Records relating to disciplinary action resulting in expulsion.	Temporary	Destroy 1 year after Destroy within 1 year of pupil's expulsion or ceases to be of school age, whichever is the later.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT - Student Attendance and Behaviour</i>				
3.4.5	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.
3.4.6	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.
3.4.7	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.
3.4.8	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.
3.4.9	Work Experience	Records that support the management of School Work Experience.	Temporary	Destroy 7 years after completion of Work Experience.
3.5	Student Assessment and Reporting	School based assessment of Victorian students for Prep -10 curriculum and senior secondary qualifications. Includes the marking of school examination papers and assessment tasks, and the management and reporting of results. For records of student assessment managed by the		

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT - Student Assessment and Reporting</i>				
		VCAA see RDA for Curriculum and Assessment Functions		
3.5.1	Reporting - Students leaving State education system during or after years 9 or 10 or 11, or 12 final report issued.		Permanent	Retain as State archives
3.5.2	Reporting - 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.
3.5.3	Reporting - Students leaving State education system during years prep to year 8 inclusive.		Temporary	Destroy 6 years after departure from school.
3.5.4	Individual student examination papers for the Prep - 10 Curriculum containing student responses to	For examination records for senior secondary qualifications see RDA for Curriculum and Assessment Functions.	Temporary	Destroy 4 months after notification of final result.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT - Student Assessment and Reporting</i>				
	examination questions, and marking sheets containing assessment data			
3.5.5	School based assessment tasks not returned to students		Temporary	Destroy 4 months after notification of final result.
3.5.6	Records of Special Provision	Records of students' requests for special examination arrangements and applications for Derived Examination Scores. For records of special provision received and maintained by the VCAA see RDA for Curriculum and Assessment Functions.	Temporary	Destroy 1 year after the student's departure from the school.
3.6	Achievement Monitoring	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.		
3.6.1	The process of managing State and National		Temporary	Destroy after administrative use is concluded.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT - Achievement Monitoring</i>				
	standardised testing			
3.6.2	The process of managing internal testing and reporting		Temporary	Destroy after administrative use is concluded.
3.7	Student Reference	The maintenance of information to assist student management during the period of enrolment.	Temporary	Destroy 1 year after departure from school.
3.8	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 supersedes these services.		
3.8.1	Establishing and managing student services and disability and impairment programs		Permanent	Retain as State archives
3.8.2	Student support data collection records utilised for allocation of funds		Temporary	Destroy 2 years after administrative use is concluded.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>STUDENT MANAGEMENT - Student Services Support Programs - Student Services Support Program Case Management</i>				
3.8.3	Student Services Support Program Case Management	The process of managing individual student services and disability and impairment cases.		
3.8.3.1	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.
3.8.3.2	Multiple transaction clients	The process of managing and recording student services and disability and impairment cases requiring multiple transactions	Temporary	Destroy 30 years after from date of birth of client.
3.8.3.3	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	Retain as State archives
4	SCHOOL CURRICULUM	The process of implementing mandatory materials developed by the State Office, and the development of specific programs to suit various school communities. Refer to class 1.1.1 Council and Committee Meetings for records documenting the development of school curriculum policy.		
4.1	Curriculum Development	The process of maintaining revisions to curriculum units specific to the school.	Temporary	Destroy after when superseded.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>RECORDS MANAGEMENT</i>				
5	RECORDS MANAGEMENT	The activity of carrying out a program of records management as required under the <i>Public Records Act 1973</i> .		
5.1	Official Correspondence	The maintenance of official school correspondence records. <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> Refer to class 1.1.1 Council and Committee Meetings for School Council correspondence.		
5.1.1	Operational Correspondence Files	Operational can be defined as having more than one business transaction with short to mid-term administrative use. They are also classified as records of ongoing business value. This includes electronic mail messages.		
5.1.1.1	Operational correspondence files covered by this authority or the General Disposal Authority for Common Administrative		Temporary	Destroy after Dispose of records in accordance with the provision of this authority or the General Disposal Authority for Common Administrative Records.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

RECORDS MANAGEMENT - Official Correspondence - Operational Correspondence Files

	Records			
5.1.1.2	Operational files not covered by this authority or the General Disposal Authority for Common Administrative Records		Temporary	Destroy 7 years after operational requirements have concluded.
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.		
5.1.2.1	Routine correspondence files covered by this authority or the General Disposal Authority for Common Administrative Records		Temporary	Destroy after Dispose of records in accordance with the provisions of this authority or the General Disposal Authority for Common Administrative Records.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>RECORDS MANAGEMENT - Official Correspondence - Routine Correspondence Files</i>				
5.1.2.2	Routine correspondence files not covered by this authority or the General Disposal Authority for Common Administrative Records		Temporary	Destroy after administrative use is concluded.
6	SCHOOL WORKS AND SERVICES	The process of managing school buildings including refurbishment projects.		
6.1	Building maintenance	The maintenance of existing facilities and sites. State office maintains all school information on Physical Resource Management Systems (PRMS). 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: <ul style="list-style-type: none"> • Broken windows • Various vandalism • Blocked sewerage 	Temporary	Destroy 7 years after administrative use is concluded.
6.2	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	Permanent	Retain as State archives

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 10

No	Function/Activity	Description	Status	Disposal Action
<i>"HISTORICAL" RECORDS</i>				
		of government schools. This class includes renovations/upgrades such as: <ul style="list-style-type: none"> • Partial staff administration upgrade • Library upgrade • Physical education upgrade • New or replacement facilities 		
7	"HISTORICAL" RECORDS			
7.1	The formal recording and preservation of a school's history	<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>	Permanent	Retain as State archives

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.