

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 9



PROS 01/01 VAR 9

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

Issued Date: 02/09/2019

Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 9

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

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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

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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

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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 9

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 9

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 9

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 9

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 9

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

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Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 9

Retention and Disposal Authority for Records of School Records

| | |
|--|------------------|
| Retention and Disposal Authority No | PROS 01/01 VAR 9 |
|--|------------------|

| | |
|--------------|--|
| 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 |
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|-------------------|------------|
| Issue Date | 02/09/2019 |
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| List of Functions and Activities covered |
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List of Functions and Activities covered

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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.

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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.

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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 9

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 9

| 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 9

| 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.

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| 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.

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| No | Function/Activity | Description | Status | Disposal Action |
|----|-------------------|-------------|--------|-----------------|
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STUDENT MANAGEMENT - Student Attendance and Behaviour

| | | | | |
|-------|--|--|-----------|---|
| | 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 9

| 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 9

| 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.

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Authority number: PROS 01/01 VAR 9

| 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.

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| 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.

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| 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.

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| 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 9

| 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. |

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Retention and Disposal Authority for Records of School Records

Authority number: PROS 01/01 VAR 9

| 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 |

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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 9

| 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 |

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