

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2



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Status Date: 26/03/2024

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A number of student safety, health and wellbeing related records described in this Retention and Disposal Authority attract a lengthy minimum retention period of 75 years. The Department of Education and Training recognises that a person may rely on these records throughout their life, and long after they have left the state school system.

The 75 year minimum retention period is consistent with related records managed by other government agencies and as set in the Records Retention and Disposal Schedule for Non-Government Schools. The Department believes community expectations demand that government agencies and non-Government schools adopt a consistent approach to handling these kinds of records.

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Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for School Records

Public Record Office Standard (PROS) 22/06

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 22/06) on 11/11/2022, as follows:

Class Number	Description of Change
2.3	Scope of class is restricted to short listed candidates only. Applications from non-short-listed candidates may be disposed of in accordance with the RDA for Common Administrative Functions.
2.3	Policies are removed from scope of class. For school policies relating to out of school hours care see the School Governance function. Policies of out of school hours care providers are outside the scope of the RDA.
4.2	Scope of class expanded to include reports from all students or years 10, 11 and 12, regardless of whether the year of study was completed or not, and regardless of year of study.
4.4	Reports for students from years 10, 11 and 12 from 2006 onwards removed from class. These records are now included within scope of class 4.2

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 11/01/2024

Retention and Disposal Authority for School Records

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Variation 2

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for School Records

Public Record Office Standard (PROS) 22/06

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 22/06) on 11/11/2022, as follows:

Class Number	Description of Change
2.1	Class amended to include the text: <ul style="list-style-type: none">• commissioned or formal school histories: final version. This includes histories written for significant anniversary or milestone celebrations.
2.3	Class amended to remove the text 'history booklets' from the dot point starting publications celebrating a significant anniversary or milestone in the school's history. Text now reads: <ul style="list-style-type: none">• publications celebrating a significant anniversary or milestone in the school's history such as event magazines, official films, presentations and/or programmes

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 26/03/2024

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Retention and Disposal Authority for School Records

Retention and Disposal Authority No	PROS 22/06 VAR 2
Scope	<p>This Retention and Disposal Authority (RDA) covers the records created by government schools providing Foundation (formerly named but still also known as Prep) to Year 12 school education in the State of Victoria.</p> <p>The government school education system is provided to children between 5 and 18 years of age, and includes primary, secondary and special education schools.</p> <p>It includes the administration of school councils and subsidiary committees.</p> <p>This RDA applies to records typically created and managed at schools and does not cover the records created and managed by the Department of Education and Training centrally or at regional level.</p> <p>Refer to the <i>Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations</i> for records relating to investigations of allegations and incidents of child sexual abuse.</p> <p>Non-Government Schools:</p> <p>To comply with the Child Safety Standards Ministerial Order 1359, non-government schools should meet the minimum retention periods for records relevant to child safety and wellbeing, excluding the transfer to PROV obligation.</p>
Status	Issued by Keeper
Issue Date	26/03/2024

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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 - *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*.

Under PROS 22/04 Disposal Standard, authorisation to destroy public records is WITHDRAWN and NOT GIVEN (even if specified in an RDA or other authorised disposal instrument) if:

- it is reasonably likely that they will be needed in a current or future legal proceeding. This includes any civil or criminal proceeding or an inquiry where evidence may be given before a court or person acting judicially such as a Royal Commission or Board of Inquiry
- they are required for meeting any Freedom of Information (FOI) applications which are not finalised
- they are required for audits or investigations which are not yet finalised; and/or
- they are subject to disposal freezes applied by government or by the organisation.

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

PROS 22/04 Disposal Standard authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

- working documents, such as notes or calculations, used to assist in the preparation of other records
- minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved
- minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals
- communications for the purpose of making minor arrangements
- duplicate copies

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- periodic backups of records, information, data, software and settings for recovery in case of technical failure and/or catastrophe and are duplicate copies of official business records/data that is held elsewhere on a managed system.

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

This Standard replaces PROS 01/01 Retention and Disposal Authority for School Records.

Schools should note that retention periods for some records have been increased and records must be retained for the periods specified in this Standard. Schools should consult with the Records Management Unit at the Department of Education and Training for further advice.

Records that have already been sentenced as permanent under PROS 01/01, and proposed for transfer to PROV, may require resentencing before transfer at the discretion of PROV.

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable.

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.

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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 Department of Education and Training II. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[Approved]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 11 November 2022

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No	Function/Activity	Description	Status	Disposal Action
1	School Governance	<p>The function of governing a school and its operations, usually through the School Council. Under the regulations there are three key areas of governance within a school:</p> <ul style="list-style-type: none"> • Strategic Management - participating in the development and monitoring of the school strategic plan • Finance - overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation • Policy Development and Review - particularly those policies that reflect the school values and support the school strategic direction. <p>This function includes:</p> <ul style="list-style-type: none"> • The establishment and administration of School Council and its committees, including the nomination and election of School Council representatives • The establishment and administration of working parties to complete or oversee a specific task • Liaison with parent clubs 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Governance</i>				
		<ul style="list-style-type: none"> • Liaison with organisations or groups that utilise the school facilities • School Council business, including its meetings, correspondence and communications. <p>Prior to the legislative establishment of School Councils, records of schools governance may be contained in the records of other committees, including school committees, welfare clubs or parent committees.</p> <p>Excludes the governance functions performed by school senior management under Departmental guidelines including:</p> <ul style="list-style-type: none"> • the recruitment or management of teaching staff • school senior management or staff meetings • coordination of school planning and implementation of curriculum. <p><i>See Records of Common Administrative Functions</i> Property Management – Leasing-Out for detailed records of contracts, leases or hire agreements for the use of school facilities.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Governance</i>				
		<p><i>See Records of Common Administrative Functions</i> for detailed records of sponsorship, donations or partnerships including agreements and MOUs.</p> <p><i>See Records of Common Administrative Functions</i> for records of financial management.</p> <p><i>See Records of Common Administrative Functions</i> for records of the management of staff and for records of staff meetings.</p> <p><i>See Records of Common Administrative Functions</i> for records of school procedures and any school policies mandated by the Department (i.e. the school does not draft the policy content).</p> <p><i>See Records of Common Administrative Functions</i> for records of School Council meeting arrangements and bookings.</p> <p><i>See RDA for Education and Early Childhood Development</i> for records of the review of school council carried out in accordance with an order issued by the Minister.</p>		
1.1	Permanent Records of School Governance	<p>Records of continuing value that document school governance, including:</p> <ul style="list-style-type: none"> • School Council (or equivalent committee) establishment 	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>School Governance</i>				
		<ul style="list-style-type: none"> • School Council meeting papers, including records of annual general meetings and extraordinary meetings. <p>School Council meeting papers may be comprised of:</p> <ul style="list-style-type: none"> • agenda and minutes of meetings • reports submitted or tabled by subcommittees, working parties, or parent clubs, e.g. an alumni group or organising committee reporting to the School Council on the arrangements made for official events and celebrations • correspondence registers • partnerships entered into e.g. Sister School Partnerships • policies devised by School Council • other documents submitted or tabled for discussion or decision at a meeting e.g. drafts of documents presented to School Council for their input or approval. 		
1.2	Medium-term Records of School Governance	Records of medium-term value documenting school governance including:	Temporary	Destroy 20 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>School Governance</i>				
		<ul style="list-style-type: none"> • Copies of policies developed by School Council or adapted from Departmental templates, to reflect school community values for areas of school governance, such as uniform, homework, and school camps. Includes records of drafting and development, summaries of parent/guardian community consultation processes, and analysis of parent/guardian surveys used to inform the policy content • The distribution/publication of approved policies to the school staff and community • Key directions to staff, such as operational memorandums, arising from policy decisions • Meeting papers and supporting records of School Council subcommittees and working parties held separate to School Council meeting records. <p>Excludes Departmental policies that are adopted unchanged (either because they are mandated by the Department or because the school has no local issue that requires alteration of the general policy).</p>		
1.3	Short-term Records of School Governance	Administrative and facilitative records supporting school governance including:	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<ul style="list-style-type: none"> • Post 1980 Parent Club, Welfare Clubs and/or School Auxiliaries records, including establishment and constitution documentation, meeting agendas and minutes, and other documents submitted for discussion • Records of the nomination, election, and appointment of school council members, including the conduct of a ballot, and election of the School Council President • Records that facilitate the development of the annual report. <p>For records of Parent Clubs, Welfare Clubs and/or School Auxiliaries up to and including 1980, see 7.0 (Legacy Records)</p>		
2	School Operations	<p>The activities associated with the administration of a school's operational functions not directly related to classroom teaching and learning activities or student management. Includes:</p> <ul style="list-style-type: none"> • managing the employment of all teachers and administrative staff employed at the school • Volunteer, teacher placement, internship and practicum teacher management 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<ul style="list-style-type: none"> • official events and celebrations e.g. anniversaries, milestone events, school award/speech nights, VIP visits etc. • managing visitors to the school including school tours • implementation of Department programs and initiatives • food services, associated permits, training and compliance reporting. Includes services which sell food to students, and programs which teach students to prepare, handle and serve food • transportation arrangements including regular school bus runs to collect and return students from/to home, charter arrangements for excursions or off site activities such as sport, group bookings/ticket purchases for public transport use etc. • agricultural program extensions e.g. keeping animals, crop production and/or food gardening, including associated permits and registrations, audits and compliance reporting • licensing, accreditation and compliance activities associated with operating a school facility 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<ul style="list-style-type: none"> • alumni relations, whether in connection with special events and celebrations, or as a community support network for the school • use of school facilities by the community out of school hours, or by students for special interest activities during school hours e.g. lunchtime clubs • production of school notices and publications including annual school magazines and yearbooks • liaison with community members and groups e.g. local government authority, owners of neighbouring properties etc. • establishment and management of annual school awards including those conferred by bodies external to the school e.g. dux, community contribution, scholarships etc. Selection and awarding of student leadership roles within the school e.g. school captains, sports captains etc. • the production of school photographic collections that record school occasions, activities and programs. <p>See <i>Schools RDA 1. School Governance</i> for records of School Council meetings and their facilitation.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<p>See <i>Schools RDA 4. Student Management</i> for disciplinary issues regarding a student.</p> <p>See <i>Records of Common Administrative Functions</i> for records of personnel management, records of summary employment details e.g. employment registers, summaries of all teachers and administrative staff employed at the school, and employment applications from non-short listed candidates.</p> <p>See <i>Records of Common Administrative Functions</i> for records of the drafting and development of strategic and administrative plans.</p> <p>See <i>Records of Common Administrative Functions</i> for records of reporting on administrative performance.</p> <p>See <i>Records of Common Administrative Functions</i> for records of office administration, including key registers, mail management, petty cash, stationery orders etc.</p> <p>See <i>Records of Common Administrative Functions</i> for records of senior management and staff meetings.</p> <p>See <i>Records of Common Administrative Functions</i> for records of staff disciplinary and grievance matters.</p> <p>See <i>Records of Common Administrative Functions</i> for records of property management, maintenance and</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		improvement. Includes records of leasing or rental agreements. See <i>Records of Common Administrative Functions</i> for records of facilitating tours		
2.1	Permanent Records of School Operations	Records of continuing value including: <ul style="list-style-type: none"> • formal annual school group photographs of the staff, classes/forms, year levels or an entire school. Excludes photographs that are of an individual student or staff member (for these and all other photographs, see class 2.3) • annual school publications or yearbooks • commissioned or formal school histories: final version. This includes histories written for significant anniversary or milestone celebrations. 	Permanent	Retain as State Archives, Transfer to PROV
2.2	Long-term Records of School Operations	Records of long-term value documenting school operations including: <ul style="list-style-type: none"> • volunteer program administration e.g. chaplaincy programs including agreements between the school and volunteers, rostering, scheduling, records of attendance including sign in records etc. 	Temporary	Destroy 75 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<ul style="list-style-type: none"> • teacher placement, internship and practicum teacher summary records of placements in the school • school visitor logs and registers, including records related to the management of cases of denied entry and trespassing • school diaries, including principal and staff diaries, that are used to manage student matters, incidents and/or support services. <p>Student matters referred to in school diaries may include:</p> <ul style="list-style-type: none"> • meetings with parents/guardians to discuss student progress, needs and support, behavioural issues etc. • meetings with students to discuss behaviour in the classroom or playground (usually, but not exclusively, in relation to an incident such as an altercation or non-compliance with teacher instructions) • meetings with support staff regarding a particular student's needs in the classroom or to access certain activities such as school camps 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<ul style="list-style-type: none"> • appointments to talk to student groups such as the Student Representative Council, the School Captains, the Sports Captains etc. about upcoming events, issues and decisions • any other form of meeting or appointment with a student, or regarding a particular student. 		
2.3	Medium-term Records of School Operations	<p>Records of medium-term value documenting school operations, including:</p> <ul style="list-style-type: none"> • school-level records of recruitment, including selection documentation and applications from shortlisted candidates • staff rostering, timetabling and summary attendance data, including yard duty allocations. Excludes staff attendance at camps, extra-curricular activities and off-site events • school-level records relating to the implementation of Department programs or initiatives • records related to arranging and facilitating out of hours care services, including agreements with providers and compliance monitoring; student and staff attendance at out of hours or after school care; and records 	Temporary	Destroy 10 years after action completed.

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Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<p>relating to the planning, delivery and implementation of events and activities in out of hours or after-school care</p> <ul style="list-style-type: none"> • strategic plans and summary reports for international education programs and activities, including the establishment of relationships and agreements with overseas schools • records related to licences, accreditations and compliance management required to operate a school and support its programs, including those held by individuals in regulated positions e.g. First Aid Officer • triennial records (school report similar to an annual report but produced every 3 years) • notices for events and activities that outline arrangements for off-site school events • records of student participation in inter-school competitions and eisteddfods, including facilitation of entries, attendance and preparation • records of school events such as theatrical performances, art shows and other exhibitions of student work or that celebrate student achievements. Includes programs, event results, photographs, invitation lists and other 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<p>records that summarise or showcase the event</p> <ul style="list-style-type: none"> • records of major events in the school calendar e.g. award/speech nights, time capsule sealing/opening, VIP visits etc. Includes programs of events, transcripts of speeches, key photographs or video recordings • records relating to the arrangement, management and delivery of school led on-site or local school sporting events, including House/Team allocations • records relating to the establishment of major school awards, including selection criteria • records relating to the selection and awarding of student leadership roles within the school e.g. school captains and sports captains • records of students or staff who have won a prestigious award or competition while representing the school • publications celebrating a significant anniversary or milestone in the school's history such as event magazines, official films, presentations and/or programmes 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<ul style="list-style-type: none"> • records of the management of alumni programs, including communications, meetings, and events • records of official events and celebrations organised by alumni groups or organising committees on behalf of the school where the alumni group or committee is not required to report to School Council on its progress and arrangements • oral or written histories collected from past or present staff or students. Includes time capsules and other historical projects to mark an event or occasion. Includes photograph books or albums that have been compiled along with detailed descriptions to show school history, significant events, anniversaries and occasions • school photograph or video collections that record day to day activities in the classroom and school grounds, or school community events (e.g. the school fete or musical) for sharing with parents/guardians and families via the school website, slideshows/displays at school information nights or community gatherings, student journals and other secure school communication channels. Includes formal annual photographs of individual students and orders of formal student 		

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No	Function/Activity	Description	Status	Disposal Action
<i>School Operations</i>				
		<p>photographs that have not been collected by families.</p>		
2.4	Short-term Records of School Operations	<p>Administrative and facilitative records supporting school operations including:</p> <ul style="list-style-type: none"> • food services records. Includes relevant permits and registrations, training and compliance monitoring activities, routine records of food handling and monitoring such as temperature monitoring logs, menus, and arrangements with suppliers • records related to the management of animal husbandry, crop production and food gardening in schools including permits and registrations, audits and compliance management activities • internal allocation and use of facilities, including by students for activities • records documenting student transportation arrangements including school bus attendance rolls, bus forms and lists, chartered transport bookings and other arrangements made to transport students for a school led event/purpose • liaison with neighbours and community groups regarding routine, non-student 	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Incidents, Complaints and Investigations</i>				
		<p>matters or other shared responsibilities such as boundary fences, trees, traffic management and safety etc.</p> <ul style="list-style-type: none"> • diaries, activity logs or similar that do not reference student management matters, incidents, or the delivery of support services, and are administrative in nature only • RSVPs and bookings for students to attend out of hours school run events at which the student remains under the care of their parents/guardians e.g. school welcome picnic, or an in-school event where the student remains under standard school supervision e.g. an incursion. 		
3	Incidents, Complaints and Investigations	<p>The function of managing incidents, complaints and undertaking investigations into incidents and complaints that relate to schools excluding incidents, allegations and complaints regarding instances of child sexual abuse.</p> <p>Includes incidents, allegations and complaints relating to:</p> <ul style="list-style-type: none"> • incident reporting and management • physical restraint of a student 		

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Incidents, Complaints and Investigations

		<ul style="list-style-type: none"> • exclusion of a student/s (usually in relation to an infectious disease) • investigations of staff misconduct relating to students (not including child sexual abuse incidents) • parent/guardian and community complaints • accidents and injuries, both major and minor, including first aid responses • bullying or other behaviours of concern between students • cheating or plagiarism • unfair treatment/assessment of students by staff, or other forms of staff misconduct not relating to child sexual abuse • threats e.g. bomb threats, break ins, damage to property • children absent without permission (i.e. missing) e.g. have left the school grounds without notice/parental/guardian knowledge • violent, threatening, or unsafe behaviour towards students or staff by 		
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Incidents, Complaints and Investigations

		<p>parents/guardians or other members of the community</p> <ul style="list-style-type: none"> • the presence of unknown people on the school grounds, particularly those whose behaviour is in some way of concern e.g. attempting to approach/interact with students • environmental hazard e.g. hazardous material spills, discovery of asbestos onsite, gas leak etc. • fire, flooding and/or damage to facilities rendering them unsafe, or in the vicinity of the school grounds rendering evacuation necessary e.g. bushfires. <p><i>See Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations for records relating to investigations of allegations and incidents of child sexual abuse.</i></p> <p><i>See Records of Common Administrative Functions for records that document allegations and the response to allegations of staff or volunteer misconduct in school settings that does not involve interactions with students.</i></p>		
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Incidents, Complaints and Investigations

		See Schools 4. Student Management for records relating to the management of behaviour that results from incidents.		
3.1	Long-term Records of Incidents, Complaints and Investigations	<p>Records of long-term value documenting incidents, complaints and investigations including:</p> <ul style="list-style-type: none"> • records of notifiable incidents in schools, or those defined as having a high or extreme severity rating under Departmental policy, and the investigation and response to those incidents. Includes those that occur during camps or excursions and during on-site or off-site events e.g. inter-school sports carnivals, plays and productions, musical performances etc. • records documenting the use of physical restraint or exclusion on students • records that document allegations and the response to allegations of staff or volunteer misconduct in school settings, in cases where the allegations involve students (excludes cases of child sexual abuse) • diaries, activity logs or similar that reference student incidents. 	Temporary	Destroy 75 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Incidents, Complaints and Investigations</i>				
3.2	Medium-term Records of Incidents, Complaints and Investigations	<p>Records of medium-term value held at a school level documenting:</p> <ul style="list-style-type: none"> • records of incidents that have a medium severity rating under Department issued policy, including their investigation and resolution. Includes incidents that occur during camps or excursions and during on-site or off-site events • incidents that require professional support for stress or trauma • records of accidents and injuries requiring external medical assistance or assessment, including the services of an ambulance. 	Temporary	Destroy 25 years after action completed.
3.3	Short-term Records of Incidents, Complaints and Investigations	<p>Records of short-term value documenting:</p> <ul style="list-style-type: none"> • records of incidents that have a low severity rating under Department issued policy, including their investigation and resolution. Includes incidents that occur during camps or excursions and during on-site or off-site events • first aid registers and associated records covering the delivery of basic first aid that does not go on to require further medical treatment or opinion e.g. applying a gauze covering to a graze or scratch 	Temporary	Destroy 5 years after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Management</i>				
		<ul style="list-style-type: none"> • parent/guardian or school community complaints and feedback resolved at the school level or escalated on to regional or central office level. 		
4	Student Management	<p>The function of administering students, from enrolment to completion, in a school, or school run program. Includes:</p> <ul style="list-style-type: none"> • applications and selection processes • records of enrolments, including enrolment summaries applications for educational needs and disability support funding e.g. funding support for a student with a disability • class allocations, including parent/guardian requests • class attendance • transition between schools • parent/guardian approvals, permissions and consents • student disciplinary matters, including suspensions and expulsions • participation in school-led extra-curricular programs e.g. lunchtime or after school 		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Management</i>				
		<p>activity clubs (chess, music, sports etc.) or collaboration projects within the community e.g. art and drama with residents of local aged care facilities</p> <ul style="list-style-type: none"> • communication with individual parents/guardian regarding any of the above in relation to their child • international education program, including student exchange program arrangements. <p><i>See Records of Education and Early Childhood Development for records relating to applications by International Students</i></p> <p><i>See Records of Education and Early Childhood Development for records of scholarships and awards</i></p> <p><i>See Records of Education and Early Childhood Development for records of critical incidents notified to the Department and their management</i></p> <p><i>See Records of Education and Early Childhood Development for case records of children and students receiving health, wellbeing and development management services</i></p> <p><i>See RDA for Records of Curriculum and Assessment Functions for records of the assessment of student</i></p>		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Management</i>				
		<p>achievement for the purpose of gaining selective entry to a school</p> <p><i>See RDA for Records of Curriculum and Assessment Functions</i> for the records of student achievement against Foundation (also known as Prep) - Year 10 curriculum, and enrolment and assessment of Victorian Senior Secondary qualifications</p> <p><i>See RDA for Records of Curriculum and Assessment Functions</i> for records of special provision received and determined for senior secondary examinations and assessments</p> <p><i>See Records of Common Administrative Functions</i> for records of contracts and/or lease agreements with children's care providers</p> <p><i>See Schools 6. Student Support, Health and Wellbeing</i> for records of services where a health or wellbeing issue requires management within the education/school setting</p>		
4.1	Permanent Records of Student Management	Records of continuing value documenting the summary enrolment/admission records of all students prior to the introduction of centralised Departmental enrolment software, e.g. pupil registers and enrolment cards created prior to 2006.	Permanent	Retain as State Archives, Transfer to PROV
4.2	Long-term records	Records of long-term value documenting the student management function. Includes:	Temporary	Destroy 50 years after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Management</i>				
		<ul style="list-style-type: none"> • Foundation (also known as Prep) - Year 12 summary results, including subject level results. Excludes individual assessment level results • reports for students from Year 10, 11 or 12. 		
4.3	Medium-term Records	Records of medium-term value documenting student attendance. Includes: <ul style="list-style-type: none"> • summary attendance data that provides evidence of student attendance. Includes records that document exceptions such as early sign-out registers, and attendance case management. 	Temporary	Destroy 30 years after action completed.
4.4	Short-term records	Records of short-term value documenting the student management function including: <ul style="list-style-type: none"> • reports for students from years Foundation (also known as Prep) through to 9. 	Temporary	Destroy 15 years after action completed.
4.5	Facilitative records of Student Management	Administrative and facilitative records supporting student management including: <ul style="list-style-type: none"> • daily class attendance records • absence and attendance variation approvals and explanations 	Temporary	Destroy 7 years after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Management</i>				
		<ul style="list-style-type: none"> • final student class allocations • records of class allocation including liaison with parents/guardians and students during development or in response to timetables • detailed student enrolment forms • transition records between Department schools • consents and agreements, including acknowledgements of code of conduct, student ICT use agreements, photograph and media consents provided by parents/guardians. Excludes consent and agreements related to camps and excursions • records relating to the collection of students outside of normal school hours • application records for schools that have pre-enrolment processes beyond a standard enrolment form. Includes specialist high schools and enrolment-restricted schools • issuing of student identification cards • routine notices to parents/guardians including school newsletters that do not reference 		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Management</i>				
		<p>arrangements for off-site events or activities or student learning, health and wellbeing</p> <ul style="list-style-type: none"> • records of student disciplinary matters, up to and including suspension, but excluding expulsion • school-level International Education Program records. 		
4.6	Expulsion Records	Records of disciplinary action that results in the expulsion of the student.	Temporary	Destroy 1 year after date of last attendance, or student ceases to be of compulsory school age, whichever is later.
5	Teaching and Learning	<p>The function of planning and delivering a curriculum in addition to providing education programs in schools. Includes:</p> <ul style="list-style-type: none"> • the development and review of whole-of-school teaching and learning plans for the delivery of Victorian curriculum - Foundation (also known as Prep) to Year 10 • senior secondary certificate curriculum delivery plans • programs to extend the curriculum e.g. in specialist schools 		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
		<ul style="list-style-type: none"> • the development of individual teaching plans by teaching staff • administrative arrangements and attendance for school camps, overnight trips, excursions, work experience and other school run or facilitated events at which the student is not under the care of their parents/guardians • the selection of resources (such as textbooks, novels, films etc.) • the integration of technology as a teaching and learning resource • setting homework tasks • assessment and reporting • selecting and determining the content school camps and excursions (i.e. what activities will be done and how these link to the curriculum) • selecting and implementing projects or programs that support the curriculum e.g. citizenship projects, community mentor programs • timetabling 		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
		<ul style="list-style-type: none"> • meetings to plan and manage the teaching and learning function and running school-led extra-curricular school programs and activities such as chess, coding, robotics, sewing, sports or drama. <p>See <i>RDA for Records of the Curriculum and Assessment Functions</i> for records of the development of curriculum content</p> <p>See <i>RDA for Curriculum and Assessment Functions</i> for the development of the senior secondary curriculum, conduct of senior examinations and master secondary results overseen by the VCAA</p> <p>See <i>RDA for Records of Education and Early Childhood Development</i> for records of programs on improving student learning and outcomes for students</p> <p>See <i>Schools 3. Incidents, Complaints and Investigations</i> for records of incidents that occur on school camps or excursions and/or at other school led events</p> <p>See <i>Schools 4. Student Management</i> for records of students applying to participate in school-lead extra-curricular school programs and activities, including parent approval and consent</p>		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
5.1	Significant Records of Teaching and Learning	<p>Records of continuing value documenting the development, or identification and adoption, of programs that significantly modify the curriculum to meet the unique needs of particular cohorts of students. Includes programs either wholly developed, or significantly tailored by schools to suit the unique needs of their students. Includes Specialist Schools and their programs.</p> <p>Examples of specialist programs include:</p> <ul style="list-style-type: none"> • online classroom delivery of extension curriculum for rural and regional students who may otherwise not have access to advanced levels of teaching in certain topics e.g. the Emerging Science Victoria program run through the John Monash Science School which delivers an advanced science and maths curriculum • condensed immersion programs delivered at a city school e.g. the Regional Science Exchange program delivered at the John Monash Science School (co-located with Monash University, Clayton), that offers remote and rural students interested in pursuing further study in science the opportunity to attend a university style program and ease the transition to further study at the end of secondary schooling 	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
		<ul style="list-style-type: none"> • those which deliver intensive instruction to students with exceptional skills in dance, music, theatre and visual arts e.g. the programs of the Victorian College of the Arts Secondary School • those which deliver intensive technical training in sport, sports medicine, sports science and sports psychology e.g. the programs of the Maribyrnong Sports Academy. 		
5.2	Long-term records of Teaching and Learning	<p>Records of long-term value documenting the administration of teaching and learning, including school camps, extra-curricular activities and offsite events:</p> <ul style="list-style-type: none"> • records of staff and student attendance at camps, extra-curricular activities and off-site events • records of permissions and consents for student attendance at school camps, overnight trips, excursions and other school run or facilitated events at which the student is not under the care of their parents/guardians. 	Temporary	Destroy 75 years after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
5.3	Medium-term records of Teaching and Learning	<p>Records of medium-term value documenting teaching and learning including:</p> <ul style="list-style-type: none"> • development, or identification and adoption, of programs that significantly modify the curriculum to meet the unique needs of particular cohorts of students - those which deliver holistic support and intensive numeracy, literacy and personal development programs in Victorian Certificate of Applied Learning for students who have disengaged from mainstream education • development, or identification and adoption, of programs that significantly modify the curriculum to meet the unique needs of particular cohorts of students - inclusive programs which redesign the delivery of curriculum to support and enhance the learning of students with diverse learning needs • records relating to the management and delivery of student work experience programs, including: consent to participate, agreements with providers, communications with stakeholders (parents/guardians, providers and students), records of contact made by the school during placement, and arrangements for student safety including transportation and inductions. Excludes 	Temporary	Destroy 30 years after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
		<p>assessment completed as part of student work experience programs</p> <ul style="list-style-type: none"> • records supporting the management and delivery of school camps, excursions and other offsite activities with an overnight component, including medical forms, programs of activities, risk assessments and other supporting documentation as required by Department policy. Includes summary records of offsite activities and events, and registers of camps and excursions. Excludes arrangements such as selecting venues and quotations for transportation. 		
5.4	Short-term Records of Teaching and Learning	<p>Records of short-term value documenting teaching and learning, including:</p> <ul style="list-style-type: none"> • school level curriculum planning and implementation records for the Foundation (also known as Prep) - Year 10 curriculum. Includes master set of unit plans, assessment tasks, and resource lists • records relating to administrative arrangements for school camps and excursions such as bookings of camps, event ticketing such as theatre or gallery bookings, hire of providers to run activities etc. 	Temporary	Destroy 15 years after action completed.

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Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Teaching and Learning</i>				
		<ul style="list-style-type: none"> • records of planning and delivering extra-curricular school programs and activities to extend learning, such as chess, coding, robotics, sewing, sports or drama • school level curriculum planning and implementation records for alternative modes of learning including remote learning e.g. due to public health orders or for long term illness, extended travel, outside work (e.g. acting) for individual students • arrangements for guest speakers, subject matter experts and other guest specialists to attend as part of a particular lesson or as part of a school learning event e.g. author talks during book week, science demonstrations during science week etc. 		
5.5	Facilitative records of Teaching and Learning	Records that facilitate teaching and learning including: <ul style="list-style-type: none"> • records of the development of timetables, including drafts and working papers • lesson planning and resource selection, including research, analysis, reviews and updates 	Temporary	Destroy 1 year after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Support, Health and Wellbeing</i>				
		<ul style="list-style-type: none"> • records of school activities that did not proceed. Includes camps and student work experience placements • teacher diaries and relief teacher reports that do not contain references to incidents or, where required content has been captured in incident reports • routine communication between teachers and parents/guardians about student learning, including parent/guardian teacher interviews • submitted student work, assessments and assessment level results not collected within nominated timeframes for return to students • completed exam papers for the Foundation (also known as Prep) - Year 10 curriculum • arrangements for assessment and examination including room bookings, supervision arrangements or similar. Includes arrangements for standardised testing. Excludes arrangements for VCE examinations (made and administered by VCAA). 		
6	Student Support, Health and Wellbeing	The function of managing and delivering student health and wellbeing at school. Including:		

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Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Support, Health and Wellbeing</i>				
		<ul style="list-style-type: none"> • health management plans (asthma, anaphylaxis, and other health conditions a school is required to be aware of) • services and support provided to children and students with disabilities • assisting student access to mental health, behavioural, developmental delay, cognitive, communication, hearing, vision, nutrition, physical therapy or general health services through Departmental programs • management of student medication submitted by parents/guardians • the implementation and promotion of programs that support schools developing cultures of respect and equality towards all students, and a safer and inclusive environment • providing access to student welfare services to assist students who are experiencing bullying, depression or other issues, or who are at risk due to truancy, drug use or other negative behaviours • the implementation and promotion of programs that support improved general health of all students e.g. Walk/Ride to 		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Support, Health and Wellbeing</i>				
		<p>School, Healthy Eating, SunSmart, Drug Education, Mental Health Promotion, Sexuality Education etc.</p> <ul style="list-style-type: none"> • the development of behaviour support plans for students that take into account advice and recommendations received from health and wellbeing professionals/medical specialists • applications for educational needs and disability support funding • records of family custody and access arrangements for students attending the school, including court orders and other formal instructions/notices. <p>See <i>Schools RDA 3. Incidents, Complaints and Investigations</i> for records of injuries and incidents requiring first aid or medical assistance.</p>		
6.1	Long-term Records of Student Support, Health and Wellbeing	<p>Records of long-term value about the student support, health, behaviour and wellbeing function, including:</p> <ul style="list-style-type: none"> • records of services and support provided to students with disabilities. Includes program development and review, case files and records of achievements/development where students do not undertake traditional assessment tasks 	Temporary	Destroy 75 years after action completed.

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Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Student Support, Health and Wellbeing</i>				
		<ul style="list-style-type: none"> • medical support from medical or allied health professionals, including nurses, psychologists, speech pathologists and social workers. Includes case management files • behaviour support plans for individual students • formal notification of parent/guardian custody arrangements, including child protection notices, court orders and other official instruments • communication with individual parents/guardians regarding any of the above. 		
6.2	Short-term Records of Student Support, Health and Wellbeing	Records of short-term value documenting the student support, health and wellbeing function, including: <ul style="list-style-type: none"> • records relating to health promotion programs and general health and wellbeing services • health management plans for students • applications for educational needs and disability support funding • authorities, instructions and acknowledgement of parent/guardian 	Temporary	Destroy 5 years after action completed.

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Legacy Records</i>				
		<p>requested dosage of a student with medication during school or care hours</p> <ul style="list-style-type: none"> • staff instructions regarding parent/guardian custody or access arrangements, including reference copies of child protection notices, court orders and other official instruments. Includes instructions lodged with the school by the custodial parent/guardian concerning the delivery of correspondence, invoices and reports, and contact instructions in the event of illness or absence of the student. Also includes any school issued instructions designed to protect the safety of a child under a court order. 		
7	Legacy Records	<p>This section documents functions that are no longer performed in or by schools. Records that are no longer created or records that, due to their age, are considered more significant records e.g. corporal punishment records and School Inspector record books.</p> <p>This section does not cover records that document functions that are continuing and created in modern systems, e.g. pupil registers, photographs, newsletters (unless specified). If the record documents a current function (even if the record type itself is no longer produced) please refer to the applicable class in functions 1-6 of this RDA.</p>		

Retention and Disposal Authority for School Records

Authority number: PROS 22/06 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>Legacy Records</i>				
7.1	Significant Legacy Records	Records of continuing value documenting defunct school functions, including: <ul style="list-style-type: none"> • School Inspector record books (school-based) • Corporal punishment registers • Teacher Time books • Pre 1980s mothers/club/parent club/welfare club auxiliary records where these groups perform a school governance function. 	Permanent	Retain as State Archives, Transfer to PROV
7.2	Long-term Legacy Records	Records of long-term value documenting significant older school functions, including: <ul style="list-style-type: none"> • Pre 1980s mothers club/parent club/welfare club/school auxiliary records where these groups do not perform a school governance function. 	Temporary	Destroy 50 years after action completed.