



Records Management Policy

Aims

- A. To ensure legislative and business regulations for recordkeeping are met.
- B. To ensure records kept by the school will:
 - 1. be organised and complete;
 - 2. be accessible to relevant members of the school community); and
 - 3. be used to facilitate and improve the governance, management, and education program of the school.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees
- B. Parents/carers
- C. Community members
- D. External providers

Definitions

- A. **Archival Record** - a record that is to be preserved permanently (never to be destroyed) because of its enduring value (i.e., historical, evidential, or etc.).
- B. **Corporate Record** - provides evidence of the business activity of the organisation. Corporate records are those that:
 - 1. contain information which is of administrative, legal, fiscal, evidential, or historical value and is not recorded elsewhere on the public record; including electronic messaging;
 - 2. document important communication and/or a transaction between employees or between an employee and another party; and
 - 3. document the rationale behind policy, decisions, and directives.
- C. **Digital Record** - any record of information that exists in binary form, and that requires combinations of computer hardware and software to be read and understood. These records may include, but not limited to:
 - 1. Emails.

2. SMS mobile text messages.
 3. Websites.
 4. Database applications.
 5. Word processed documents.
 6. Spreadsheets.
 7. Digitised reproductions of documents.
- D. Disposal** - the removal of records from the organisation and their subsequent destruction.
- E. Ephemeral Record** - a record which has only short-term value to the organisation with little or no on-going administrative, fiscal, legal, evidential, or historical value and do not need to be captured into the corporate recordkeeping system.
- F. Personal Information** - information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in any material form or not. In other words, if the information or opinion identifies an individual or allows an individual to be identified it will be 'personal information' within the meaning of the Privacy Act.
- G. Records** – all hard copy and electronic records collected or in relation to staff and students employed by and attending Kerry Street Community School. A record may be:
1. anything on which there is writing or Braille;
 2. a map, plan, diagram, or graph;
 3. a drawing, pictorial or graphic work, or photograph;
 4. anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
 5. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
 6. anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.
- H. Recordkeeping** - the systematic organisation and control of recorded information in any format from the time it is created to its final disposition.
- I. Retention and Disposal Schedule** - establishes the minimum retention period for each type of record listed in the schedule regardless of medium and dictates the final action for the record.
- J. Sensitive Information** - is a subset of personal information, and includes information or an opinion about an individual's:
1. Racial or ethnic group.
 2. Political origins.
 3. Membership of a political association.
 4. Religious beliefs or affiliations.
 5. Philosophical beliefs.
 6. Membership of a professional or trade association or trade union.

7. Sexual preferences or practices.
8. Criminal record.

Principles

- A. The Australian Society of Archivists (ASA) Records Retention and Disposal Schedule (RRDS) for Non-Government Schools is the best source of record retention information. The suggested retention times stated in the ASA RRDS will be followed for all school records.
- B. The school is required to have procedures in place for the secure storage of personal information they collect.
- C. Regular training for all staff on how to comply with the school's policy on records management and privacy will be provided.
- D. How records that are being stored for long periods of time will be retrieved, whether paper or digital, needs to be considered.
- E. Only the Principal or Board may authorise the destruction of documents.

Responsibilities

A. Board

1. Reviewing and updating this policy in consultation with relevant parties.
2. Ensuring Board records are created, retained, stored, and destroyed in accordance with the Records Retention Schedule for Non-Government Schools.

B. Principal

1. Provide induction for employees on their recordkeeping responsibilities and advise them to undertake the relevant training.
2. Include appropriate clauses regarding recordkeeping obligations in contracts.
3. Inform all persons engaged under a contract for services or otherwise of their recordkeeping obligations.
4. Instruct employees to comply with the Records Retention Schedule for Non-Government Schools.
5. Provide adequate resources to facilitate proper records management practices.
6. Oversee the creation, retention, and storage of all school records, including the responsibility for conversion or migration of information, for its entire life.
7. Oversee the storage of digital records and their metadata in appropriate media so that they remain accessible and usable for as long as they are required.
8. Authorise disposal of records in accordance with the Records Retention Schedule for Non-Government Schools.

C. All Staff

1. Undertake recordkeeping training.
2. Create and retain all school records in accordance with the Records Retention Schedule for Non-Government Schools.

D. Administration Staff

1. Establish recordkeeping compliance processes.
2. Capture all corporate hardcopy and digital records (including text messages) relating to business activities that are received and/or created into the school's recordkeeping systems.
3. Coordinate the creation, retention, and storage of administrative, employee, student, school services, community relations, school group and other relevant records.
4. Maintain the currency, integrity, and accuracy of records.
5. Apply appropriate security to confidential and sensitive records created and/or received by them.
6. Use secure storage and restricted physical access to confidential records.

E. Teaching Staff

1. Create, retain, and store all records relating to student management, teaching and learning, school programs and other relevant records.

F. Parents

1. Ensure the accuracy and timely provision to the school of records pertaining to students.

Related Legislation

- A.** Associations Incorporations Act 2015
- B.** Criminal Code Act Compilation Act 1913 (WA)
- C.** Electronic Transactions Act 2011 (WA)
- D.** Educational Services (Teachers) Award 2010
- E.** Evidence Act 1906
- F.** Fair Work Act 2009
- G.** Freedom of Information Act 1992 (WA)
- H.** Income Tax Assessment Act 1997
- I.** Independent School Teachers Award 1976
- J.** Industrial Relations Act 1979 (State)
- K.** Limitation Act 1935-78
- L.** Minimum Conditions of Employment Act 1993
- M.** Privacy Act 1988
- N.** Privacy Amendment (Enhancing Privacy Protection) Act 2012
- O.** School Education Act 1999
- P.** School Education Regulations 2000
- Q.** [School Curriculum and Standards Authority Act 1997](#)
- R.** Workplace Relations Act 1996 (Federal)

Related Kerry Street Documentation

- A. Procedures and Forms including:
 - 1. Records Management Procedures
- B. Policies including:
 - 1. Concerns and Complaints Policy
 - 2. Enrolment Policy
 - 3. Human Resource Management Policy
 - 4. Privacy Policy
 - 5. Staff Conduct and Discipline Policy
- C. KSCS Constitution

References and Resources

- A. The Australia Society of Archivists – [Records Retention Schedule for Non-Government Schools – 2nd Edition](#)
- B. [Guide to the Registration Standards and Other Requirements 2020](#)

Contact Person

Enquiries relating to this policy should be directed to the Principal or the Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

- A. This policy was authorised by the Kerry Street Community School Council 14/03/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Reviewed and approved July 2016
- D. Reviewed and Approved June 2017
- E. To be reviewed February 2021
- F. Reviewed May 2021
- G. To be reviewed S1 2024

Revision History

Date	Revision	Detail
22/04/2017	V.1	Additions of missing text, formatting, branding and revision history
13/06/2017	V.1.2	Restructuring to separate principles from procedures. Additional procedures drafted for consideration.

28/06/2017	V.1.3	Council approved subject to final edits. Procedures removed as an attachment and created as a standalone document.
May 2021	V.2	Policy reviewed and updated. Procedures created.