



Records Storage & Retention Policy



CONTEXT:

The integrity of the personnel and financial records is a responsibility of the Human Resources Department and Business Office at Saint Ignatius' College Riverview, in accordance with due requirements of law.

Saint Ignatius' College is responsible to a number of governing entities including the Society of Jesus, the NSW Commission of Catholic Schools, the Non-Government Schools Registration Board and the Commonwealth Government of Australia. All records that relate to school personnel and finances will be preserved in such a manner as to allow the obligations of Saint Ignatius' College Riverview to be fulfilled, with due regard for the principles that sit within statutory law.

PRINCIPLES:

The following principles underpin the storage, retention and retrieval of personnel and financial records:

- That all school records will be managed in accord with the prescribed requirements in law
- That adequate storage and resourcing will be required to ensure the proper management of school records
- That confidentiality and privacy are maintained at all times in relation to school records
- That, where possible, electronic storage and retrieval of school records be undertaken to ensure the integrity of files

PROCEDURES:

Financial Business Records

- Will be kept for a minimum of 7 years, and if space permits, for a period of 10 years
- Historically significant documents will be archived
- Any sensitive or contentious documentation which could possibly be subject to legal proceedings, will be kept indefinitely

Staff Records

- Will be kept for at least 7 years after a staff member leaves school
- Provide a statement of service when an employee resigns or transfers to another school which includes:
 - Commencing and concluding dates
 - Fractions of time
 - Leave with and without pay taken
 - Sick leave credit at time of leaving
 - Salary incremental step
- Staff files are not to be passed onto the next school or copied without employee permission
- Information regarding misconduct will be kept indefinitely in a confidential file

Records Policy

- Staff should have access to their file:
 - In accordance with privacy guidelines regarding access
 - With someone else present at all times
 - No material is to be removed from the file
 - Reasonable photocopying will be allowed
 - Some documentation should not be stored in the personnel file such as:
 - Letters by the Principal to persons other than the staff member
 - Letters from parents, other staff members to the Principal about the staff member, etc.

Student Records

The following records should be retained:

- Application for Enrolment Form and Enrolment Contract
- Admission Register
- Roll Books/attendance records
- Student Records including marks, grades and comments
 - Continuous assessment: enough examples to demonstrate achievement and progress (with corresponding documentation)
- Accident or Injury Reports
- Records of suspensions and other serious disciplinary records
- Any guidance test results, consultants or psychologists reports
- Any correspondence relating to the above
- Documentation is to be kept until the student is 25 years old
- Electronic records are valid providing the back-ups are made, recognising that documentation requiring signature cannot be easily stored electronically (unless scanned in PDF)
- Records that are the property of the school
- Reasonable parent requests for access to their son's file should be granted, but care needs to be taken that:
 - Access is provided in accordance with privacy guidelines
 - No confidential information is revealed (eg. names of other students and staff)

- Under no circumstances should working documents or records of deliberations of staff be released
- Under no circumstances should anecdotal or diary entry type of notes made by staff be released
- Some records, eg. student information given in confidence to a school counsellor should not be released except by Court Order
- Freedom of Information Act does not apply to the private sector and even in the government sector it does not apply to “private” documentation (eg. working documents, diary entries, records of deliberations, etc.)
- Privacy legislation applies to student files
- Student information will not be passed to other schools without parental permission and then only copies will be sent.

Approved:

Review: