

## Archive Policy

*(Ratified by School Council: June 2022)*

### **PURPOSE:**

To establish a framework for the management of Glen Waverley Primary School data and records which meets legislative and business requirements for creation, storage, and disposal of school records.

### **GUIDELINES:**

This policy applies to all GWPS employees and to all areas of our organisation. It is to ensure that hard and soft copy data is archived in a manner that is efficient and secured. This includes all personnel files, financial records, School Council documentation and student enrolment information. Management and disposal of these records must be in accordance with standards set by the Public Record Office Victoria (PROV) and guidelines issued by the Department of Education and Training (DET).

### **SCHOOLS RETENTION GUIDE:**

The Schools Retention Guide has been developed to support school staff to understand how long specific records are to be kept for and support the legal disposal of records that have passed the required retention period. The guide provides schools with specific information in terms of how all records that are created by the school are retained and disposed of according to the Retention and Disposal Authorities (RDAs).

The School's Retention Guide provides an A-Z List of records created by schools including functions such as finance, administration, student management and communications.

### **STORAGE OF SCHOOL RECORDS:**

Records that are not in current use (called inactive records) can be stored on school premises. The records should be properly boxed and labelled, and a list should be created so that records can be easily located when needed.

All archiving boxes must be clearly labelled as follows:

Box No:	this is numerical		
Contents:	Year of documentation is critical		
	Brief description of documents		
PROS No.			
Destruction Date: refer to archive schedules			

Upon destruction date, the archive box is to be taken out of Archives Room and contents emptied into an Ezy-Way Security Bin for shredding.

Glen Waverley Primary School has:

- Created an archiving room which is located in Block A (main building)
- Adheres to the labelling requirements as per above and
- Maintain an archiving spreadsheet which is hosted on the school's administration server.

**RELATED LEGISLATION:**

Accident Compensation (OHS) Act 1986  
Crimes Act 1958  
Crimes (Document Destruction) Act 2006  
Education and Training Reform Act 2006  
Equal Opportunity Act 1995  
Evidence Act 2008  
Financial Management Act 1994  
Freedom of Information Act 1982  
Health Records Act 2001  
Information Privacy Act 2000  
Public Administration Act 2004  
Public Records Act 1973

**RELATED POLICIES:**

Privacy Policy

**LINKS:**

<https://www2.education.vic.gov.au/pal/records-management/policy>

**POLICY EVALUATION:**

Evaluation will be conducted every two years by the Policy Sub Committee in consultation with the Principal.

**DUE DATE FOR REVIEW:**

Due for review in June 2024.