

Records Management Policy

Overview

This policy was developed in accordance and should be read in conjunction with, the [State Records Act 1997](#), the [Department for Education's Information and Records Management Policy](#) (and accompanying [procedures for schools and preschools](#)), the Department for Education's [Enrolment Policy](#), and relevant disposal schedules (including General Disposal Schedule [22](#), [31](#)).

This policy

- outlines the principles, approach and directives associated with records management at Whyalla Secondary College.
- ensures that employees and any other representatives of the college understand their recordkeeping roles and responsibilities; and
- outlines the College's commitment to effective, efficient and compliant recordkeeping practices.

In a records management context, the college strives to be a 'paper-lite' environment.

For the purpose of this policy, paper-lite means that the college manages its records (formal and informal) in ways which limit printing and copying.

Wherever possible, all college documentation is created and maintained in digital form. Notwithstanding this approach, there is recognition that there are some records (particularly students' records) that must be retained in hard copy.

The college will actively pursue mechanisms to limit the need to retain hard copy records. This is in line with our school values of Inclusion, Innovation and Integrity.

Scope

This policy applies to all documents and records (digital and hardcopy) received, created or maintained by College staff, volunteers, contractors, consultants and external providers engaged by the college.

Detail

Storage and Maintenance of Digital Records

Normally, the college's digital records are stored in the Microsoft Teams environment in accordance with the college's approved file structure.

There is a recognition, however, that some digital records will need to be stored in a range of other college approved systems and databases including EDSAS and the Learner Management System.

Storage and Maintenance of Hard Copy Records

Where hard copy records need to be retained (e.g., some student records), these will be stored in the college's dedicated onsite archive facility located on the first floor of the Hummock Building in the Leadership space.

Should this onsite archive facility no longer be able to accommodate the college's records, a suitable (which conforms to the Department for Education's requirements) off-site facility will be utilised.

Printing of digital records for storage in the college's archive facility will normally only be undertaken where there is a Department for Education Policy requirement to do so.

Student Related Records

The management, storage and maintenance of student records (for the purposes of this policy this includes children attending the preschool) is part of the college's core records management activity.

The college acknowledges that some student records will need to be retained in both hard copy and digital formats.

Where there are student records held in both digital and hard copy formats, every effort will be made to scan relevant hard copy information to ensure as complete a digital file for each student as possible.

Any hard copy records added to a student digital file will be clearly marked to differentiate them from originals.

Any hard copy original records that have been scanned and added to a digital file will still need to be kept on the student file, as they are the official source record.

File Naming Conventions

Consistent naming of files/documents ensures they can be easily located and accessed.

Files/documents should be named in accordance with the [Department's naming conventions](#)

Disposing of and Destroying Records

The disposal and destruction of records, including confidential documents, will be undertaken in accordance with the Department's existing procedures.

The college will undertake regular reviews of its records (hard copy and digital) with a view to disposing/destroying relevant records in a timely manner.

Definitions

EDSAS – Education Department School Administration System

EDS - Ecologically Sustainable Development

Supporting Information

[State Records Act 1997](#)

[Department for Education's Information and Records Management Policy procedures for schools and preschools](#)

Department for Education's [Enrolment Policy](#)