

Operational Records Disposal Schedule

Department for Education Offices and Sites

RDS 2023/14 Version 1

Effective Dates: 15 January 2024 to 15 January 2034

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

RDS No	RDS 2023/14 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Department for Education
Records Scope	Records documenting the functions of Education in sites and centres across South Australia, including support and infrastructure provided by departmental offices in Adelaide city, metropolitan and regional areas.
Records Coverage Dates	1875 - ongoing
Effective Dates	15 January 2024 to 15 January 2034
Status	Determined by Director State Records and approved by State Records Council 27 June 2023
Associated Document	Use this Records Disposal Schedule in conjunction with its Context Statement
Associated RDS	<p>This RDS supersedes the following:</p> <ul style="list-style-type: none"> • RDS 2002/03 v1 - Strategic Planning and Information (expired 30 June 2014) • RDS 2016/25 v1 - Education, Care and Support Services • RDS 2014/01 v1 - State Office • GDS 22 v4 - Public Primary and Secondary Schools • GDS 31 v3 - Early Childhood Services

<p><u>Exclusions</u></p>	<p>Records of related agencies within the Minister's area of responsibility will be covered by those agencies' Records Disposal Schedules. These agencies include (as of 2023) :</p> <ul style="list-style-type: none"> • Australian Children's Performing Arts Company (Windmill Theatre Co) • Carclew Incorporated • Child Death and Serious Injury Review Committee • Child Development Council • Commissioner for Aboriginal Children and Young People • Commissioner for Children and Young People • Education Standards Board • Flinders University • History Trust of South Australia • SACE Board of South Australia • TAFE SA • Teachers Registration Board of South Australia • Torrens University • University of Adelaide • University of South Australia <p>All DECD Publishing (and predecessor) records have been sentenced with RDS 2014/01 v1 (and all temporary value records destroyed) and are excluded from this RDS.</p>
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Contents

RDS 2023/14 Version 1 1

Introduction 5

 Scope 5

 Objectives 5

 Relationship to other disposal schedules 6

 State Records Contact Details 8

Records Disposal Schedule 9

Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on paper, film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions please contact State Records for advice.

Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

Relationship to other disposal schedules

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website [General Disposal Schedules \(GDS\) | State Records of South Australia \(archives.sa.gov.au\)](https://www.archives.sa.gov.au).

Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody or records of permanent value to be retained in agency.

Status/Disposal action definitions

- **Permanent – retain as State archives**
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- **Temporary – retain a minimum of [list specific period of time], then destroy.**
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia.

Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	CHILD and STUDENT MANAGEMENT	The function of managing children and students from admission, developing and implementing programs and activities to services which provide for the education, protection, care and wellbeing of children and students. Services and administration include International Education, supporting Educators, managing funding, programs and incidents.		
1.1	Admissions and Attendance	<i>The activities connected with child and student admission and attendance, including managing student and child absences and attendance at all sites including non-enrolling sites for example Hospital Education Services.</i>		
1.1.1	Admissions and Attendance	<p>Master and summary admission records. Includes individual personal and enrolment details. Record examples include:</p> <ul style="list-style-type: none"> • admission registers • roll book (where admission register is missing) • batched enrolment forms and books (where admission register is missing) • admission database summaries (including Daymap, EDSAS, EMS). <p>See Item 1.1.4 for roll books.</p>	PERMANENT	Retain as State archives
1.1.2	Admissions and Attendance	<p>Supporting records for student and child admission and enrolment. Record examples include:</p> <ul style="list-style-type: none"> • enrolment forms • admission forms • applications for enrolment • pre/after school care forms • enrolment update forms • transfer forms • transfer reports 	TEMPORARY	Retain a minimum of 27 years after date of birth, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • <i>transition summary reports</i> • <i>student and child transfer advices</i> • <i>emergency contact forms/cards</i> • <i>confidential information cards</i> • <i>student information forms.</i> 		
1.1.3	<i>Admissions and Attendance</i>	<i>Records of routine enquiries relating to enrolment and admission and the provision of routine information. Includes changes of personal information.</i>	TEMPORARY	<i>Retain a minimum of 1 year after action completed, then destroy</i>
1.1.4	<i>Admissions and Attendance</i>	<p><i>Records relating to children and student attendance. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>attendance logs</i> • <i>roll books</i> • <i>grade rolls</i> • <i>certificates of attendance</i> • <i>notice of non-attendance</i> • <i>report of unsatisfactory attendance</i> • <i>correspondence re absenteeism.</i> <p><i>See Item 1.1.1 for enrolment forms and books when Admission Register is missing.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.1.5	<i>Admissions and Attendance</i>	<p><i>Records relating to the attendance of students at out of hours care. Includes supervision, boarding houses, out of school hours care (OSHC) and vacation care.</i></p> <p><i>Record examples include:</i></p> <ul style="list-style-type: none"> • <i>sign in books</i> • <i>log books.</i> <p><i>See Item 1.3 (various) for observation records.</i></p> <p><i>See Item 5.1 (various) for rostering records.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after last entry, then destroy</i>
1.2	Assessment	<i>The activities associated with managing and monitoring assessment and achievement.</i>		
1.2.1	<i>Assessment</i>	<p><i>Records of student and child assessment and achievement, including databases such as EDSAS, Daymap, and EMS. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>achievement records</i> • <i>school leaver reports and statements</i> • <i>student and children progress reports</i> • <i>assessment reports</i> • <i>individual Learning Plans.</i> <p><i>See Item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after date of birth, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.2	Assessment	<p><i>Records used in assessing students. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>student examination books</i> • <i>answer sheets</i> • <i>student journals</i> • <i>weekly report books</i> • <i>mark books</i> • <i>class lists</i> • <i>examination and test papers</i> • <i>NAPLAN assessments</i> • <i>development assessments.</i> <p><i>See Items 1.3.2-1.3.4 for actual student assessment results.</i></p> <p><i>See Item 2.1.3 for master assessment records i.e., NAPLAN.</i></p>	TEMPORARY	<i>Retain a minimum of 3 years after action completed, then destroy</i>
1.3	Child and Student Administration	<p><i>The processes involved in creating and maintaining personal and private information and case files about children, students and their families. Includes practitioner interactions and observations.</i></p> <p><i>See Item 1.7 (various) for targeted programs.</i></p>		
1.3.1	Child and Student Administration	<p><i>Records relating to the behaviour and discipline of students and children. Includes:</i></p> <ul style="list-style-type: none"> • <i>Agreements between sites and children and students</i> • <i>Punishment books and registers (closed c1970)</i> • <i>Temperance books (closed c1970)</i> • <i>Pledge books (closed c1970)</i> • <i>Suspension Registers (closed c1970).</i> 	PERMANENT	<i>Retain as State archives</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.2	Child and Student Administration	<p>Case files of children and students that attend a site or education program that is specifically directed to, or provided for, ATSI children and students. Record examples as per 1.3.4.</p> <p>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</p> <p>See Item 1.3.4 for other student case files.</p> <p>See Item 1.3.8 for notebooks not transcribed.</p>	PERMANENT	Retain as State archives
1.3.3	Child and Student Administration	<p>Children and Educator case files for students and children removed from their families, and/or under the guardianship of a State Minister or Chief Executive of a department. Record examples (in case files) as per 1.3.4.</p> <p>See Item 1.3.2 for case files of children who attended specific ATSI sites and programs.</p> <p>See Item 1.3.4 for other student case files.</p> <p>See Item 1.3.8 for notebooks not transcribed.</p> <p>See Item 4.1.2 for case files for educators.</p>	TEMPORARY	Retain a minimum of 105 years after action completed, then destroy
1.3.4	Child and Student Administration	<p>Case files for all other students and children. Includes International students, students who are home schooled, attend Hospital, Prison, and Open Access Education Services, and students and children with physical and learning difficulties, and disabilities.</p>	TEMPORARY	Retain a minimum of 27 years after date of birth, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>Includes information from Access database - Students with disabilities.</i></p> <p><i>May include behaviour, personal, financial, health and medical, advocacy, intervention orders, referral information and records from professional practitioners.</i></p> <p><i>Record examples (in case files) include:</i></p> <ul style="list-style-type: none"> <i>• case notes where multiple names are quoted</i> <i>• Student Services records</i> <i>• Psychologist, medical, psychiatric reports</i> <i>• Speech pathology</i> <i>• Health management plans</i> <i>• meetings</i> <i>• cases of behaviour, discipline, suspensions, and expulsions</i> <i>• reports and counselling</i> <i>• records of contact and correspondence with parties involved</i> <i>• behavioural plans</i> <i>• review panel reports</i> <i>• expulsion reports</i> <i>• EDSAS behavioural reports</i> <i>• referrals</i> <i>• funding applications and approvals</i> <i>• assessments, placements, and panels</i> <i>• intervention orders and advocacy</i> <i>• special options and flexible learning plans</i> <i>• case management and co-morbidity</i> <i>• voice and video recordings</i> <i>• consent forms</i> <i>• exemptions</i> <i>• practitioner notebooks (if not transcribed)</i> 		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • <i>student work plans</i> • <i>respite care forms</i> • <i>classroom observations and reports</i> • <i>action plans</i> • <i>screenings</i> • <i>references provided to students</i> • <i>allowances.</i> <p><i>See GDS 30 v2 (as amended) – 11.2 (various) LEGAL SERVICES – Litigation for prosecution/litigation records.</i></p> <p><i>and specifically for International Students,</i></p> <ul style="list-style-type: none"> • <i>placement details</i> • <i>photographs of arrival</i> • <i>academic record</i> • <i>age, English competency</i> • <i>visa and medical requirements</i> • <i>mental health assessments</i> • <i>letters of offer</i> • <i>fees and confirmations.</i> <p><i>See Item 1.1.5 for OSHC observation records.</i></p> <p><i>See Item 1.3.2 for case files of children who attended specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.5 for practitioner notebooks that have been transcribed.</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>See Item 1.3.6 for funding packages for students.</i></p> <p><i>See Item 1.3.8 for notebooks not transcribed.</i></p> <p><i>See Item 1.7.9 for consent forms not kept on individual case files.</i></p>		
1.3.5	<i>Child and Student Administration</i>	<i>Psychology Test Proformas (PTP Wallets) for any student, including psychological test, functioning and assessments, raw data and test scores, and includes copyrighted tests.</i>	TEMPORARY	<i>Retain a minimum of 27 years after date of birth, then destroy</i>
1.3.6	<i>Child and Student Administration</i>	<i>Site based database records for managing student attendance, class schedules, assignments and results for example, Daymap, EDSAS, EMS.</i>	TEMPORARY	<i>Retain a minimum of 27 years after date of birth, then destroy</i>
1.3.7	<i>Child and Student Administration</i>	<i>Records of pastoral care emergency phone calls from international students studying in South Australia.</i>	TEMPORARY	<i>Retain a minimum of 27 years after date of birth, then destroy</i>
1.3.8	<i>Child and Student Administration</i>	<p><i>Notebooks, diaries and work journals of practitioners recording observations and meetings with students and families, following transcription into case files.</i></p> <p><i>See Items 1.3.3 and 1.3.4 for notebooks not transcribed.</i></p>	TEMPORARY	<i>Retain a minimum of 10 years after action completed, then destroy</i>
1.3.9	<i>Child and Student Administration</i>	<i>Records relating to Intervention Orders (previously restraining orders). Includes copy of notification and revocation. Includes name of defendant and affected parties.</i>	TEMPORARY	<i>Retain a minimum of 5 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.10	<i>Child and Student Administration</i>	<p><i>Records comprising funding packages for any student (RAAP, behaviour support, disability). Comprises working and draft spreadsheets, data and reference documents.</i></p> <p><i>See Item 1.4.2 - Financial Assistance and Grants for applications and approvals.</i></p>	TEMPORARY	<i>Retain a minimum of 7 years after action completed, then destroy</i>
1.4	Financial Assistance and Grants	<p><i>The activity of administering and providing financial assistance and grants to children and students, services and the community for approved nominated projects and initiatives.</i></p> <p><i>See GDS 30 v2 (as amended). 13.5.2 STRATEGIC MANAGEMENT - Committees for records of secretariat provision to, and liaison with Advisory Boards, Commonwealth funded National Partnerships and funders.</i></p>		
1.4.1	<i>Financial Assistance and Grants</i>	<p><i>Summary records, including databases, relating to child and student grants, for example:</i></p> <ul style="list-style-type: none"> <i>• Wellbeing grants for ATSI students</i> <i>• Dame Roma Mitchell Scholarship</i> <i>• Amy Levai Aboriginal teaching scholarship</i> <i>• Social Justice fund</i> <i>• APPAYS (Approvals, Payments, Processes Administration) system</i> <i>• Commonwealth assistance.</i> <p><i>See Item 1.4.2 for records of administering financial assistance, scholarships and wellbeing grants.</i></p>	PERMANENT	<i>Retain as State archives</i>
1.4.2	<i>Financial Assistance and Grants</i>	<i>Records relating to the administering of child and student financial assistance, scholarships and wellbeing grants, including.</i>	TEMPORARY	<i>Retain a minimum of 7 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>Record examples include:</i></p> <ul style="list-style-type: none"> • <i>applications, assessments, notifications, and reports</i> • <i>reports from APPAYS (Approvals, Payments, Processes Administration) system</i> • <i>proof of financial hardship</i> • <i>acquittals, including those from Public Trustee</i> • <i>applications for assistance</i> • <i>school cards</i> • <i>fee adjustments.</i> <p><i>See Item 1.3.10 for records relating to funding packages.</i></p> <p><i>See Item 1.4.1 for summary records.</i></p>		
1.4.3	<i>Financial Assistance and Grants</i>	<i>Funding reporting, including term reporting from sites to Corporate Office on ISSS and other routine funding reports.</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 7 years after action completed, then destroy</i>
1.5	<i>Health and Safety</i>	<i>The activities associated with managing student and child health, safety, welfare, and wellbeing.</i>		
1.5.1	<i>Health and Safety</i>	<p><i>Records relating to health and hygiene matters created at the site. Includes:</i></p> <ul style="list-style-type: none"> • <i>dental health checks</i> • <i>early childhood activity logs,</i> • <i>summary health data ie immunisation registers, and</i> • <i>administration of medication.</i> 	<i>TEMPORARY</i>	<i>Retain a minimum of 27 years after date of birth, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.5.2	<i>Health and Safety</i>	<p><i>Records created at site level relating to preventative measures taken in the management of student and child health and safety. Record examples include:</i></p> <ul style="list-style-type: none"> <i>• investigations into safety at campsites, equipment</i> <i>• reports and photographs at campsites</i> <i>• Daily Regular Transportation Record.</i> <p><i>See item 1.6 (various) for incidents.</i></p>	TEMPORARY	<i>Retain a minimum of 10 years after action completed, then destroy</i>
1.5.3	<i>Health and Safety</i>	<p><i>Records relating to child and student health and safety, including preventative measures. Includes site copies of reports held in the central reporting system.</i></p>	TEMPORARY	<i>Retain a minimum of 3 months after superseded, then destroy</i>
1.6	<i>Incident Management</i>	<p><i>The activity of managing student, child and family health and safety, incidents, complaints, investigations, appeals and emergencies at all education sites and services, or referred by the Education Standards Board. Includes identifying, analysing, investigating and the development of precautions and controls. Also includes claims made by and against the agency involving personal and property damage.</i></p> <p><i>See Item 1.7.9 - Programs, Projects, and Activities</i></p> <p><i>See Item 3.1: EMPLOYEE MANAGEMENT – Disciplinary Action for staff employed under the Education and Children's Services Act 2019.</i></p> <p><i>See GDS 30 v2 (as amended) 13.29 STRATEGIC MANAGEMENT – Abuse Incidents and Allegations.</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6.1	Incident Management	<p><i>Records documenting Critical Incident Coordinators meetings to consider extreme, high and very high misconduct incidents of agency employees. Includes incidents discussed at the Incident Management Division Assessment Panel (formerly Complaint Assessment Panel).</i></p> <p><i>See Item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p> <p><i>See GDS 30 v2 (as amended) – 2.6 (various) BOARD & COMMITTEE MANAGEMENT - Proceedings for the Incident Management Division Assessment Panel (formerly Complaint Assessment Panel).</i></p>	PERMANENT	Retain as State archives
1.6.2	Incident Management	<p><i>Records and case files relating to the management of incidents <u>involving child protection</u>, such as abuse of children <u>NOT involving agency employees</u> for example by parents/carers/guardians.</i></p> <p><i>Record examples include:</i></p> <ul style="list-style-type: none"> <i>• reports</i> <i>• notifications</i> <i>• actions</i> 	TEMPORARY	Retain a minimum of 105 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • investigations • referrals to external bodies • appeals. <p>See Item 3.1 (various) for disciplinary action relating to employees under the Education and Children’s Services Act 2019 (as amended).</p> <p>See GDS 30 v2 (as amended) 13.29 STRATEGIC MANAGEMENT – Abuse Incidents and Allegations.</p>		
1.6.3	Incident Management	<p>Records and case files relating to the management of incidents and allegations <u>involving agency employees but NOT involving child protection</u>, for example workplace conflict.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • reports • notifications • actions • investigations • referrals to external bodies • appeals. <p>See Item 1.6.6 for site files.</p> <p>See Item 3.1 (various) for disciplinary action relating to employees under the Education and Children’s Services Act 2019 (as amended).</p> <p>See GDS 30 v2 (as amended) – 2.6 (various) BOARD & COMMITTEE MANAGEMENT – Proceedings. for cases referred to the Incident Management Division Assessment Panel (formerly Complaints Assessment Panel).</p>	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6.4	Incident Management	<p>Summary records of incident and risk management matters. Includes details and date of notification, and action taken for all injury incidents, criminal and security incidents, and notifiable incidents.</p> <p>Record examples include:</p> <ul style="list-style-type: none"> • IRMS and Salesforce incident systems. <p>See Item 1.6.2 for case files involving child protection.</p> <p>See Item 1.6.3 for case files not involving child protection.</p>	TEMPORARY	Retain a minimum of 105 years after action completed, then destroy
1.6.5	Incident Management	<p>Records relating to suspected abuse sustained at home and in which the site takes action, reporting on abuse and neglect (RAN). Records may include reports to CARL and correspondence with DCP or SAPOL.</p>	TEMPORARY	Retain a minimum of 105 years after action completed, then destroy
1.6.6	Incident Management	<p>Registers of student or child accidents, injuries, and incidents. Record examples include:</p> <ul style="list-style-type: none"> • accident registers • First aid registers • infectious disease registers • sick bay registers. <p>See Items 1.6.2 or 1.6.3 for case files.</p> <p>See Item 1.6.4 for central database.</p> <p>See Item 1.6.7 for other records of student or child accidents, injuries and incidents.</p>	TEMPORARY	Retain a minimum of 50 years after last entry, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.6.7	<i>Incident Management</i>	<p><i>Records of student or child accidents, injuries, and incidents. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>site copies of accident and hazard reports</i> • <i>site copies of incident reports</i> <p><i>See Items 1.6.2 or 1.6.3 for case files.</i></p> <p><i>See Item 1.6.4 for central database.</i></p> <p><i>See Item 1.6.6 for registers of student or child accidents, injuries and incidents.</i></p>	TEMPORARY	<i>Retain a minimum of 50 years after date of birth, then destroy</i>
1.6.8	<i>Incident Management</i>	<p><i>Records relating to management of instances or allegations <u>NOT involving child protection</u>, and managed locally, where no investigation is conducted. For example administrative indiscretions such as not completing appropriate paperwork.</i></p>	TEMPORARY	<i>Retain a minimum of 5 years after action completed, then destroy</i>
1.6.9	<i>Incident Management</i>	<p><i>Notifications to the Education Office from sites, including Family Day Care, of required medical attention or emergency service relating to a student.</i></p> <p><i>See item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p>	TEMPORARY	<i>Retain a minimum of 7 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7	Programs, Projects, and Activities	<i>The activities associated with the coordination, management and delivery of educational programs and services including International Education, home schooling, outreach education, special education, and distance education. Also includes other activities which may involve children, students, families, and the community, such as career counselling, work experience placements, sport and recreation, awards, excursions, visits and camps.</i>		
1.7.1	<i>Programs, Projects, and Activities</i>	<i>Summary reports, including databases, from sites relating to ATSI Education, including undertakings in cultural awareness, ATSI programs, ATSI history, and student enrolments. Also includes the engagement of ATSI language instructors from local Elders for inclusion to ATSI learning programs.</i>	PERMANENT	Retain as State archives
1.7.2	<i>Programs, Projects, and Activities</i>	<p><i>Records relating to projects specifically for ATSI students and children.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> • <i>ATSI National Partnership Programs</i> • <i>Aboriginal Program Assistance Scheme (APAS)</i> • <i>Indigenous Tutorial Assistance Scheme (ITAS)</i> • <i>Bridging the Gap initiatives and programs</i> • <i>APAS State Reference Group; and</i> • <i>Homework and Workabout Centres.</i> <p><i>See Item 2.1 various for curriculum implementation records not specifically for ATSI programs.</i></p>	PERMANENT	Retain as State archives
1.7.3	<i>Programs, Projects, and Activities</i>	<i>Master copy of final and summary reports, including databases, for programs that are of state significance or public interest, including:</i>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • Family Day Care (FDSee), Respite Care, Psychology, Speech Pathology and Social Work programs • international education projects and programs (ISMS and Salesforce) • cultural site mapping and description projects • register of programs. <p>See GDS 30 v2 (as amended) - 13.22 STRATEGIC MANAGEMENT - Reporting for other formal reporting including action schedules and routine reports.</p>		
1.7.4	Programs, Projects, and Activities	<p>Records relating to projects, programs and activities that are <u>not of major significance</u> or public interest, for example:</p> <ul style="list-style-type: none"> • homestay study tours for overseas students • international exchange program for teachers • students and adult education programs • children with additional needs • Out of School Hours Care and vacation care • Year 7/8 transition forms • students who missed the Flexible Learning Options deadline • speech pathology, screening and occupational therapy trials • business liaison for student career planning with local government agencies and local businesses 	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7.5	<i>Programs, Projects, and Activities</i>	<p><i>Facilitative records of development, evaluation and implementation of education programs, projects, and activities.</i> <i>Record examples include:</i></p> <ul style="list-style-type: none"> • <i>Reports</i> • <i>Risk management plans</i> • <i>Financial plans</i> • <i>Activity plans and programming.</i> <p><i>See GDS 30 v2 (as amended) - .13.25 (various) STRATEGIC MANAGEMENT – Risk Management for other risk management plans.</i></p>	TEMPORARY	<i>Retain a minimum of 5 years after program superseded, then destroy</i>
1.7.6	<i>Programs, Projects, and Activities</i>	<p><i>Lists of all agents, teacher exchanges, homestay providers and sites i.e. Database records (currently Salesforce).</i> <i>Includes summaries of:</i></p> <ul style="list-style-type: none"> • <i>contract information</i> • <i>criminal history</i> • <i>placement information.</i> • 	TEMPORARY	<i>Retain a minimum of 50 years after action completed, then destroy</i>
1.7.7	<i>Programs, Projects, and Activities</i>	<p><i>Records relating to the accreditation of agents, teacher exchanges, homestay providers and schools involved in providing education for international students. Includes original contract, application, criminal history checks, placement information and agreement.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after action completed, then destroy</i>
1.7.8	<i>Programs, Projects, and Activities</i>	<p><i>Records of achievements received by class groups, children, and students, in academics, sport and recreation, and summaries of recipients of awards. For example, state and national</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>sporting championships, academic awards, school captains, prefects and dux.</i></p> <p><i>Record examples include:</i></p> <ul style="list-style-type: none"> • <i>Photographs</i> • <i>Certificates</i> • <i>Awards</i> • <i>Award recommendations to SACE Board</i> • <i>Nominations and Evaluations</i> • <i>Registers.</i> 		
1.7.9	<p><i>Programs, Projects, and Activities</i></p>	<p><i>Records of administering programs and activities. Includes routine sport, swimming, aquatics, music, recreation, student exchanges, intrastate/interstate/overseas excursions, events, visits, and camps. Also includes details of instructors, arrangements, dates, and venues.</i></p> <p><i>Record examples include:</i></p> <ul style="list-style-type: none"> • <i>team lists, rosters and results</i> • <i>coaching and support staff appointments</i> • <i>participant lists</i> • <i>invitations to enter competitions</i> • <i>applications</i> • <i>supporting documentation</i> • <i>requests for financial assistance</i> • <i>advice to parents/carers/guardians</i> • <i>costs and approval letters</i> • <i>administrative and travel details</i> • <i>requests for approvals for sites to attend or participate in activities</i> • <i>photographs</i> 	TEMPORARY	<p><i>Retain a minimum of 27 years after action completed, then destroy</i></p>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • <i>permission notes</i> • <i>batched consent forms</i> • <i>details of parents/carers/guardians' involvement.</i> <p><i>See item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p> <p><i>See Item 1.6 - various for programs and activities that involved incidents.</i></p>		
1.7.10	<i>Programs, Projects, and Activities</i>	<p><i>Records relating to requests by students for exemption from particular activities for religious, cultural or political reasons, including request and response.</i></p> <p><i>See Item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after date of birth, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.7.11	<i>Programs, Projects, and Activities</i>	<p><i>Records relating to student work experience placements. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>Work experience registrations</i> • <i>Agreement forms</i> • <i>Applications</i> • <i>Teacher evaluation forms</i> • <i>Employers reports.</i> <p><i>See GDS 30 v2 (as amended) - .5.15.3 EMPLOYEE MANAGEMENT - Security for security screenings for student work experience placements.</i></p> <p><i>See Item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after action completed, then destroy</i>
1.7.12	<i>Programs, Projects, and Activities</i>	<i>Records relating to class programs including program lists and lesson lists.</i>	TEMPORARY	<i>Retain a minimum of 8 years after program superseded, then destroy</i>
1.7.13	<i>Programs, Projects, and Activities</i>	<p><i>Records relating to offers received from outside organisations for campsites, excursions, etc where the offer is accepted and proceeds.</i></p> <p><i>Records include offer and response.</i></p>	TEMPORARY	<i>Retain a minimum of 7 years after use of the facility ceases, then destroy</i>
1.7.14	<i>Programs, Projects, and Activities</i>	<i>Records relating to student exchanges and intrastate/interstate/overseas excursions which do not proceed.</i>	TEMPORARY	<i>Retain a minimum of 2 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<p><i>Record examples include:</i></p> <ul style="list-style-type: none"> • applications • supporting documentation • requests for financial assistance. 		
1.7.15	Programs, Projects, and Activities	<p><i>Records relating to careers counselling and advice.</i></p> <p><i>See item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p>	TEMPORARY	Retain a minimum of 1 year after student leaves school, then destroy
1.8	Student Census Data Management	<i>The activity of collecting, verifying and aggregating student data to site and state level.</i>		
1.8.1	Student Census Data Management	<i>Summary data from the Student Census System (SCS) for each student aggregated to site and state level. Includes statistical aggregated data for internal reporting linked to policy, planning, or initiatives.</i>	PERMANENT	Retain as State archives
1.8.2	Student Census Data Management	<i>Student level data in the SCS, including name, date of birth, address, identification number, disability and demographic information, behaviour management and absentee data.</i>	TEMPORARY	Retain a minimum of 7 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2	EDUCATION and LEARNING DEVELOPMENT	The function of developing education directions and delivering outcomes to support development from early childhood through to adulthood and transition from learning to employment. Includes developing learning strategies to deliver skills for diverse communities, emerging technologies, developing and implementing curriculum and managing assessment methods.		
2.1	Curriculum Implementation	<i>The activities involved in developing and implementing programs of learning. Includes monitoring and managing assessment methods.</i>		
2.1.1	Curriculum Implementation	<i>Master copy of final and summary reports relating to the development and implementation of curriculum including implementation plans. Includes SAASTA.</i>	PERMANENT	Retain as State archives
2.1.2	Curriculum Implementation	<p><i>Supporting records relating to curriculum development and implementation for example:</i></p> <ul style="list-style-type: none"> <i>• Better Behaviour and Learning Centres</i> <i>• National partnership programs for improving Literacy and Numeracy</i> <i>• Coaches Program</i> <i>• Residency Programs</i> <i>• Industry Pathways programs for example Vocational Education and Training.</i> <p><i>See Item 1.7.2 Programs, Projects, and Activities specifically for ATSI programs.</i></p>	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy
2.1.3	Curriculum Implementation	<i>Summary records relating to the assessment of the implementation of the curriculum for government schools. Includes NAPLAN master copy of test booklets and assessments.</i>	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.1.4	Curriculum Implementation	<p>Supporting records relating to the assessment of the implementation of the curriculum.</p> <p>For example:</p> <ul style="list-style-type: none"> • acquittals • signed service agreements for spending of funding allocation • requests • site assessments • operational plans • Memoranda of Understanding with overseas governments for assistance with languages • MoAA with Musica Viva Australia and The Adelaide Youth Orchestras • mapping of curriculum • assessment of attendance and engagement. 	TEMPORARY	Retain a minimum of 8 years after action completed, then destroy
2.2	Early Years Services	<p>The activities involved in providing non-compulsory early years education and child care services, including special education for children with disability needs. Includes preschools, child care centres, children's centres, early learning programs, family day care, playgroups, out of school hours care and rural care. Also includes transition centres' special education – conductive education, impairment and intervention therapies.</p> <p>See Item 1.7 (various) Programs, Projects and Activities.</p>		
2.2.1	Early Years Services	Master copy of final and summary internal reporting for early years services including disability services. Includes reporting for the National Partnerships.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2.2	<i>Early Years Services</i>	<p><i>Records relating to the management of early years services, including patterns, trends, Aboriginal engagement and statistics, for example:</i></p> <ul style="list-style-type: none"> • <i>pre-school programs</i> • <i>Learning Together</i> • <i>Strong Start program management reports</i> • <i>Rural assistance for families managing children with disabilities.</i> 	<i>TEMPORARY</i>	<i>Retain a minimum of 10 years after action completed, then destroy</i>
2.2.3	<i>Early Years Services</i>	<i>Records relating to the registration of Family Day Care providers (Educators) and agreements with pre-school service providers.</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 10 years after agreement expires, then destroy</i>
3	<i>EMPLOYEE MANAGEMENT (Education and Children's Services Act)</i>	<p><i>The function of managing disciplinary matters for all employees employed under Education and Children's Services Act 2019 or Education Act 1972</i></p> <p><i>s114 Education and Children's Services Act 2019 (as amended).</i></p> <p><i>s26 Education Act 1972 (repealed)</i></p> <p><i>See GDS 30 v2 (as amended) 5 (various): EMPLOYEE MANAGEMENT For all activities other than Disciplinary Action.</i></p> <p><i>See GDS 30 v2 (as amended) .5.7 (various) EMPLOYEE MANAGEMENT – Discipline - for disciplinary action relating to staff not covered by the Education and Children's Services Act 2019 (as amended).</i></p>		
3.1	<i>Disciplinary Action</i>	<p><i>The activities and actions associated when education and care professionals breach the professional codes of ethics in the conduct of their responsibilities. Includes breaches determined as outcomes from investigations, formal charges, formal inquiries, punishment, and appeals.</i></p> <p><i>See Item 1.6 CHILD and STUDENT MANAGEMENT – Incident Management for investigations.</i></p>		

No	Function/Activity	Description including Records Examples	Status	Disposal Action
3.1.1	<i>Disciplinary Action</i>	<i>Records relating to disciplinary cases resulting in changes to agency policy and procedures.</i>	<i>PERMANENT</i>	<i>Retain as State archives</i>
3.1.2	<i>Disciplinary Action</i>	<i>Records relating to the management of cases where allegations are not proved. Includes records relating to internal inquiries. Excludes appeals.</i> <i>See GDS 30 v2 (as amended) – 5.1(various) EMPLOYEE MANAGEMENT – Appeals for Appeals.</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 2 years after action completed, then destroy</i>
3.1.3	<i>Disciplinary Action</i>	<i>Records relating to work-related criminal convictions of employees which concern child protection.</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 105 years after action completed, then destroy</i>
3.1.4	<i>Disciplinary Action</i>	<i>Records relating to work-related criminal convictions of employees, <u>not</u> concerning child protection.</i> <i>See GDS 30 v2 (as amended) - 5.7.2 – EMPLOYEE MANAGEMENT - Discipline for staff employed under Public Sector Act 2009 (as amended).</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 10 years after action completed, then destroy</i>
3.1.5	<i>Disciplinary Action</i>	<i>Records relating to the management of cases where employees are formally disciplined. Includes records relating to internal inquiries and ongoing disciplinary action. Excludes appeals.</i> <i>See GDS 30 v2 (as amended) - .5.1 (various) EMPLOYEE MANAGEMENT- Appeals for Appeals.</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 10 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4	PLANNING and SUPPORT	<i>The function of supporting Partnerships, Leaders, and Educators in order to build capacity. Includes those at Early Childhood Centres, Day Care and Respite. Also includes supporting sites - planning, zoning, improvement plans and reviews.</i>		
4.1	Educator Support	<i>The activities involved in supporting and building capacity in Educators including Early Childhood Centres, Day Care and Respite Carers.</i>		
4.1.1	<i>Educator Support</i>	<i>Records of registration by the early childhood service of educators, student educators, old scholars, staff members or contractors.</i>	PERMANENT	<i>Retain as State archives</i>
4.1.2	<i>Educator Support</i>	<i>Educator case files, including contact information, resident spouse information, approvals, certificates of qualification and compliance, premises inspections, childcare subsidy.</i> <i>See Item 1.3.3 for case files relating to children removed from their families, and/or under the guardianship of a State Minister for Chief Executive of a department.</i>	TEMPORARY	<i>Retain a minimum of 100 years after action completed</i>
4.2	Leader Support	<i>The activity involved in supporting, mentoring, and building capacity in current and future Leaders. Includes support and approvals for administrative processes, external reviews, travel, and peer relationships.</i>		
4.2.1	<i>Leader Support</i>	<i>Leader case files, including position descriptions, mentoring, coaching, induction, travel applications, leave, Leader performance development plans, disciplinary letters to Leader.</i>	TEMPORARY	<i>Retain a minimum of 10 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action	
4.2.2	<i>Leader Support</i>	<i>Leader support files of site administration, for example staffing allocation approvals, teacher leave and overseas travel, annual reports.</i>	<i>TEMPORARY</i>	<i>Retain a minimum of 7 years after action completed, then destroy</i>	
4.3	Learning Centre Operations	<i>The activities associated with sites of learning, including early childhood services, schools, day care and respite care centres.</i>			
4.3.1	<i>Learning Centre Operations</i>	<p><i>Case files for any site involving interaction with the education office. Includes administrative and reference copies of incident reports, site files, excursions, approvals, term meetings, site assessments, reference copies of incident reports, checklists, security and safety, pupil free days, school closures, exemptions, exclusions and appeals, Strategic Improvement Plans (SIP), Quality Improvement Plans (QIP), complaints, hub group meetings, home schooling applications, external reviews.</i></p> <p><i>See item 1.3.2 for case files of children who attend specific ATSI sites and programs.</i></p> <p><i>See Item 1.3.3 for case files of children removed from their families or under the guardianship of the Minister.</i></p> <p><i>See Item 1.3.4 for child and student case files.</i></p> <p><i>See GDS 30 v2 (as amended) – 5.17 (various) EMPLOYEE MANAGEMENT – Training - for development and delivery of training and upskilling.</i></p>	<i>TEMPORARY</i>	<i>Retain a minimum of 7 years after action completed, then destroy</i>	
4.4	Partnership Support	<i>The activities involved in supporting and liaising with Partnerships, including administration, improvement plans, funding allocations. Also includes Partnership meetings and proceedings.</i>			

No	Function/Activity	Description including Records Examples	Status	Disposal Action
4.4.1	Partnership Support	Master records relating to Partnerships. Include Site Improvement Plans external reviews, meeting minutes, agenda, and reports.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
4.4.2	Partnership Support	Facilitative and reference copies of Partnership records.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.5	School Openings, Closures and Amalgamations	The activities involved in assessing schools for openings, closures or amalgamations, including implementation, transfer of assets and close-out tasks.		
4.5.1	School Openings, Closures and Amalgamations	Records relating to openings, closures and amalgamations of schools. See GDS 30 v2 (as amended) - .6.1 (various) FINANCIAL MANAGEMENT – Accounting for records documenting finalisation of school finances. See GDS 30 v2 (as amended) - 6.3 (various) FINANCIAL MANAGEMENT – Allocation for distribution of funds. See item 5.2.2 for school name changes.	PERMANENT	Retain as State archives
4.5.2	School Openings, Closures and Amalgamations	Facilitative records relating to openings, closures and amalgamations of schools. Includes those that do not proceed, arrangements and coordinating communications with stakeholders and the school community for example community voting slips.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
4.5.3	School Openings, Closures and Amalgamations	Records documenting development and review of school capacity. For example: <ul style="list-style-type: none"> capacity forecasting 	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
		<ul style="list-style-type: none"> • zoning • additional accommodation requirements. 		
5	SITE ADMINISTRATION	The function of managing all school, education and early childhood sites. Includes reporting, rostering and timetables, and preserving history of each site.		
5.1	Rostering and Timetables	<i>The activities associated with rostering. For example, educators, staff and transportation.</i>		
5.1.1	<i>Rostering and Timetables</i>	<p><i>Records relating to educator and staff time management and rosters. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>Playground duties and sporting rosters</i> • <i>Educator and teacher diaries</i> • <i>Communication/memo books</i> • <i>Day books</i> <p><i>See GDS 30 v2 (as amended) – 5.2.1 EMPLOYEE MANAGEMENT – Arrangements for diaries of administration staff.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after action completed, then destroy</i>
5.1.2	<i>Rostering and Timetables</i>	<p><i>Records relating to site transportation operations for example buses and taxis. Includes scheduling, bookings, routes and drop offs. Also includes records relating to the provision of transportation services for children and students with special needs e.g. verification plans.</i></p> <p><i>See GDS 30 v2 (as amended) - 1.11.6 ASSET/PHYSICAL RESOURCE MANAGEMENT - Maintenance for bus maintenance.</i></p>	TEMPORARY	<i>Retain a minimum of 27 years after action completed, then destroy</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.1.3	<i>Rostering and Timetables</i>	<p><i>Records of class and site programming, including the compilation of timetables and routines. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>Site and class programs</i> • <i>Approvals for pupil/student free days</i> • <i>Timetables and routines.</i> 	TEMPORARY	<i>Retain a minimum of 2 years after superseded, then destroy</i>
5.2	Site History	<i>The management and preservation of the history of Sites, includes buildings, grounds, and people.</i>		
5.2.1	<i>Site History</i>	<p><i>Records of the life of the site, usually compiled by the Leader or Director. Record examples include:</i></p> <ul style="list-style-type: none"> • <i>photographs of representative changes to buildings, grounds, and facilities (including heritage listed sites)</i> • <i>Teachers' examination registers (series closed c1970)</i> • <i>Inspectors' registers (series closed c1979)</i> • <i>Leader or Director site diaries / journals (series closed c1990).</i> <p><i>See Item 5.2.5 for diaries and journals post-1990.</i></p> <p><i>See GDS 30 v2 (as amended) - 1.4 (various) ASSET/PHYSICAL RESOURCE MANAGEMENT – Construction for other property and construction records.</i></p> <p><i>See GDS 30 v2 (as amended) - 3.5 COMMUNITY RELATIONS - Events for photos of events.</i></p>	PERMANENT	<i>Retain as State archives</i>

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.2.2	Site History	<p>Records relating to name changes for sites. Includes requests, approvals, and refusals.</p> <p>See Item 4.5 (various) when naming a new school.</p>	PERMANENT	Retain as State archives
5.2.3	Site History	<p>Annual official group photographs of site staff, students, and volunteers.</p> <p>For example:</p> <ul style="list-style-type: none"> • Leaders, • Governing Council, • teacher groups, • groups of school representatives and associated staff, • whole of school, class, and year level. 	PERMANENT	Retain as State archives
5.2.4	Site History	<p>Photographs of individual students, teachers and other staff members where identified and associated with a site.</p>	TEMPORARY	Retain a minimum of 27 years after action completed, then destroy
5.2.5	Site History	<p>Consolidated post 1990 records during the life of the site. Usually compiled by the Leader, or Director.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Leader and Director diaries • Reflection and review books <p>See Item 5.2.1 for pre-1990 records.</p>	TEMPORARY	Retain a minimum of 27 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
5.2.6	Site History	<i>Photographs and any other visual image media that have not been included within the official image collection and after identification and consultation with stakeholders there are not enough details available to substantiate a location, topic, date range, individuals, purpose, or other information of significance relating to the organisations core business.</i>	TEMPORARY	<i>Destroy when reference ceases</i>
5.2.7	Site History	<p><i>Memorabilia and physical objects received or created by a school.</i></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Honour boards</i> • <i>Flags</i> • <i>Banners</i> • <i>Trophies</i> • <i>Plaques</i> 	TEMPORARY	<i>Maintain within the school or local community (eg school library, local library, museum, local Council premises, etc) as required for administrative, social, and/or community purposes</i>