Disposal Class No.	Description of Records	Disposal Action
01.00.00	**COMMUNICATIONS & COMMUNITY RELATIONS** Communications within the College, between the College and the community, and between the College and College-related bodies. Includes communications, advertising, marketing, publications, celebrations, philanthropic development, and visits. *For development and protection of the College's corporate identity, use GOVERNANCE - Corporate Identity .*	
01.01.00	**CELEBRATIONS & CEREMONIES** Arrangement and staging of College celebrations, ceremonies and functions.	
01.01.01	**Arrangements** - Planning, arranging and facilitating events. Records include invitations, notification of events, acceptances.	Destroy 3 years after action completed
01.01.02	**Records of Significant Events** Records of the event, produced for the event or as an outcome of the event. Events may include laying foundation stones, special assemblies, opening ceremonies, school productions, etc. Records include: photographs; recordings; speeches given by College staff, students or external persons; programs; posters and advertising.	Retain permanently
01.01.03	**Records of Other Events** - Records documenting all other College events, such as general assemblies, receptions, fundraising events, etc. Records include photographs, recordings, speeches or programs.	Destroy 5 years after action completed
01.02.00	**CIRCULARS AND INSTRUCTIONS** Pamphlets, letters, leaflets or instructions circulated either internally to staff or externally to parents and guardians.	
01.02.01	**Routine Internal** - Routine internal staff notices and communications. *For notices about significant events, use the relevant topic.*	Destroy 2 years after action completed or instruction superseded
01.02.02	**External** - Circulars from the College including to parents/guardians.	Retain permanently
01.03.00	**ENQUIRIES** Enquiries and messages of appreciation, suggestions or general/anonymous complaints from external sources.	
01.03.01	Records include requests for routine information about the College. Also includes messages of appreciation, suggestions, general/anonymous complaints from external sources. *Use RECORDS, MUSEUM AND INFORMATION MANAGEMENT - Privacy, for complaints, including unfounded complaints, arising from an alleged breach of privacy. Use COMMUNICATIONS & COMMUNITY RELATIONS - Community & Media Relations, for the handling of complaints and negative reaction to the College's policy or actions.*	Destroy 2 years after action completed

01.04.00	**MEDIA & COMMUNITY RELATIONS** Communication between the College and the wider community, including the media. Includes marketing campaigns, open days, handling of public reaction to the College's policies or actions, addresses at public events, social media activities. *For grievances from parents/guardians, use the relevant topic.*	
01.04.01	**Public/media statements - final version.** Final, approved versions of public/media statements. Includes formal, public responses to significant issues concerning the College.	Retain permanently
01.04.02	**Arrangements**. Records relating to administrative arrangements for the College's interaction with the media and community liaison activities, e.g. Open Days.	Destroy 2 years after action completed
01.04.03	**Marketing & public reaction**. Records relate to marketing campaigns, specific complaints, congratulations, speeches, programs, display materials and advertising.	Destroy 7 years after action completed
01.04.04	**Social media posts**. Selected samples of social media posts from the public or school community which express reaction to College policies, activities or initiatives.	Retain permanently
01.05.00	**PHILANTHROPIC DEVELOPMENT** The activity of working with the school community, including the College's alumnae, parents and friends, so as to raise funds for College programs. Includes donor registration, sponsorships and reporting to stakeholders. *For the planning and coordination of* events, *use COMMUNICATIONS & COMMUNITY RELATIONS - Celebrations and Ceremonies. For the development and implementation of* policy and procedures *, use GOVERNANCE - Policies and Procedures. For the development, implementation and management of* campaigns, *use COMMUNICATIONS & COMMUNITY RELATIONS - Media & Community Relations. For the development of* plans *which focus on identifying individuals, corporations or other institutions who may support the College through capital donations and bequests, use GOVERNANCE - Planning. For the receipt of* financial gifts, donations, bequests *, use FINANCIAL MANAGEMENT - Accounting. For successful and unsuccessful applications for* grants *or other funding, use FINANCIAL MANAGEMENT - Funding. For* requests for information *, enquiries regarding sponsorship, or general correspondence on donations, use COMMUNICATIONS & COMMUNITY RELATIONS - Enquiries.*	
01.05.01	**Donor Registration.** Register of donors and benefactors. Register may include donors' details, amounts gifted or pledged, donors' instructions, etc.	Retain permanently
01.05.02	**Philanthropic Development Reports**. Records relating to the development and submission of reports to stakeholders. Includes the determination of objectives and goals; evaluation of progress made against goals; proposals or initiatives; and identification of program issues.	Destroy 10 years after action completed
01.05.03	**Sponsorships (Successful)**. Sponsorship or patronage proposals proceeded with.	Destroy 10 years after sponsorship completed
01.05.04	**Sponsorships (Unsuccessful)**. Sponsorship or patronage proposals not proceeded with.	Destroy 5 years after action completed
01.06.00	**PUBLICATIONS** Production of various types of publications that record College development, College news and information, events, activities and history.	
01.06.01	**Production** - Development, design and production of school publications. Records include designs, content, drafts, working papers, publication arrangements.	Destroy 3 years after action completed

01.06.02	**Final Publications** - Final copy of a school publication. For formal group photographs, use **OBJECTS**.	Retain permanently
01.06.03	**Web** - screen shots taken of the College's website which outline core business, and records of substantial changes made.	Retain permanently
01.07.00	**VISITS** Arrangements for visits to the College by organisations or individuals. Also includes visits made by College staff to other organisations or professional associations with the view of promoting the College's image or services. *For visits by students to other schools use the relevant topic under STUDENT MANAGEMENT. For the registration of visits by contractors, vendors or suppliers of external services, use PROPERTY & FACILITIES MANAGEMENT - Visitors .*	
01.07.01	**VIPs** - Visits by eminent persons, e.g. royalty, ministers of state, famous sports, entertainment or cultural persons. Records include visitor books, photographs, speeches.	Retain permanently
01.07.02	**Arrangements** - Administrative arrangements for VIP visitors and all other persons or organisations. Includes records of administrative and logistical arrangements.	Destroy 5 years after action completed
01.07.03	**Visits By The College** - Records relating to visits made by the College's employees to other organisations or professional associations with the view of promoting the College's image or services. *For visits by staff for the purpose of professional development, use STAFF DEVELOPMENT - Training .*	Destroy 2 years after action completed
02.00.00	**EPHEMERA** Information that is of ephemeral or short-term value. *For objects/ physical artefacts, use OBJECTS.*	
02.01.00	**EPHEMERAL MATERIAL** Includes information of short-term facilitative value, such as copies of records held for reference purposes, working papers and drafts that will not be reused.	
02.01.01	Records include copies that are not annotated; draft documents not needed once a final version has been produced; background notes, working papers and reference materials of no further use; copies of office notices and circulars; published material held solely for reference.	Destroy when reference ceases
03.00.00	**FINANCIAL MANAGEMENT** The function of managing the College's financial resources. Includes establishing, operating and maintaining accounting system controls, budgets and forecasting, auditing, the setting of College of fees/charges and administration of taxation. Also includes the registration and valuation of the College's assets so as to assist in the delivery of services to the College. *For the purchase or sale of the College's vehicles, use VEHICLES - Acquisition or Disposal .*	
03.01.00	**ACCOUNTING** Accounting records and associated supporting records related to managing the College's revenue and expenditure. Includes accounts payable and receivable, (including bequests, donations, fundraising), banking records, payroll, debt recovery. *For records such as employee group certificates and tax declaration forms, use HUMAN RESOURCES - Staff History - Salaries . For fund raising activities, use SCHOOL-RELATED GROUPS - Activities . For the establishment and closure of bank accounts, including investment accounts, use FINANCIAL MANAGEMENT - Banking .*	

03.01.01	Records relating to accounts payable; accounts receivable; routine financial statements and reports; credit notices; petty cash records; cash books; journals; ledgers and other records of prime entry; bank deposit records; bank statements; bank reconciliation statements; investment and dividend statements; credit card statements; and interim financial statements.	Destroy 7 years after end of financial year in which the record was created
03.02.00	**ANNUAL SUMMARIES** Annual summaries of the school's financial position that are audited or used for other reporting.	
03.02.01	Records include annual financial statements, statutory financial reports, balance sheets, operating statements, cash flow statements and accompanying/supporting notes.	Retain permanently
03.03.00	**ASSETS** Financial management of capital assets such as buildings, facilities, grounds, vehicles, equipment. Includes asset depreciation schedules. *For physical management of assets, use* **PROPERTY & FACILITIES MANAGEMENT** .	
03.03.01	**Asset Register -** Summary listing of the College's assets. Includes the College's asset register.	Retain permanently
03.03.02	**Asset depreciation schedule.**	Destroy 7 years after assets are disposed of
03.03.03	**Valuations -** Asset valuation and asset management processes. Includes advices for inclusion on the asset register, and valuation reports.	Destroy 7 years after action completed
03.04.00	**AUDIT** Conduct and reporting of financial or performance audits by internal and external parties. *For the statutory School Performance Information report, use* **GOVERNANCE - Reporting.**	
03.04.01	**Audit Reports**. Records include final audit reports and audit arrangements records.	Destroy 7 years after audit results are accepted
03.05.00	**BANKING** Establishment, management and closure of bank accounts, including investment accounts. *For records of banking transactions, use* **FINANCIAL MANAGEMENT - Accounting** .	
03.05.01	**Banking**. Records include correspondence with financial institution.	Destroy 7 years after account closed
03.06.00	**BUDGETING** The process of planning the use of expected income and expenditure over a specified period.	
03.06.01	**Budgeting**. Compilation of annual budgets. Records include budget calculations and final budget.	Destroy 7 years after end of financial year in which the record was created
03.07.00	**FEES** Setting of fees and charges for College services, programs, etc.	

03.07.01	**Fees**. Records include calculations and exceptions.	Destroy 7 years after end of financial year to which the fees relate
03.07.02	**Schedules.** Final fee schedules.	Retain permanently
03.08.00	**FUNDING** Successful and unsuccessful applications for grant or other funding. *For the management of funding received, use* **FINANCIAL MANAGEMENT - Accounting** *.*	
03.08.01	**Funding**. Records include funding submissions, agreements and supporting correspondence.	Destroy 7 years after end of financial year to which the application relates
03.09.00	**INSURANCE & CLAIMS** Insurances taken out to cover loss or damage to property, vehicles or premises, and to cover visitors, students and employees against injury or death resulting from incidents on the College's premises or whilst engaged during employment. Also includes the management of claims against school insurance policies, other than Workers' Compensation claims. *For the management of claims for compensation submitted for personal injury of a staff member, contractor, volunteer or visitor, use* **WORK HEALTH & SAFETY (WH&S) - Compensation.**	
03.09.01	**Insurance Policies -** Insurance policies taken out to cover loss or damage to property, vehicles or premises, and to cover visitors, students and employees against injury or death resulting from incidents on the school's premises or whilst engaged during employment.	Destroy 7 years after policy expires
03.09.02	**Claims -** Management of claims against school insurance policies, other than Workers' Compensation claims. *For Workers' Compensation claims, use* **WORK HEALTH & SAFETY (WH&S) - Compensation** *.*	Destroy 7 years after claim resolved
03.10.00	**TAXATION** Administration of taxation matters, including income tax, land tax, payroll tax, goods and services tax, fringe benefits tax and any other taxes. Includes payment of taxes. *For records such as employee group certificates and tax declaration forms, use* **HUMAN RESOURCES - Staff History - Salaries.**	
03.10.01	**Tax Assessment & payments**. Records include tax assessments, instalment notices, and payments.	Destroy 5 years after end of financial year in which record was created
03.10.02	**FBT liabilities calculation**. Records relating to the calculation of Fringe Benefits Tax (FBT) liabilities.	Destroy 5 years after end of FBT year
04.00.00	**GOVERNANCE** Managing school accountability and compliance according to legislation, sector standards and school policies. Includes governance structure (Board/Council, committees and membership), registration and accreditation, strategic planning, reviews, policies, and reporting. Use this class for meetings of school governance bodies, use the subject for meetings relating to operational matters. *For the governance of school-related groups, use* **SCHOOL-RELATED GROUPS** *.*	
04.01.00	**AGREEMENTS/CONTRACTS** Establishment, maintenance, review and negotiation of agreements with external organisations for the provision of services. Includes arranging, procuring and managing the performance of work or the provision of services by an external party (e.g. contractor, services company, consultant). For records that result from the actual work or services provided by an external party where the school has responsibility or duty of care, use the subject to which they specifically relate (e.g. out of hours care, food services, records storage). *For the associated financial transactions, use* **FINANCIAL MANAGEMENT** *.*	

04.01.01	**Contracts Register -** Summary of all agreements/ contracts entered into by the school. Records include contracts register or system.	Retain permanently
04.01.02	**Agreements/Contracts - Major** Negotiation, establishment and maintenance of major agreements with external organisations relating to the provision of services. Examples include: educational or student welfare; out of hours care; accommodation services; major buildings and works; funding; uniform shop; book shop; printing, cloud-based information systems. Records include specifications, tender and negotiation records, quotations, assessments of tenders, final agreements/contracts, service level agreements. *For staff employment agreements (or similar), use* **HUMAN RESOURCES - Agreements** .	Destroy 15 years after agreement/ contract expires
04.01.03	**Agreements/Contracts - Minor -** Establishment and maintenance of minor agreements with external organisations for small scale-service provision. Records include final agreements/contracts, service level agreements, tender and negotiation records.	Destroy 7 years after agreement/ contract expires
04.01.04	**Agreements/Contracts - Unsuccessful -** Unsuccessful tenders or a tender/contracting process where there is no suitable provider, or where the tender/contracting process has been discontinued.	Destroy 2 years after tender process completed or discontinued
04.02.00	**BOARD, COUNCIL AND COMMITTEES** Structure, membership, deliberations and operation of the College's governing Board, committees, senior management groups, and Student Representative Councils and student leadership positions such as College Captain, House Captain. *For regular or subject-specific meetings relating to different aspects of the operation of the College and its services, use the relevant subject (e.g.* **TEACHING AND LEARNING** *).*	
04.02.01	**College Board, Sub-Committees, Senior Management Groups.** Records include constitution, terms of reference, election documents, appointments and separations, Conflict of Interest declarations, Responsible Persons declarations, papers and minutes of Board/Council and senior committee meetings.	Retain permanently
04.02.02	**Student Representative Councils & Student Leadership**. Records relating to the election & appointment of students as College leaders.	Retain permanently
04.02.03	**Operational or administrative committees/working groups** - Agenda and minutes of operational or administrative committees.	Destroy 5 years after action completed
04.03.00	**CHILD PROTECTION** Frameworks, programs, reviews relating to child protection. *For individual cases, use* **STUDENT MANAGEMENT - Child protection** .	

04.03.01	**Framework & program**. Records relating to the implementation of child protection frameworks, programs and post-implementation reviews.	Retain permanently
04.04.00	**CLOSURE** Formal arrangements for the closure of a school. *For administrative arrangements (e.g. staff, disposal of assets), use the relevant topic under FINANCIAL MANAGEMENT, PROPERTY & FACILITIES MANAGEMENT, HUMAN RESOURCES , etc.*	
04.04.01	**College Closure Arrangements** - Formal arrangements records, such as arrangements records and legal documents.	Retain permanently
04.05.00	**COMPLIANCE MONITORING** Formal review against standards of the governance, enrolments, curriculum and student performance, student welfare, staff employment and school infrastructure. Includes external and internal assessment or review. *For routine financial or performance audits, use FINANCIAL MANAGEMENT - Audit.*	
04.05.01	**Compliance Monitoring** - Records include guidelines and standards, formal inspections, reviews, audits, results of assessments against standards.	Retain permanently
04.06.00	**CORPORATE IDENTITY** Design, development, approval and protection of the College's corporate and visual identity, such as its coat of arms, crest, logo, song and colours.	
04.06.01	**Corporate Identity**. Records documenting the College's name, coat of arms, crest, motto, logo, song or seal.	Retain permanently
04.06.02	**Visual Identity Style Guide.**	Destroy when superseded
04.07.00	**DELEGATIONS & AUTHORISATIONS** Delegations of power to staff to authorise financial or other decision-making and transactions.	
04.07.01	Authorisations and delegations of authority.	Destroy 7 years after delegation expires
04.08.00	**ESTABLISHMENT** Formal arrangements for the establishment of a new school, including community engagement, planning, constitution and events surrounding the opening of the school.	
04.08.01	**Establishment arrangements**. Records relating to formal arrangements made in the establishment of the College. Records include Certificates of Incorporation, Memorandum & Articles of Association, plans, community consultation records, and other records documenting the opening of the College.	Retain permanently
04.09.00	**LEGAL SERVICES** Seeking and receiving advice on any matters affecting the operation of the College.	
04.09.01	**Advice - Major Matters -** Advice on issues of public interest or controversy, or which results in a change to College policy.	Retain permanently
04.09.02	**Advice - Other Issues -** Advice on issues that are not of public interest or controversy, or which do not result in a change to College policy.	Destroy 20 years after matter is resolved

04.09.03	**Litigation - Major Matters -** Involves the management of lawsuits or legal proceedings between the College and other parties in a court or other tribunal. Includes matters where legal precedents are set, or are of public interest or controversy, or lead to a change in the College's policy.	Retain permanently
04.09.04	**Litigation - Other matters -** Matters that are not of public interest or controversy, or which do not lead to a change in the College's policy.	Destroy 15 years after case resolved
04.10.00	**PLANNING** Strategic planning, reporting and reviewing or evaluating processes, procedures and school standards.	
04.10.01	**Strategic planning - final versions**. Records include strategic plans, business plans, mission statements, internal review/evaluation reports.	Retain permanently
04.10.02	**Strategic planning - development and review**. Records relating to the development and review of the College's strategic, corporate or business plans. Records include background research, draft versions of plans containing significant changes/ alterations or formally circulated for comment, notes of meetings or reports analysing issues and the outcomes of consultation with stakeholders etc. Also includes the College's emergency management/ evacuation plans.	Destroy 7 years after plan is superseded/action completed
04.11.00	**POLICIES & PROCEDURES** Development and establishment of decisions, directions and precedents, to support future decision making and operations.	
04.11.01	**Policies & procedures - final version**. Records include final versions of policies, final versions of procedures.	Retain permanently
04.11.02	**Staff induction handbooks.**	Destroy 5 years after superseded
04.11.03	**Policies & procedures - development & review**. Records include development, evaluation and review of the College's policies, procedures, handbooks, directives etc.	Destroy 3 years after action completed
04.12.00	**REGULATION** Accreditation, registration, licensing, approval and regulation of the College to be an educational provider, including family day care educator. Includes registration as a student exchange organisation, a Registered Training Organisation and as an International Baccalaureate school. Includes its approvals for courses. *For the registration of teachers, use* **HUMAN RESOURCES** *.*	
04.12.01	**Registration & renewals**. Records include applications for registration and supporting documentation, approvals, renewals, information requests, cancellations and suspensions.	Retain permanently
04.12.02	**Compliance**. Records relating to the College's compliance with mandatory (or statutory) requirements, e.g. registration of Australian Business Number (ABN), or compliance with the Australian Children's Education & Care Quality Authority (ACECQA) requirements.	Destroy 7 years after registration lapses or is superseded/action completed
04.13.00	**REPORTING** Provision of formal responses to a requirement, situation or request (internal or external), e.g. reports to regulatory bodies, results of investigations, statistics. Includes public reporting such as the College's Annual Report.	

04.13.01	**Reporting**. Records include the formal reporting to the College's Board and CEO. Also includes School Performance Information reports; parents, staff and students' survey summary results; as well as emergency management/evacuation reports.	Retain permanently
04.14.00	**RISK MANAGEMENT** The processes involved in the identification of risks, the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.	
04.14.01	**Risk management**. Records relating to the identification and assessment of organisational risks, in order to assist planning, and the implementation of strategies to minimise their impact. Includes risk registers.	Destroy 7 years after action completed
04.15.01	**SUBMISSIONS** Submissions to external organisations, including regulatory bodies and government inquiries, on issues related to both core and non-core (administrative) responsibilities of the school. *For advice provided to parents or the community on various issues, use **COMMUNICATIONS & COMMUNITY RELATIONS - Media & Community Relations** .*	
04.15.01	**Core Submissions**. Records include submissions, statements, business cases & supporting information and working papers.	Retain permanently
04.15.02	**Non-Core Submissions**. Records include submissions, statements, business cases & supporting information and working papers.	Destroy 7 years after action completed
05.00.00	**HUMAN RESOURCES** Management of school staff, including statutory appointments, trainees, contractors and volunteers. *Use **HUMAN RESOURCES - Staff History** , for allegations of misconduct and their subsequent investigation.*	
05.01.00	**AGREEMENTS** Establishment, maintenance, review and negotiation of workplace agreements that affect a majority of staff. *For individual agreements, use **HUMAN RESOURCES - Staff History** .*	
05.01.01	**College Agreements** - Establishment, maintenance, review and negotiation of enterprise workplace agreements set by the College.	Retain permanently
05.01.02	**External Agreements** - Establishment and maintenance of enterprise workplace agreements set by a peak body.	Destroy 2 years after agreement superseded
05.02.00	**ALLOWANCES** Arranging and managing money paid to employees in addition to salary to cover expenses, e.g. travel allowance. *For payroll records, use **FINANCIAL MANAGEMENT - Accounting.***	
05.02.01	**Allowances** - Arranging and managing money paid to employees in addition to salary to cover expenses, e.g. travel allowances.	Destroy 7 years after action completed

05.03.00	**COUNSELLING** Provision of advice or guidance to staff for various reasons, including trauma counselling.	
05.03.01	**Counselling** - Provision of advice or guidance to staff for various reasons, including trauma counselling.	Destroy 7 years after action completed
05.04.00	**POSITIONS** Creation, variation or abolition of positions and assigned duties.	
05.04.01	**Positions** - Records relating to the creation, variation, abolition or transfer of positions and assigned duties. May include proposals and authorisations, position descriptions and statements of duty.	Destroy 7 years after position superseded
05.05.00	**RECRUITMENT** Recruitment to positions, including advertising positions, handling of applications, interviews, selection and appointment. Includes recruitment of volunteers. Add successful candidate's application to their **STAFF HISTORY file**.	
05.05.01	**Recruitment Process** - For all positions, e.g. shortlisting, arranging interviews, etc. Records include applications received, interview schedule, shortlists of applicants, selection panel records and reports. Also includes offers of employment which are not accepted.	Destroy 2 years after process finalised
05.05.02	**Unsuccessful Applications.** For successful applications, use **HUMAN RESOURCES - Staff History**.	Destroy 1 year after process finalised
05.06.00	**SALARIES** Documentation of employees' salaries. Includes taxation declaration records, group certificates, payroll deduction authorities, records relating to the recovery of overpayments, and employee pay history and leave records. *For payroll records, use* **FINANCIAL MANAGEMENT - Accounting** .	
05.06.01	**Salaries** - Documentation of employees' salaries. Includes taxation declaration records, group certificates, payroll deduction authorities, records relating to the recovery of overpayments, and employee pay history and leave records. *For payroll records, use* **FINANCIAL MANAGEMENT - Accounting.**	Destroy 75 years from date of birth, and if a summary record exists
05.07.00	**STAFF HISTORY** Employment details of all staff, contractors and volunteers. Includes volunteers undertaking work experience placements at the school. *Use* **HUMAN RESOURCES - Counselling,** *for records relating to counselling for staff. For payroll records, including the payment of allowances, use* **FINANCIAL MANAGEMENT - Accounting** .	
05.07.01	**Summary** - Summary data for individual staff members, contractors and volunteers. Summary includes name of individual, date of birth, date of appointment, date of separation, rates of salary and allowances, individual employment agreement, position titles, dates positions were held, teacher and non-practising teacher registration, security check completion, evidence of professional learning, grievances relating to employment conditions, disciplinary matters/misconduct allegations and investigations. Records include human resources management system, register of educator assistants and coordinators as per the Education and Care Services National Law.	Retain permanently

05.07.02	**Employment History - Summary Maintained** - Employment history records for individual staff members, contractors and volunteers where a summary record is also maintained. Records include position descriptions, applications, evidence of registration and relevant checks, contracts and employment histories.	Destroy 75 years from date of birth, and if a summary record exists
05.07.03	**Employment History - Summary Not Maintained** - Employment history for individual staff members, contractors and volunteers where a summary record is not maintained. Records include position descriptions, applications, evidence of registration and relevant checks, contracts and employment histories.	Retain permanently
05.07.04	**Security Checks** - Security checks (e.g. criminal history, Working with Children) carried out as part of pre- engagement, pre-employment and pre- appointment checks of staff, contractors, volunteers, employers of work experience students, religious instructors or any other person likely to be in contact with students. Includes periodic reviews, Working With Children Checks and criminal history checks.	Destroy 7 years after the person has left the school, providing the identifying number of the check, expiry date and date sighted by the school are retained in accordance with **HUMAN RESOURCES - Staff History - Summary**.
06.00.00	**INFORMATION TECHNOLOGY & SYSTEMS** Acquisition and implementation of Information Technology (IT) infrastructure, telecommunications, applications and systems to support the business needs of the College. *For financial transactions and write offs, use **FINANCIAL MANAGEMENT - Accounting.** For disposal of equipment, use **PLANT, EQUIPMENT & STORES - Disposal.** For the management and maintenance of school information, including recordkeeping, archives, intellectual property, privacy, controls, reference services, donations and loans, conservation, storage and information systems and technology infrastructure, use **RECORDS, MUSEUM & INFORMATION MANAGEMENT.***	
06.01.00	**ACQUISITION** Acquisition of technology and telecommunications equipment, systems and services, where there is no tender or contracting-out process. Includes (software and hardware) licences. *For services or systems contracted-out, use **GOVERNANCE - Agreements/Contracts** .*	
06.01.01	**Acquisition**. Records include requests for quotes, orders, correspondence and records of negotiations, minutes or notes of meetings.	Destroy 7 years after equipment, system or services are decommissioned
06.02.00	**IMPLEMENTATION** Implementation of hardware, telecommunications and systems. Includes preliminary studies, system development, testing and modification.	
06.02.01	**Implementation**. Records include feasibility studies, technical manuals, business rules, user requirements and system specifications.	Destroy 5 years after implementation completed and accepted
06.03.00	**MANAGEMENT** Ongoing management and maintenance of information technology and systems, including database management. Includes system controls, configuration management, security /protection from damage or unauthorised access, routine fixes and upgrades.	

06.03.01	**Management**. Records relating to systems configurations, maintenance inspections, requests and permissions to access information technology and telecommunications systems, e.g. local area networks, function specific systems, Internet. Also includes records of security testing and audit, maintenance of firewalls.	Destroy 7 years after equipment or system is decommissioned
07.00.00	**OBJECTS** Objects and items of memorabilia relating to the history of the College, e.g. formal group photographs, other photographs documenting the College's main activities and events, plaques, flags, trophies, newspaper cuttings, etc.	
07.01.00	**HERITAGE ITEMS** Heritage objects and items of memorabilia possessing historical and cultural value to the College. Stored within the archives and the Museum, these items provide evidence of past traditions, significant events, and capture the lives, stories and activities of past students, past staff and others who have builtand shaped the College over time. Where possible, use other functions to capture archival records, e.g. use *FINANCIAL MANAGEMENT - Annual Summaries,* for the capture and management of annual financial summaries of the school's financial position.	
07.01.01	Objects, memorabilia items and records may include: flags and banners; students' uniforms; trophies; plaques; photographs; newspaper cuttings and other documents; sound recordings.	Retain permanently
08.00.00	**PLANT, EQUIPMENT & STORES** The function of acquiring, maintaining, repairing and disposing of items of plant, machinery, tools, equipment, instruments, furniture, furnishings, fixtures, fittings and stores used by the College. Equipment includes those items of mobile equipment (assets) required to maintain the College's grounds and facilities, e.g. lawn mowers, power tools, etc. Plant includes fixed items such as pool pumps, air conditioning systems, etc. Stores includes items of stationery, chemicals, hardware, and kitchen/cleaning items. *Use PROPERTY & FACILITIES MANAGEMENT - Hazardous Materials for the management of hazardous materials used within the College. For the management of the College's physical assets, such as grounds, buildings and facilities, including the acquisition and disposal of assets, maintenance and repairs, works and security of physical assets, use PROPERTY & FACILITIES MANAGEMENT . For records relating to the acquisition, disposal or hiring of equipment from an external supplier, use FINANCIAL MANAGEMENT .*	
08.01.00	**ACQUISITION AND DISPOSAL** Acquisition and disposal of equipment, plant and stores where there is no tender or contracting-out process. Disposals may occur through sale, transfer, termination of lease, auction, donation or destruction. *For those acquisitions requiring tenders or contracts, use GOVERNANCE - Agreements/ Contracts . For financial transactions, use FINANCIAL MANAGEMENT - Accounting .*	
08.01.01	**Acquisition and Disposal**. Acquisition records include requests for quotations, orders, handover reports and associated correspondence. Disposal records include written notices and related correspondence to and from leasing companies, handover reports, assessments and certifications of value of goods, independent valuation certificates verifying work undertaken on items prior to valuation, written quotes, approvals to proceed and related correspondence.	Destroy 7 years after action completed

08.02.00	**MAINTENANCE** Upkeep, repair, servicing, modification and preservation of internal/external condition of machinery, plant, tools and equipment.	
08.02.01	**Service and maintenance records.** Records include operating and maintenance manuals, test results and service log sheets for equipment and items of plant such as cooling towers.	Retain for life of plant or equipment, then destroy
09.00.00	**PROPERTY & FACILITIES MANAGEMENT** Management of the College's physical assets, such as grounds, buildings and facilities. Includes acquisition and disposal of assets, maintenance and repairs, works and security of physical assets. *For financial management or valuation of capital assets, use* **FINANCIAL MANAGEMENT - Assets** *. For the acquisition, maintenance and repair, and disposal of plant equipment, fixtures or fittings, use* **PLANT, EQUIPMENT & STORES** *. For the management of claims for compensation submitted for personal injury of a staff member, contractor, volunteer or visitor use* **WORK HEALTH & SAFETY (WH&S) - Compensation** *or* **Incidents.** *For the investigation into, and reporting of incidents (such as trips/falls) by students, use* **STUDENT MANAGEMENT - Health and Welfare.**	
09.01.00	**ACQUISITION AND DISPOSAL** Acquisition and disposal of land or buildings. Includes acquisition through purchase, donation, bequest or other forms of acquisition. *For acquisition and disposal of assets other than land or buildings, use* **PLANT, EQUIPMENT & STORES** *.*	
09.01.01	**Acquisition and Disposal**. Records include legal documents relating to a purchase or sale; particulars of sale documents; board of survey; deeds and certificates; conditions of contracts; certificates of approval; and photographs.	Retain permanently
09.02.00	**BOOKINGS** Placing reservations for the loaning or leasing-out of College facilities, such as tennis courts, hall etc.	
09.02.01	**Bookings (Non-Commercial)** Records relating to facility bookings by external parties for the all campuses, and where there are no commercial arrangements in place. *Only use this class where bookings do not involve College staff interacting with minors.* *For all other non-commercial bookings where College staff do interact with minors, use* *PROPERTY & FACILITIES MANAGEMENT - BOOKINGS - Bookings Summaries.*	Destroy when reference ceases
09.02.02	**Bookings (Commercial)**. Records relating to facility bookings by external parties for the commercial hiring-out of the College's facilities, e.g. Outdoor Education Centre, tennis courts, swimming pool, etc.	Destroy 7 years after end of financial year in which the record was created
09.02.03	**Bookings Client Files**. Client records documenting the hiring-out of the College's facilities (especially the Outdoor Education Centre) to external community groups or schools. Files will typically contain guests' health and medical information (dietary requirements, allergies, etc.), correspondence and arrangements information, as well as emergency contact details.	Destroy 12 years after conclusion of the booking event

09.02.04	**Unsuccessful Proposals/Cancelled Bookings**. Records relating to the College's unsuccessful proposals for commercial bookings of its facilities by external clients. Includes those cancelled bookings where payment has not been received. Use **PROPERTY & FACILITIES MANAGEMENT - BOOKINGS - Bookings (Commercial)** , for booking cancellations where payment has been received by the College.	Destroy 2 years after action completed
09.02.05	**Bookings Summaries**. Summary records produced for each booking event where College staff directly interact with guests who are minors. Summaries will typically contain: * Name of event organiser & their organisation * Date/s of booking event * List of guests' names * Incident/injury reports * List of College staff interacting with guests (minors) * College staff roster (if available) * Program of activities.	Destroy 70 years after conclusion of the booking event
09.03.00	**COMPLIANCE** Complying with mandatory or optional accountability, regulatory or quality standards relating to the management of property.	
09.03.01	**Compliance With Mandatory or Optional Property Management Standards.** Records relating to the College's compliance with Australian and international standards for building management, disabled access, air conditioning, environmental regulations, safety certification, maintenance for fire prevention and access to water supplies.	Destroy 7 years after action completed
09.03.02	**Breaches.** Records relating to breaches of regulatory requirements, e.g. breaches of waste or environmental requirements, breaches of orders or requirements for the maintenance of heritage properties, etc.	Destroy 15 years after action completed
09.04.00	**CONSTRUCTION AND RENOVATION** Building a new structure, or undertaking renovation that affects the overall structure or design of the property, including grounds. *For routine refurbishment of property that does not affect its overall structure or design, use **PROPERTY & FACILITIES MANAGEMENT - Refurbishment** . For contracts/agreements relating to the construction, major renovation or repair of buildings, grounds and facilities, use **GOVERNANCE - Agreements/Contracts** .*	
09.04.01	**Existing Buildings** Records include tender documentation, heritage and environmental reports, drawings, plans, specifications, submissions to planning authorities, soil tests (geotechnical advice) and photographs.	Retain permanently
09.04.02	**Demolished Buildings** Contracts and agreements associated with the construction and/or renovation of demolished buildings.	Destroy 7 years after action completed

09.05.00	**HAZARDOUS MATERIALS** Identification, management and disposal of hazardous materials and stores, such as chemicals, pesticides, hazardous building materials. *For the disposal of non-hazardous or general waste, use **PROPERTY & FACILITIES MANAGEMENT - Waste Removal** .*	
09.05.01	**Hazardous Materials Register** - Summary of hazardous substances (including asbestos) identifying substance properties and their condition.	Destroy 100 years after last entry
09.05.02	**Hazardous Building Materials -** Identification, removal and disposal of hazardous materials from the fabric of a building, e.g. asbestos.	Destroy 100 years after removal of hazardous materials
09.05.03	**Hazardous Non-building Materials -** Removal, storage and disposal of hazardous waste and materials that are not from the fabric of building, e.g. chemicals or pesticides.	Destroy 30 years after removal of hazardous waste
09.06.00	**MAINTENANCE AND REPAIRS** Upkeep, repair and maintenance of property and facilities, such as cleaning, repairs, grounds maintenance, tree management, facilities (e.g. pool, tennis courts) maintenance and electrical maintenance. *Use **PROPERTY & FACILITIES MANAGEMENT - Refurbishment** , for the commissioning of refurbishment works. Use **GOVERNANCE - Agreements/Contracts** for maintenance/service contracts. Use **PLANT, EQUIPMENT & STORES - Maintenance** , for the upkeep, repair, servicing, modification and preservation of internal/external condition of machinery, plant, tools and equipment.*	
09.06.01	**Minor/Routine Maintenance** Records relating to the routine maintenance of College facilities and property, not involving structural changes. Includes cleaning, grounds and pool maintenance, electrical and air-conditioning maintenance, minor modifications for disabled access, pest control, etc. *Use **GOVERNANCE - AGREEMENTS/CONTRACTS** for maintenance and service contracts. Use **PROPERTY & FACILITIES MANAGEMENT - Refurbishment** , for routine refurbishment of property that does not affect its overall structure or design, e.g. painting, carpeting, etc. Use **PROPERTY & FACILITIES MANAGEMENT - Construction & Renovation** , for renovations that affects the overall structure or design of the property or grounds. Use **PROPERTY & FACILITIES MANAGEMENT - Non-Significant Tree Management** , for the planting, care and monitoring of the College's trees and plants which are not considered significant. Use **PROPERTY & FACILITIES MANAGEMENT - Significant Tree Management** , for the planting, care and monitoring of the College's trees which are considered significant.*	Destroy 7 years after action completed

09.06.02	**Tree Management (Significant)** Records relating to the planting, care and monitoring of College's trees which are considered to be significant, e.g. Tree of life. Records include: • planting information • treatment reports • historical information Also includes the College's tree register.	Retain permanently
09.06.03	**Tree Management (Non-Significant).** Records relating to the planting, maintenance and monitoring of trees and plants on the College's properties which are not considered to be significant. Records include: * requests to remove or prune trees * maintenance schedules * records of tree pruning, maintenance and removal * inspection and treatment reports and recommendations * planting information, including location details. *Note: Where records become part of compensation claims, they may need to be retained for a longer period as part of a claim for damages. Refer* **WORK HEALTH & SAFETY (WH&S) - Incidents** *;* **WORK HEALTH & SAFETY (WH&S) - Compensation** *or* **STUDENT MANAGEMENT - Health & Welfare** *.*	Destroy 10 years after action completed
09.07.00	**PLANNING** The process of formulating ways in which both strategic (high-level) and operational (low-level) property and facility management objectives can be achieved. Includes determining needs and services, and solutions to those needs.	
09.07.01	**Master Planning, Major Conservation and Restoration Planning**. Final, approved versions of master plans, major conservation management or restoration plans.	Retain permanently
09.07.02	**Property Management Operational Planning**. Final, approved versions of operational plans to support the management and usage of College property, e.g. facility and usage plans, plans for disabled access, energy management plans, environment management plans, waste reduction plans, etc.	Destroy 5 years after plan is superseded
09.07.03	**Development and Review of Plans**. Records relating to the development and review of master plans, major conservation or restoration plans, and operational/routine plans which support the management and usage of College property.	Destroy 3 years after action is completed

09.08.00	**REFURBISHMENT** Routine refurbishment of property that does not affect its overall structure or design, e.g. painting, carpeting, etc. *Use **PROPERTY & FACILITIES MANAGEMENT - Construction and Renovation ,** for works which may affect the structural integrity of a building, e.g. moving a wall.*	
09.08.01	**Refurbishment**. Includes work order sheets, correspondence and associated refurbishment management records.	Destroy 7 years after action completed
09.09.00	**REPORTING** Provision of formal responses to a requirement, situation or request (internal, external or as a requirement of corporate policy), and providing formal statements or findings of the results of the examination or investigation.	
09.09.01	**Final, approved reports (heritage & conservation)**. Final, approved versions of reports regarding heritage property that contain detailed recommendations and initiatives concerning heritage issues, e.g. condition treatment reports, conservation reports.	Retain permanently
09.09.02	**Final, approved reports (operational)**. Final, approved versions of reports regarding the management of property owned or occupied by the College and which are unrelated to heritage or conservation issues, e.g. emergency/evacuation reports, emergency lockdown drill reports, environment management reports, waste reduction reports, etc. *Use **PROPERTY & FACILITIES MANAGEMENT - Security** , for security incident reports.*	Destroy 7 years after action completed
09.09.03	**Development and Review of Reports.** Records relating to the development and review of all reports on the College's property.	Destroy 3 years after action completed
09.10.00	**SECURITY** Measures taken to protect people, premises, equipment or facilities from accidental or intentional damage or from unauthorised access. *For security of information systems, use **INFORMATION TECHNOLOGY & SYSTEMS - Management** . For security checks on staff, volunteers or contractors, use **HUMAN RESOURCES - Staff History** . For CCTV recordings forming part of the evidentiary record of court proceedings, use **GOVERNANCE - Legal Services - Litigation** .*	
09.10.01	**Accidents and Incidents.** Records of accidents and damage to property or facilities, and records of incidents of illegal entry resulting in damage and/or theft.	Destroy 7 years after action completed
09.10.02	**CCTV Recordings - Incidents** CCTV recordings capturing incidents such as unauthorised access, vandalism, theft, etc. and which do not lead to legal prosecution. *For CCTV recordings forming part of the evidentiary record of court proceedings, use **GOVERNANCE - Legal Services - Litigation** .*	Destroy 7 years after action completed
09.10.03	**CCTV Recordings - Other** CCTV recordings which do not capture incidents.	Destroy when reference ceases
09.10.04	**Property Guarding & Reporting**. Records relating to property guarding and patrol operations. Includes security reports.	Destroy 2 years after action completed

09.10.05	**Register of keys.**	Destroy 7 years after date of last entry
09.11.00	**VISITORS** The registration of visits to the College by contractors, vendors or suppliers of external services, or visitors.	
09.11.01	**Contractor & Visitor Register**. Summary records created to facilitate the visitation of contractors, vendors or suppliers of external services, and visitors. Includes contractor registers and visitors' sign-in registers.	Destroy 75 years after date of last entry
09.12.00	**WASTE REMOVAL** Removal, storage and disposal of the College's non-hazardous or general waste. *For the identification, management and disposal of hazardous materials and stores, use* **PROPERTY & FACILITIES MANAGEMENT - Hazardous Material** *.*	
09.12.01	**Non-Hazardous Waste Removal**. Records relating to the removal, storage and disposal of non-toxic, non-hazardous, general waste.	Destroy 2 years after disposal of waste
10.00.00	**RECORDS, MUSEUM & INFORMATION MANAGEMENT** Management and maintenance of school information and objects. Includes recordkeeping, archives, intellectual property, privacy, controls, reference services, donations and loans, conservation, storage and information systems and technology infrastructure. Also includes the management of the Museum, its artefacts, displays and exhibitions. *See* **INFORMATION TECHNOLOGY & SYSTEMS** *for the acquisition and implementation of Information Technology (IT) infrastructure, telecommunications, applications and systems to support the business needs of the College.*	
10.01.00	**CONSERVATION** Activities involved in the preservation, protection, maintenance, restoration and enhancement of information resources and artefacts.	
10.01.01	**Conservation Projects**. Records documenting the preservation and conservation activities of the College's archives and museum artefacts.	Destroy when reference ceases
10.02.00	**CONTROLS** Master control records for recordkeeping systems and archival collections, such as registers, indexes, system configuration manuals, and records destruction lists.	
10.02.01	**Recordkeeping Controls**. Records include registers, indexes, system configuration manuals, and records destruction lists.	Retain permanently
10.03.00	**DONATIONS AND LOANS** Formal arrangements for acceptance or refusal of donations or loans of material from external sources. *Use* **GOVERNANCE - POLICIES AND PROCEDURES** *, for archives collection management policy and records management policy.*	
10.03.01	**Agreements**. Records include donated item agreements and loaned item agreements.	Retain permanently
10.04.00	**INTELLECTUAL PROPERTY** Activities involved in managing the College's obligations, rights and entitlements over intellectual property owned by the College. *Use* **FINANCIAL MANAGEMENT** *for the administration of payments made to collecting societies.*	

10.04.01	**IP Evidence** - Evidence of rights and entitlements over intellectual property owned by the College.	Retain permanently
10.04.02	**Copying Services** - Records relating to the management of the College's copying services. Includes sampling undertaken to support the payment process.	Destroy 7 years after action completed
10.04.03	**Copyright declarations.**	Destroy 4 years after action completed
10.05.00	**PRIVACY** Activities involved in ensuring the school meets its obligations under the Privacy Act 1998 (Cth). *For requests made in relation to access to, or correction of, personal information held by the school, use* **STUDENT MANAGEMENT - Student Master Record** *, or* **HUMAN RESOURCES - Staff History** *. For school policies and procedures for information privacy, use* **GOVERNANCE - Policies and Procedures** *.*	
10.05.01	**Breaches** - Management of breaches detected, or arising from a complaint. Records include complaints, investigations and reports.	Destroy 15 years after case concluded
10.05.02	**Unfounded Complaints** - Management of complaints that do not result in a privacy breach. Records include complaints, investigations and reports.	Destroy 2 years after complaint resolved
10.05.03	**Complaints Register** - Summary record created to manage privacy complaints received by the College (whether founded or unfounded) and their outcomes.	Destroy 7 years after action completed
10.06.00	**REFERENCE SERVICES** Provision of research and reference services in response to internal and external enquiries or specific projects.	
10.06.01	**Formal Requests Leading to Publication.** Records include formal requests for information, research results, responses and summaries leading to formal publication.	Retain permanently
10.06.02	**Other Requests**. Requests for information, research results, etc. not leading to formal publication.	Destroy when reference ceases
10.07.00	**STORAGE** Management of the storage of information resources including onsite, off-site or cloud storage. *For the commissioning of storage services, use* **GOVERNANCE - Agreements/Contracts** *. For financial records, use* **FINANCIAL MANAGEMENT - Accounting** *.*	
10.07.01	**Records Storage**. Records relating to the recall and return of records from off-site storage, transfer consignment lists, proof of receipt records from off-site storage suppliers. Also includes Museum storage of artefacts.	Destroy 7 years after administrative use has concluded
10.08.00	**TOURS** Activities involved in the arrangement of Museum tours, with a view to inform, educate or promote the College. *For the physical maintenance of the Museum, use* **PROPERTY & FACILITIES MANAGEMENT - Maintenance and Repairs** *. For the reporting of, and investigation into, accidents or incidents involving a student during a Museum tour, use* **STUDENT MANAGEMENT - Health and Welfare** *. For the reporting of, and investigation into, accidents or incidents involving a member of staff, contractor or visitor, use* **WORK HEALTH & SAFETY (WH&S) - Compensation** *or* **Incidents** *.*	
10.08.01	**Museum Tours**. Records relating to the arrangement of Museum tours and the accompanying preparation and delivery of educational materials.	Destroy when reference ceases

11.00.00	**SCHOOL-RELATED GROUPS** Establishment, management, operation of school-related groups and their activities, such as Alumni, Parent & Friends Associations, Foundations, Ex-Students' Union. *For financial records, use* **FINANCIAL MANAGEMENT** .
11.01.00	**ACTIVITIES** Management of the school-related group's activities, e.g. planning and organising fund raising, reunions, commemorations. *For financial records of funds received from external sources, use* **FINANCIAL MANAGEMENT - Accounting** .

11.01.01	**Arrangements**. Records relating to the planning, arrangement, coordination and hosting of school-related groups' activities such as reunions, commemorations, anniversaries, celebrations, and fund-raising functions or events.	Destroy 5 years after action completed

11.02.00	**MANAGEMENT** The Group's establishment and governance. Includes registers of school-related group members. *For reporting to the College's Board/Council, use* **GOVERNANCE - Reporting** .

11.02.01	**Management**. Records include the school-related groups' Constitution, rules, policies, procedures, membership lists, and minutes of meetings.	Retain permanently

12.00.00	**SPIRITUAL PROGRAMS** Spiritual/religious services provided to students and the wider school community, e.g. through the College chapel. *For photographs and artefacts, use* **OBJECTS.**
12.01.00	**RELIGIOUS CEREMONIES AND SERVICES** Conduct of baptism, confirmation, marriage, funeral and memorial ceremonies, as well as religious services for the school and/or the wider community.

12.01.01	**Summary Records -** Summary records of baptisms, confirmations, marriages, funerals and memorials. Records include registers, indexes, and lists of participants. *Copies of the marriage register should be made prior to its transfer to the local Parish Church.*	Retain permanently
12.01.02	**Arrangements -** Administrative arrangements for ceremonies and services.	Destroy 5 years after action completed

13.00.00	**STAFF DEVELOPMENT** Development of staff skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes performance appraisals, identification and implementation of all aspects of training needs and programs (internal and external) available to staff.
13.01.00	**AWARDS MANAGEMENT** Administration and implementation of the College's awards program for staff. Includes routine or periodic awards to employees in recognition of service.

13.01.01	**Awards**. Routine or periodic awards given to employees in recognition of service.	Destroy 10 years after action completed

13.02.00	**CONFERENCES** The activities involved in arranging or attending conferences or seminars held either by the College or by external organisations. Includes registration, publicity, and participants' reports.	
13.02.01	**Final Reports & Addresses**. Final, approved versions of proceedings, reports and addresses from conferences or seminars arranged by the College for staff development, skills or professional development purposes.	Destroy 5 years after action completed
13.02.02	**Onsite arrangements for College seminars**. Administrative arrangements for conferences or seminars arranged by the College for staff development purposes.	Destroy 2 years after action completed
13.02.03	**Staff Attendance at External Conferences**. Records relating to staff attendance at conferences or seminars held by external organisations. Records include registration forms, conference materials, programs, invitations, and participants' reports.	Destroy when reference use ceases
13.03.00	**PERFORMANCE MANAGEMENT** The process of identifying, evaluating, and developing employee work performance so that the College's goals and objectives are achieved and also benefiting employees through recognition and performance feedback.	
13.03.01	**Program Implementation and Management**. Records relating to the administration and implementation of performance management programs.	Destroy 10 years after action completed
13.03.02	**Individual performance agreements, staff development plans, performance assessment reports**. Records relating to the assessment, evaluation and review of an employee's performance. Includes performance agreements and staff development plans, reports on performance assessments, evaluations and reviews.	Destroy 3 years after superseded
13.04.00	**TRAINING** The activities associated with the development of training materials and/or delivery arrangements for staff training from external suppliers. Includes accredited or approved courses, programs, training packages, modules and units provided for staff.	
13.04.01	**Staff training needs analyses.**	Destroy 5 years after action completed
13.04.02	**Master Record of Accredited/Approved Training**. Master record of accredited or approved courses, programs, training packages, modules and units provided for staff. Records include summary of curriculum content; syllabus; teaching objectives; assessment methods; course, subject or unit descriptions and delivery methods. Also includes staff members' compliance with external training requirements, e.g. annual CPR training. *For the approval of courses, use **GOVERNANCE - Regulation** .*	Destroy 7 years after accreditation expires or is revoked, or course is discontinued

14.00.00	**STUDENT MANAGEMENT** Management of students by supporting them throughout their attendance at school, assisting them to undertake and successfully complete their studies. Includes child protection, admissions, enrolment, behaviour/discipline, awards, attendance, co-curricular activities, work experience, financial assistance, student identity & status (e.g. home & relationship information), student details (including medical), change of status, transfer information, court orders, matters affecting the safety, health and general welfare of students such as domestic violence, any form of child abuse, drug abuse, and support services and programs such as immunisations, counselling, medical assessment. *For the development, operation and monitoring of student services and support programs, including counselling, guidance and clinical services, use* **STUDENT SUPPORT SERVICES** *. Use* **STUDENT MANAGEMENT - Student Master Record** *, for individual student's behaviour records.*	
14.01.00	**ADMISSIONS** Activities connected with student admission, enrolment and transition, and student departures before the end of Year 12. Includes student census and specific measures associated with the management of admissions of individual students. *Use* **STUDENT MANAGEMENT - Student Master Record** *for the College's Admissions Summary record, and Individual Admissions: Successful & Departures records* **.**	
14.01.01	**Admissions Summary** Summary of admissions/enrolments, and summary of departures pre Year 12. Includes Admissions register (or equivalent).	Retain permanently
14.01.02	**Student Enrolment - Successful** Individual student enrolment records - successful. Records include applications and supporting documents, decisions and appeals.	Destroy 7 years after student leaves the school, and if a summary record exists
14.01.03	**Student Departures -** Individual student departure records, pre Year 12.	Destroy 25 years from date of birth, and if a summary record exists
14.01.04	**Unsuccessful/Withdrawn Enrolments** - Individual student enrolment records - unsuccessful or withdrawn. Applications for enrolment that are unsuccessful or the applicants did not commence at the school as they withdrew their application. Records include applications and supporting documentation, decisions, appeals, notifications and consents from parents. Also includes Admissions program administration records, e.g. enrolment orientation etc.	Destroy 2 years after action completed
14.02.00	**ATTENDANCE** Management of student attendance and absences. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class. For behavioural issues relating to attendance, use* **STUDENT MANAGEMENT - Behaviour** *.*	
14.02.01	**Students of Indigenous origin or in out-of-home care - Attendance Records**. Records include roll books/registers, attendance database, certificates of attendance, notices of non attendance, sign in/out register.	Retain permanently
14.02.02	**Students NOT of Indigenous origin or NOT in out-of-home care - Attendance Records**. Records include roll books/registers, attendance database, certificates of attendance, notices of non-attendance, sign in/out register.	Destroy 75 years from date of birth/date of last entry
14.03.00	**AWARDS** Summaries of academic and non academic awards. *Use* **STUDENT MANAGEMENT - Student Master Record,** *for awards given to individual students.*	

14.03.01	**Awards Establishment** - Establishment of awards. Includes communication with donors/sponsors, summary records of awards granted or posts held, successful applications, nominations, records of the decision making process.	Retain permanently
14.03.02	**Awards Summaries -** Summaries of awards received by students. Records include annual lists, honour boards, registers of school captains and prefects.	Retain permanently
14.03.03	**Student Awards - Students of Indigenous origin or in out-of-home care -** Individual student awards, posts etc. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Retain permanently
14.03.04	**Student Awards - Students NOT of Indigenous origin or NOT in out-of-home care -** Individual student awards, posts, etc. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Destroy 75 years from date of birth
14.04.00	**BEHAVIOUR** Actions relating to the conduct and behaviour of students both academically and non-academically. *For policies relating to student behaviour and discipline, use **GOVERNANCE - Policies and Procedures.*** **III**	
14.04.01	**Significant Events - Students of Indigenous origin or in out-of-home care** Significant events, cases or activities, which may result in student suspensions, expulsions or prosecutions through Court. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Retain permanently
14.04.02	**Significant Events - Students NOT of Indigenous origin or NOT in out-of-home care** Significant events, cases or activities, which may result in student suspensions, expulsions or prosecutions through Court. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Destroy 75 years from date of birth
14.05.00	**CHILD PROTECTION** Provision of a safe environment for students, within and outside the school, and for exchange students and international students. Includes notifications, allegations, investigations and reports, and any related records where a person reasonably suspects harm or a risk of harm to a student, including action taken. Includes management of students subject to a relevant court order (e.g. child protection order). *For policies, framework, procedures, prevention programs, use **GOVERNANCE - Child Protection** . Use **STUDENT MANAGEMENT - Student Master Record** , for selection and screening of host families for exchange students and international students.*	

14.05.01	**Child Protection Cases -** Notifications, allegations, investigations and reports, and any related records where a person reasonably suspects harm or a risk of harm to a student, including action taken. Includes management of students subject to a relevant court order (e.g. child protection order). Records include: * formal and informal reports, records of investigations, documentation of action taken * supporting records such as attendance, leave and travel records; personnel files; counselling or discipline records; referrals to and reviews of actions, cases or decisions by external authorities; records of claims, assessments, reviews and appeals for individuals; interventions, support or compensation and attempted or successful redress; and counselling, mediation and medical records.	Retain permanently
14.05.02	**Host Families' Screening - Students of Indigenous origin or in out-of-home care -** Selection and screening of host families for exchange students and international students. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Retain permanently
14.05.03	**Host Families' Screening - Students NOT of Indigenous origin or NOT in out-of-home care -** Selection and screening of host families for exchange students and international students. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Destroy 75 years from date of birth
14.06.00	**CO-CURRICULAR ACTIVITIES** Management of programs, activities and learning experiences that complement the academic curriculum. These may take place within or outside the school, after regular school hours, and may be operated by outside organisations. Examples include: sporting events, camps, retreats, immersions, visits, clubs, cadets, debating. *Use **STUDENT MANAGEMENT - Student Master Record** , for individual student's participation in excursions, incursions, sports, arts, debating, etc. (e.g. permissions, applications, etc.) For similar activities within the academic curriculum, use **TEACHING AND LEARNING - Curriculum.** For the rostering of staff on camps, visits, and rostering coaches on sporting events, use **TEACHING AND LEARNING - Rostering.***	
14.06.01	**Program Establishment -** Establishment and major review of specific programs. *For minor reviews or changes, use the relevant **Co-Curricular Activities** topic - Arrangements.*	Destroy 2 years after program superseded or discontinued
14.06.02	**Houses -** Identification, membership, reports of houses. *For activities use other topics under **STUDENT MANAGEMENT** , or **STUDENT SUPPORT SERVICES - Health and Welfare** .* *For student addresses given as part of Captaincy elections, use **GOVERNANCE - Board, Council and Committees** .*	Destroy 5 years after action completed

14.06.03	**Arrangements - Excursions & Incursions** Arrangements for, and management of camps, visits, immersions, retreats, educational activities in other institutions (e.g. debating), overseas trips or other excursions. Includes logistical and administrative arrangements for an excursion, visit, etc. Records include plans, schedules, itineraries, transport bookings, advice to parents/guardians. *For incidents affecting one or more students, use* **STUDENT MANAGEMENT - Health and Welfare.**	Destroy 5 years after action completed
14.06.04	**Excursions & Incursions - Student Participation - Students of Indigenous origin or in out-of-home care** Records of participation of students in camps, visits, retreats, immersions, etc. Records include parent/guardian permissions, applications (e.g. for overseas trips), risk assessments. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Retain permanently
14.06.05	**Excursions & Incursions - Student Participation - Students NOT of Indigenous origin or NOT in out-of-home care** Records of participation of students in camps, visits, retreats, immersions, etc. Records include parent/guardian permissions, applications (e.g. for overseas trips), risk assessments. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Destroy 75 years from date of birth
14.06.06	**Sports Arrangements -** Arrangements for, and management of, regular sports activities or specific events. Includes logistical and administrative arrangements. Records include team lists, results, etc. *For incidents affecting one or more students, use* **STUDENT MANAGEMENT - Health and Welfare.** *For the rostering of coaches for co-curricular sporting events, use* **TEACHING AND LEARNING - Rostering** *.*	Destroy 5 years after action completed
14.06.07	**Sports - Student Participation - Students of Indigenous origin or in out-of-home care** Records of participation of students in sports and sporting events. Records include risk assessments, parent/guardian permissions and approvals. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Retain permanently
14.06.08	**Sports - Student Participation - Students NOT of Indigenous origin or NOT in out-of-home care** Records of participation of students in sports and sporting events. Records include risk assessments, parent/guardian permissions and approvals. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Destroy 75 years from date of birth
14.06.09	**Arts - Arrangements -** Records relating to logistical and administrative arrangements. Records include venue and support arrangements, schedules, tickets, program and photographs.	Destroy 5 years after action completed
14.06.10	**Arts - Student Participation - Students of Indigenous origin or in out-of-home care -** Records of participation of students in artistic events. Includes risk assessments. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Retain permanently

14.06.11	**Arts - Student Participation - Students NOT of Indigenous origin or NOT in out-of-home care** Records of participation of students in artistic events. Includes risk assessments. *If a summary record is maintained, use STUDENT MANAGEMENT - Student Master Record . If there is no summary record use this class.*	Destroy 75 years from date of birth
14.06.12	**Service Learning - Arrangements** Activities that contribute to the wider community such as fundraising, volunteering, e.g. Outreach Program, Night Patrol. Includes logistical and administrative arrangements. Records include activity plans, financial plans.	Destroy 5 years after action completed
14.06.13	**Service Learning - Student participation - Students of Indigenous origin or in out-of-home care** Records of participation of students in community events. Records include parent/guardian permissions, risk assessments. *If a summary record is maintained, use STUDENT MANAGEMENT - Student Master Record . If there is no summary record use this class.*	Retain permanently
14.06.14	**Service Learning - Student participation - Students NOT of Indigenous origin or NOT in out-of-home care -** Records of participation of students in community events. Records include parent/guardian permissions, risk assessments. *If a summary record is maintained, use STUDENT MANAGEMENT - Student Master Record . If there is no summary record use this class.*	Destroy 75 years from date of birth
14.06.15	**Co-Curricular Reports** Formal reports outlining students' participation in immersions, retreats, camps, visits and artistic events.	Retain permanently
14.07.00	**FINANCIAL ASSISTANCE** Provision of financial assistance to individual students, including bursaries and scholarships.	
14.07.01	**Financial Program Establishment** Establishment of financial assistance programs, e.g. a scholarship.	Retain permanently
14.07.02	**Financial Program Management** Management and administration of financial assistance programs (e.g. bursaries and scholarships).	Destroy 7 years after action completed and audit
14.07.03	**Financial Assistance Offers Not Accepted** Offers of financial assistance (scholarships) made to individuals, which are subsequently not accepted.	Destroy 2 years after date of offer
14.07.04	**Unsuccessful Financial Assistance Applications** for bursaries and scholarships.	Destroy 12 months after date of application
14.08.00	**HEALTH AND WELFARE** The management of student health, safety, welfare, pastoral care and wellbeing. *Use STUDENT MANAGEMENT - Student Master Record , for individual student's accident, incident, medical, welfare - counselling, advice and therapy, treatment, anaphylaxis and asthma action plans, deeds of medical indemnity, and administration of medication during school hours permission records.*	

14.08.01	**Accidents and Incidents - Register** Investigation, registration and reporting of accidents, incidents, injuries and illness. Records include accident register, first aid register, sick bay register, infectious disease register. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Destroy 75 years after last entry
14.08.02	**Accidents and Incidents - Investigation - Students of Indigenous Origin or in out-of-home care -** Reports and investigations of accidents, injuries, incidents and illness. Includes suspected event sustained at home in which the school becomes involved. Records include investigations and reports.	Retain permanently
14.08.03	**Accidents and Incidents - Investigation - Students NOT of Indigenous Origin or NOT in out-of-home care -** Reports and investigations of accidents, injuries, incidents and illness. Includes suspected event sustained at home in which the school becomes involved. Records include investigations and reports.	Destroy 75 years from date of birth
14.08.04	**Student Medical and Welfare History - Students of Indigenous origin or in out-of-home care -** Records of all physical, psychological treatment, pastoral care and support given to a student. Includes counselling, advice and therapy. Records include case notes, reports, assessments and observations, meeting notes, and treatment records. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Retain permanently
14.08.05	**Student Medical and Welfare History - Students NOT of Indigenous origin or NOT in out-of-home care** Records of all physical, psychological treatment, pastoral care and support given to a student. Includes counselling, advice and therapy. Records include case notes, reports, assessments and observations, meeting notes, and treatment records. *If a summary record is maintained, use* **STUDENT MANAGEMENT - Student Master Record** *. If there is no summary record use this class.*	Destroy 75 years from date of birth
14.08.06	**Daily Outdoor Area Safety Checks**. Records documenting the daily physical examination of children's outdoor areas (such as that found in an Early Education Centre) to ensure that the environment is free from potentially harmful objects.	Destroy 12 months after date of last entry
14.08.07	**Daily Eat & Sleep Charts**. Records documenting the daily charting of children's sleeping and eating times. Eating charts may also describe the type of food given to the child.	Destroy 12 months after date of last entry
14.08.08	**Responsible Persons on Duty Charts**. Records documenting the responsible person in day to-day charge of the Early Education centre, including any nominated supervisors placed in day-to-day charge. Includes staff sign-in/sign-out sheets.	Destroy 7 years after staff member's separation
14.09.00	**STUDENT MASTER RECORD** Summary information for individual students covering a range of student management activities. Store sealed student counselling/pastoral care file separately.	
14.09.01	**Summary Record for Indigenous Students** Summary record for students of Aboriginal or Torres Strait Islander origin.	Retain permanently

14.09.02	**Summary Record for Students in Out-of-Home care** Summary for students who are living, or have lived in orphanages, children's homes or with alternative care-givers.	Retain permanently
14.09.03	**Summary Record for Students NOT of Indigenous origin or NOT in out-of-home care** Summary for students who are not Indigenous, or are living or have lived in out- of-home-care.	Destroy 75 years from date of birth
14.09.04	**Supporting Records for Student Master Record** Supporting records for individual students covering a range of student management activities - where a summary exists.	Destroy 25 years from date of birth
14.10.00	**WORK EXPERIENCE** Arrangements for, and monitoring of individual student work experience or practical placements. Includes screening of host employer and supervisors. If a summary record is maintained, use STUDENT MANAGEMENT - Student Master Record. If there is no summary record use this class. Use STUDENT SUPPORT SERVICES - Careers, for the management and delivery of career services, programs, events and information.	
14.10.01	**Work Experience - Students of Indigenous origin or in out-of-home care**. Records include agreements with placement hosts, course/work structure, parent/guardian permissions, applications, evaluations, host reports.	Retain permanently
14.10.02	**Work Experience - Students NOT of Indigenous origin or NOT in out-of-home care**. Records include agreements with placement hosts, course/work structure, parent/guardian permissions, applications, evaluations, host reports.	Destroy 75 years from date of birth
15.00.00	**STUDENT SUPPORT SERVICES** The development, operation and monitoring of student support services and programs. Includes counselling, guidance and clinical services, inclusive education, disability and impairment, outsourced professionals, student transport and other specialist services. *For the management of specific cases, classify under* **STUDENT MANAGEMENT.**	
15.01.00	**CAREERS** Management and delivery of career services, programs, events and information. *For work experience records, classify under* **STUDENT MANAGEMENT - Student Master Record or Work Experience** *(if no summary is maintained).*	
15.01.01	**Careers Program Management and Delivery**. Provision of career advisory services and programs, specifically in relation to tertiary educational courses, transition and post-school opportunities.	Destroy 7 years after action completed
15.02.00	**FOOD SERVICES** Management and operation of food services such as school canteens, cafes. Includes stock control, licences and compliance with food safety requirements. *For records related to the ordering and purchase of stock, use* **FINANCIAL MANAGEMENT - Accounting** .	
15.02.01	**Compliance.** Meeting of regulatory requirements, including registration of food premises, assessments, inspections, food safety program, incident (e.g. contamination, poisoning) management. Records include registration certificates (or equivalent), assessment reports, incident reports, and food safety program reports.	Destroy 5 years after action completed

15.02.02	**Operations** - Routine running of food services, including stock management, equipment monitoring. Records include inventories, equipment monitoring results.	Destroy 2 years after action completed
15.03.00	**HEALTH AND WELFARE PROGRAM** Programs, plans, support services and activities provided by schools affecting the safety, health and general welfare of students. For example: immunisation, counselling, pastoral care, promotion, prevention. Includes non-educational issues which may relate to school activities e.g. domestic violence, any form of child abuse, drug abuse, the use of prescribed medication by students etc. *For individual student health and welfare records, incident and accident management, use STUDENT MANAGEMENT - Health and Welfare* .	
15.03.01	**Program Development and Monitoring** Research, development and articulation of health and welfare programs for all students, or specific categories of student. Records include final versions of program, statistics and supporting data, monitoring and evaluation records, and implementation plans.	Retain permanently
15.03.02	**Program Operation** Routine delivery of a health and welfare program or project. Records include delivery plans**,** progress reports and meeting records.	Destroy 7 years after program ceases or is superseded
15.03.03	**Summary Health Data** Summary data relating to programs administered, e.g. vaccination.	Destroy 7 years after action completed
15.04.00	**LIBRARY** Management and delivery of library services and programs which support both students and staff. *For Library staff rosters used in the supervision of students before and after school, use* **TEACHING & LEARNING - Rostering.**	
15.04.01	**Program and Service Management**. Provision of library programs and services, including collection acquisition, loans, de-accessioning and student and staff support. Records include guides/instructions, lists of acquisitions and disposals, loan and collection management records.	Destroy when superseded
15.04.02	**Students Attendance in Library**. Records which document before and after school students' attendance in Library. Includes Library sign-in/out sheets.	Destroy 75 years after date of last entry
15.05.00	**LOANS** Management of musical instrument loans to students. Also includes locker and padlock loans to Middle and Senior Years students. *Use* **FINANCIAL MANAGEMENT - Accounting** *, for those loan records where payment is involved.*	
15.05.01	**Loan registers.**	Destroy when reference ceases

15.06.00	**OUT OF SCHOOL HOURS CARE (OOSH)** Provision of care facilities to students outside of school hours. Includes before and after school care, vacation care and pupil free days. *Use **STUDENT MANAGEMENT - Student Master Record,** for individual student registration, health and welfare issues, incidents and accident management records. For the commissioning of services and final agreements/ contracts, use **GOVERNANCE - Agreements/Contracts** .*	
15.06.01	**Attendance Registers - Students of Indigenous origin or in out-of-home care** Registration of students attending out of hours care.	Retain permanently
15.06.02	**Attendance Registers - Students NOT of Indigenous origin or NOT in out-of-home care** Registration of students attending out of hours care.	Destroy 75 years after action completed
15.06.03	**OOSH Activities** Development and provision of programs, activities.	Destroy 5 years after action completed
15.06.04	**External Services** Management and monitoring of external organisations providing out of hours care on behalf of the school. Records include tenders, appointments, contracts, service level agreements. *For all matters (e.g. incidents, health, activities) relating to the student use the relevant topic. For the commissioning of services and final agreements/ contracts, use **GOVERNANCE - Agreements/Contracts** .*	Destroy 7 years after action completed
15.07.00	**STUDENT TRANSPORT SERVICES** The activity of managing school transport for students to and from College, on student excursions and trips. Includes route planning and logistical arrangements. Also includes rostering of coach/bus drivers.	
15.07.01	**Route planning/ transport arrangements**. Records relating to route planning and transport logistical arrangements.	Destroy 2 years after superseded/action completed
15.07.02	**Rosters**. Coach/bus drivers' rosters.	Destroy 75 years after date of last entry
16.00.00	**TEACHING AND LEARNING** Teaching and learning services provided to students at all levels, including distance and inclusive education.	
16.01.00	**CURRICULUM** The planning, research, development, implementation and evaluation of curriculum including the teaching and learning services offered to students. Includes curriculum for school-based apprenticeship or traineeship.	
16.01.01	**Major Programs** Research and development of programs that have a substantial impact on the curriculum and its delivery. Records include plans, programs, reports, final versions of the curriculum.	Retain permanently

16.01.02	**Development and Delivery** Routine development and delivery of curriculum and teaching materials. Records include curriculum content, revisions to units, syllabus, course notes, working papers, teaching methods, subject lists, handbooks, class programs, lesson guides. *For trainees or apprentices that undertake a qualification with an external supervisor, use **STUDENT MANAGEMENT - Student Master Record** .*	Destroy when superseded
16.01.03	**Review** Regular or specific review or evaluation of curriculum and its delivery. Records include teacher observations, review reports and meeting notes.	Destroy 5 years after action completed
16.01.04	**International Baccalaureate (IB) Management and Delivery.** Management and delivery of the IB program and curriculum. Records include curriculum, program structure, teaching methods, subject lists, handbooks, class program, and lesson guides. *For student results, use **TEACHING AND LEARNING - Examinations and Assessments** . For becoming an authorised IB school, use **GOVERNANCE - Regulation** .*	Destroy when superseded
16.02.00	**EXAMINATIONS AND ASSESSMENTS** Setting of, and arrangements for, examinations and various other assessments, including examination records. *For applications made to NSW Education Standards Authority (NESA) for special consideration during examinations (e.g. disability provision), or for individual student assessment and achievement, use **STUDENT MANAGEMENT - Student Master Record.***	
16.02.01	**Summary Results - Qualifications** Summary of results for years 11 and 12, IB students, apprentices and trainees for each year.	Retain permanently
16.02.02	**Summary Results - Other Years** Summary of results or examinations and assessments for years other than 11 and 12.	Destroy 10 years after action completed.
16.02.03	**Individual Students - Results - Indigenous origin or in out-of-home care** Record of individual student assessment and achievement, including student reports, results, statements of attainment, training contracts/agreements. Includes completion or partial completion of traineeships and apprenticeships. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Retain permanently
16.02.04	**Individual Students - Results - Other Students** Record of individual student assessment and achievement, including student reports, results, statements of attainment, training contracts/agreements. Includes completion or partial completion of traineeships and apprenticeships. *If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record** . If there is no summary record use this class.*	Destroy 75 years from date of birth
16.02.05	**Certificates** Records relating to the request for, and provision of, copies of certificates and/or academic transcripts given to students, parents or guardians. *For the Year 12 School Reference, use **STUDENT MANAGEMENT - Student Master Record** .*	Destroy 2 years after action completed

16.02.06	**Arrangements** Administrative arrangements for setting, holding and supervision of examinations or other assessments, including examination/ assessment materials. Records include timetables, exam sheets, test papers, assignments, answer books, marking guides, supervision rosters, and special consideration requests.	Destroy 2 years after action completed
16.03.00	**HIGH POTENTIAL PROGRAMS** Education programs specifically directed and provided to students recognised as gifted, talented and high potential. Classify under **STUDENT MANAGEMENT** for individual student results.	
16.03.01	**Programs** Program-level design and management. Records include plans, reports, lists of registered students, engagement of support services and program design records.	Retain permanently
16.03.02	**Individual Students - Indigenous origin or in out-of-home care students** Management of individual students. Records include student work plans, referrals, student interview notes, psychometric testing results, teacher observations. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	Retain permanently
16.03.03	**Individual Students - Other students** Management of individual students. Records include student work plans, referrals, student interview notes, psychometric testing results, teacher observations. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	Destroy 75 years from date of birth
16.04.00	**INCLUSIVE EDUCATION** Education programs specifically directed and provided to students with learning or physical disabilities. Classify under **STUDENT MANAGEMENT** for individual student results.	
16.04.01	**Programs** Program-level design and management. Records include program design, plans, reports, lists of registered students, engagement of support services.	Retain permanently
16.04.02	**Individual Students - Indigenous origin or in out-of-home care students** Management of individual students. Records include student work plans, referrals, and teacher observations.	Retain permanently
16.04.03	**Individual Students - Other students** Management of individual students. Records include student work plans, referrals, and teacher observations.	Destroy 75 years after date of birth
16.05.00	**LEARNING ANALYTICS** Measurement, collection, analysis and reporting of student performance data to improve teaching and learning, and better manage individual students' academic performance. Classify under **STUDENT MANAGEMENT** for individual student results.	

16.05.01	**Aggregated Data and Analysis** Data collected and analysed that is used for routine reporting, predictive modelling, identifying gaps and opportunities for improvement. For reports or other outcomes that affect curriculum and program development, use **TEACHING AND LEARNING - Curriculum**, or **TEACHING AND LEARNING - Inclusive Education**.	Destroy 10 years after obsolete or superseded
16.05.02	**Data Analysis Individual Students - Indigenous origin or in out-of-home care** Data and analysis for individual students. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	Retain permanently
16.05.03	**Data Analysis Individual Students - Not of Indigenous Origin or NOT in out-of-home care** Data and analysis for individual students. If a summary record is maintained, use **STUDENT MANAGEMENT - Student Master Record**. If there is no summary record use this class.	Destroy 75 years from date of birth
16.06.00	**QUALITY IMPROVEMENT PLANNING** The process of undertaking a self-assessment of a provider's education and care services against the National Quality Standard in order to identify those practices that can or should be improved, and to assist in planning future improvements.	
16.06.01	**Quality Improvement Plans**. Also includes records relating to the development or review of plans.	Destroy 7 years after plan is superseded
16.07.00	**ROSTERING** Allocation of teachers or supervisors to camps, visits, sporting events, excursions, etc.	
16.07.01	**Rosters**. Records relating to teacher duty rosters as implemented, including teacher playground duties and co-curricular sport (coach) rosters.	Destroy 75 years after the event
16.08.00	**TIMETABLES** A listing that shows the times in the week in which particular subjects are taught. For rostering of staff on camps, visits, sporting events etc., use **TEACHING AND LEARNING - Rostering.**	
16.08.01	**Establishment** Establishment of class timetables.	Destroy when superseded
17.00.00	**VEHICLES** The function of acquiring, maintaining, repairing and disposing of the College's fleet of vehicles. Vehicles includes all means of transport owned or used by the College to transport people or items. See **PLANT, EQUIPMENT & STORES** for the acquisition, supply, maintenance, repair and disposal of items of machinery, tools, plant and stores used by the College. See **FINANCIAL MANAGEMENT - Insurance** for the College's insurances taken out to cover loss or damage to the College's vehicles or the claiming against an insurance policy. See **GOVERNANCE - Policy and Procedures** for the development, implementation or review of the College's vehicle management policies or procedures. See **FINANCIAL MANAGEMENT - Accounting** for vehicle acquisitions or disposals (sales, auctions).	

17.01.00	**ARRANGEMENTS** The processes involved in making arrangements for the usage of the College's vehicles. Use **VEHICLES** - Vehicle History File, if only one file is created per vehicle.	
17.01.01	**Arrangements**. Records relating to arrangements for using vehicles. Records include: * booking schedules * trip instructions * travel itineraries and programs.	Destroy 2 years after action completed
17.02.00	**AUTHORISATION** Seeking and granting permission to use College vehicles.	
17.02.01	**Authorisation**. Records relating to requests and approvals authorising the use of vehicles not involving financial arrangements.	Destroy 2 years after authorisation expires
17.03.00	**COMPLIANCE** Activities relating to the College's compliance with regulatory or legal requirements, such as vehicle registration.	
17.03.01	**Compliance**. Records relating to the registration of the College's fleet of vehicles. Records include: * Safety inspection reports * Renewals.	Destroy 6 months after registration has expired, been renewed or been sold
17.04.00	**INFRINGEMENTS** The activities associated with traffic or driving violations. See **FINANCIAL MANAGEMENT - Accounting** for records relating to the payment of fines. See **GOVERNANCE - Legal Services - Litigation** for records relating to infringements that result in litigation. See **HUMAN RESOURCES - Staff History** for records relating to disciplining employees for infringements.	
17.04.01	**Infringements**. Records relating to traffic or driving infringements regarding vehicles used or maintained by the College. Records include: * infringement notices * correspondence with relevant authorities * supporting documentation.	Destroy 2 years after action completed
17.05.00	**LEASING** The activities involved in leasing vehicles from an external provider. See **FINANCIAL MANAGEMENT - Accounting**, for records relating to financial transactions associated with leasing, acquiring or disposing of vehicles. See **FINANCIAL MANAGEMENT - Taxation**, for records relating to Fringe Benefits Tax reports received from leasing companies. Use VEHICLES - Vehicle History File, if only one file is created per vehicle.	

17.05.01	**Leasing**. Records relating to the administration of leased or hired vehicles. Includes: * lease agreements * reports received from leasing companies.	Destroy 7 years after lease or hire arrangement expires or is terminated
17.06.00	**MAINTENANCE AND REPAIR** The activities associated with the upkeep, repair and servicing of vehicles. **Use VEHICLES - Vehicle History File**, if only one file is created per vehicle.	
17.06.01	**Repairs & maintenance - College Vehicles**. Repairs, modifications and maintenance of College owned vehicles (excluding maintenance contracts). Records include maintenance record books.	Transfer to new owner after sale OR destroy 6 months after write-off of vehicle
17.06.02	**Repairs & maintenance - Leased Vehicles**. Repairs and maintenance of leased vehicles (excluding maintenance contracts). Records include maintenance record books.	Transfer to leasing company after lease termination or expiry
17.07.00	**PARKING** Administration of onsite College parking by staff, visitors or contractors.	
17.07.01	**Staff Parking Permits.**	Destroy after expiry of permit
17.08.00	**REPORTING** Reports generated as a result of requirements laid down in legislation or College policy.	
17.08.01	**Reporting**. Development and review of reports relating to the management of College vehicles, e.g. running costs, fuel expenditure, utilisation, reporting on theft/serious incidents. Includes final, approved versions of reports.	Destroy 5 years after action completed
17.09.00	**VEHICLE HISTORY FILE** A consolidated history of action taken against each College owned or leased vehicle. Includes compliance (College's compliance with regulatory or legal requirements, such as vehicle registration), leasing arrangements, and maintenance and repair activities such as servicing of vehicles. For the calculation of Fringe Benefits Tax liabilities and Fringe Benefits Tax reports received from vehicle leasing companies, use **FINANCIAL MANAGEMENT - Taxation**. See **FINANCIAL MANAGEMENT - Accounting**, for records relating to financial transactions associated with leasing, acquiring or disposing of vehicles.	
17.09.01	A consolidated history of action taken against each College owned or leased vehicle.	Destroy 7 years after action completed

18.00.00	**WORK HEALTH & SAFETY (WH&S)** Implementation and coordination of WH&S programs. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures. For the identification and management of hazardous materials and stores, use **PROPERTY & FACILITIES MANAGEMENT - Hazardous Materials**. For the meeting and deliberation of the WH&S Consultative Committee, use **GOVERNANCE - Board, Council and Committees.**	
18.01.00	**AUDIT** Conduct of external or internal WH&S audits and inspections.	
18.01.01	**Audits**. Records include minutes, notes of meetings with inspection/auditing body, interview notes, final reports and records of remedial action.	Destroy 10 years after audit/inspection completed
18.02.00	**COMPENSATION** Management of claims for compensation submitted for personal injury of a staff member, contractor, volunteer or visitor. Includes the rehabilitation of injured workers. For insurances taken out to cover loss or damage to property or premises, and to cover visitors, students and employees against injury or death resulting from incidents on the College's premises or whilst engaged during employment, use **FINANCIAL MANAGEMENT - Insurance & Claims**.	
18.02.01	**Compensation**. Records include incident reports, results of investigations, claims, medical details, notifications and correspondence with insurer, return to work plans.	Destroy 75 years from date of birth, and if a summary record exists
18.03.00	**INCIDENTS** Investigation and reporting on dangerous occurrences, any accidents or incidents where personal injury and incapacity of a staff member, contractor or visitor occurred on the College's premises, or for staff and contractors while travelling on duty. For all claims for workers compensation, use **WORK HEALTH & SAFETY (WH&S) - Compensation**.	
18.03.01	**Incidents**. Records include accident/incident registers and associated reports.	Destroy 75 years from date of birth, and if a summary record exists
18.03.02	**Incident Registers.** Records include accident, incident and injury registers or summaries.	Destroy 75 years from date of last entry