Record Retention
FRAMEWORK

Related Policy and Documents

The following documents must be read in reference to the information provided in this procedure document.

Record Management Policy

This framework covers records from Early Childhood to Senior Secondary and all corporate and governance records of NT Christian Schools, in any format (hardcopy, digital, digitised, email, SMS, pictorial and multimedia). The framework establishes the minimum retention period for each type of record listed in the framework regardless of the medium or how the form in which the record is created. Retention period is calculated after a 'trigger' event such as 'destroy after - years after DOB', 'destroy X years after agreement expires', 'destroy X years after action completed'.

Before a record is destroyed, even if it has met the retention requirement in this framework, consideration must be given to determine if there is any further need to retain the record (refer to section 4.4 Record Retention of NT Christian Schools' Record Management Policy).

This Framework is included as Annexure A in the Record Management Policy
Australian Society of Archivists – Records Retention & Disposal Schedule for Non-Government Schools, 2nd Edition April 2018

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
OBJECTS			
Material of high significance to the history of the school, e.g. formal group photographs, plaques, flags, trophies and newspaper cuttings, etc. *Use the relevant topic to sentence photographs and newspaper cuttings. For other memorabilia (e.g. plaques, flags, trophies, etc) use Significance 2.0: https://www.arts.gov.au/what-we-do/museums-libraries-and-galleries/significance-20*			
		Formal group photographs; other photographs; newspaper cuttings	Retain permanently
EPHEMERA			
Information that is of ephemeral or short-term use, e.g. duplicate copies of material held for reference; information of short-term facilitative value; working papers and drafts that will not be reused. *For objects/ physical artefacts, use OBJECTS.*			
		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
STUDENT MANAGEMENT			
Management of students by supporting them throughout their attendance at school, assisting them to undertake & successfully complete their studies. Includes child protection, admissions, enrolment, behaviour/discipline, awards, attendance, activities, financial assistance, boarding, home schooling, student identity & status (e.g. home & relationship information, student details (inc medical), change of status, transfer information, court orders, matters affecting the safety, health & general welfare of students such as domestic violence, any form of child abuse, drug			

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
abuse, & support services & programs such as immunisations, counselling, medical assessment.			
STUDENT MASTER RECORD - Summary information for individual students covering a range of student management activities. Includes: demographic details including relationships, past academic record, enrolment, attendance, awards & scholarships, international status, medical & welfare history, results, Year 12 School Reference, courses, house, suspensions, co-curricular activities, transfers, work experience/ placements, teacher observations. Includes students undertaking work experience placements at the school. *If a consolidated student master record is not maintained then the records relating to various aspects of the student's time at school must be retained, as per the classes listed under STUDENT MANAGEMENT & TEACHING & LEARNING.*	**INDIGENOUS STUDENTS** - Summary record for students of Aboriginal or Torres Strait Islander origin		Retain permanently
	STUDENTS IN OUT-OF-HOME-CARE - Summary for students who are living, or have lived in orphanages, children's homes or with alternative caregivers.		Retain permanently
	OTHER STUDENTS - Summary for students who are not Indigenous or are living or have lived in out-of-homecare.		Destroy 75yrs from DOB
	SUPPORTING RECORDS FOR STUDENT MASTER RECORD - Supporting records for individual students covering a range of student management activities - where a summary exists		Destroy 25yrs from DOB
ADMISSIONS - Activities connected with student admission, enrolment & transition, & student departures before the end of Year 12. Includes student census & specific measures associated with the management of admissions of individual students.	**SUMMARY** - Summary of admissions/enrolments, & summary of departures pre-Year 12	Admissions register (or equivalent)	Retain permanently
	INDIVIDUAL - SUCCESSFUL - Individual student enrolment records - successful	Application & supporting documentation; decision; appeals	Destroy 7yrs after student leaves the school, & if a summary record exists
	INDIVIDUAL - DEPARTURES - Individual student departure records, pre-Year 12		Destroy 25yrs from DOB, & if a summary record exists
	INDIVIDUAL - UNSUCCESSFUL - Individual student enrolment records - unsuccessful - Applications for enrolment that are unsuccessful, or the applicants did not commence at the school.	Application & supporting documentation; decision; appeals; notifications & consents from parents;	Destroy 2yrs after action completed
ATTENDANCE - Management of student attendance & absences. Includes movement of students in & out of their accommodation. *For behavioural issues relating to attendance, use STUDENT MANAGEMENT - BEHAVIOUR. If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*		Roll books/registers; attendance database; certificates of attendance; notices of non-attendance; sign-in/ out register	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75 yrs from DOB
FINANCIAL ASSISTANCE - Provision of financial assistance to individual students, including bursaries	**ESTABLISHMENT** - Establishment of financial assistance programs, e.g. a scholarship.		Retain permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
& scholarships.	**PROGRAM MANAGEMENT** - Management & administration of financial assistance programs		Destroy 7 yrs after action completed & audit
	INDIVIDUAL AWARDS - Award of financial assistance to specific students, eg. a scholarship, an allowance. *For summary information use STUDENT MANAGEMENT - STUDENT MASTER RECORD.*		Destroy 7 yrs after assistance granted.
AWARDS - academic & non-academic awards won by students, including honours, posts held by students, prizes.	**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
	SUMMARIES - of awards received by all students	Annual lists, honour boards, registers of school captains & prefects	Retain permanently
	INDIVIDUAL AWARDS - 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.*		Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
ACCIDENTS AND INCIDENTS - Investigation, registration & reporting of accidents, incidents, injuries & illness. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	**REGISTER** - of accidents, injuries, incidents, illness & notifiable disease	Accident register, first aid register, sick bay register, infectious disease register	Destroy 75yrs after last entry
	INVESTIGATION - Reports & investigations of accidents, injuries, incidents & illness. Includes suspected event sustained at home in which the school becomes involved.	Investigations & reports	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
STUDENT MEDICAL AND WELFARE HISTORY - Records of all physical, psychological treatment, pastoral care & support given to a student. Includes counselling, advice & therapy. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*		Case notes, reports, assessments & observations, meeting notes, treatment records,	Indigenous students or students in out-of-home care - Retain permanently. Other students - Destroy 75 yrs from DOB.
CHILD PROTECTION - Provision of a safe environment for students, within & outside the school, & for exchange students & international students. *For policies, framework, procedures, prevention programs use GOVERNANCE - CHILD PROTECTION.*	**CASES** - Notifications, allegations, investigations & reports, & 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)	Reports - formal & informal, records of investigations, recommendations, documentation of action taken. Supporting records, e.g. attendance, leave & travel records; personnel files; counselling or discipline records; referrals to & review of actions, cases or decisions by external authorities; records of	Retain permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
		claims, assessments, reviews & appeals for individuals; interventions, support or compensation & attempted or successful redress; & counselling, mediation & medical records	
	HOST FAMILIES - Selection & screening of host families for exchange students & international students. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*		Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
BEHAVIOUR - Actions relating to the conduct & behaviour of students both academically & non-academically. *For policies relating to student behaviour & discipline use GOVERNANCE - POLICIES & PROCEDURES.*	**SIGNIFICANT EVENTS** - 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.*		Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
	ROUTINE EVENTS - Routine events, cases or activities		Destroy 6yrs after student leaves the school
HOME SCHOOLING - Management of students seeking exemption to be schooled from home. *For records relating to a student while they are at school, use other classes under STUDENT MANAGEMENT. If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*		Copies of parent application to the relevant authority; student details; communications regarding approval/ non approval.	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
WORK EXPERIENCE - Arrangements for, & monitoring of individual student work experience or practical placements. Includes screening of host employer & supervisors. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*		Agreements with placement hosts, course/work structure, parent/guardian permissions, applications, evaluations, host reports	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
CO-CURRICULAR ACTIVITIES - Management of programs, activities & learning experiences that complement the academic curriculum. These may take place within or outside the school, after regular	**PROGRAM ESTABLISHMENT** - Establishment & major review of specific programs. *For minor reviews or changes, use the relevant CO-CURRICULAR ACTIVITY topic - ARRANGEMENTS*		Destroy 2yrs after program superseded or discontinued

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
school hours, & may be operated by outside organisations. Examples include: sporting events, camps, visits, clubs, cadets, debating. *For incidents affecting one or more students, use STUDENT MANAGEMENT - HEALTH & WELFARE. For similar activities within the academic curriculum, use TEACHING & LEARNING - CURRICULUM. For records of significant achievement, use STUDENT MANAGEMENT - AWARDS. For the rostering of staff on camps, visits etc, use ADMINISTRATION - HUMAN RESOURCES - ROSTERING.*	**HOUSE** - Identification, membership, reports of houses. *For activities use other topics under STUDENT MANAGEMENT - ACTIVITIES, or STUDENT MANAGEMENT - HEALTH & WELFARE*		Destroy 5yrs after action completed
CO-CURRICULAR ACTIVITIES - EXCURSIONS - Arrangements for, & management of camps, visits, educational activities in other institutions (e.g. debating), overseas trips or other excursions.	**ARRANGEMENTS** - Logistical & administrative arrangements for an excursion, visit etc. *For incidents affecting one or more students, use STUDENT MANAGEMENT - HEALTH & WELFARE*	Plans, schedules, transport bookings, advice to parents/ guardians	Destroy 5yrs after action completed
	STUDENT PARTICIPATION - Records of participation of students in camps, visits etc. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	Parent/guardian permissions, applications (e.g. for overseas trips), photographs	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
CO-CURRICULAR ACTIVITIES - SPORTS - Arrangements for, & management of regular sports activities or specific events.	**ARRANGEMENTS** - Logistical & administrative arrangements. *For incidents affecting one or more students, use STUDENT MANAGEMENT - HEALTH & WELFARE*	Team lists, rosters, results	Destroy 5yrs after action completed
	STUDENT PARTICIPATION - Records of participation of students in sports & sporting events. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	Photographs, parent/ guardian permissions & approvals	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
CO-CURRICULAR ACTIVITIES - ARTS - various types of creative arts (e.g. art, music, performances, competitions). *For creative arts curriculum use TEACHING & LEARNING - CURRICULUM*	**ARRANGEMENTS** - Logistical & administrative arrangements.	Venue & support arrangements, schedules, tickets, programs, photographs	Destroy 5yrs after action completed
	STUDENT PARTICIPATION - Records of participation of students in artistic events. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	Photographs	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
SERVICE LEARNING - Activities that contribute to the wider community such as fundraising,	**ARRANGEMENTS** - Logistical & administrative arrangements.	Activity plans, financial plans	Destroy 5yrs after action completed

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
volunteering.	**STUDENT PARTICIPATION** - Records of participation of students in community events. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	Parent/guardian permissions, photographs	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB

STUDENT SERVICES

The development, operation & monitoring of student services & support programs. Includes counselling, guidance & clinical services, special education units, accommodation, disability & impairment, outsourced professionals & other specialist services. *For the management of specific cases, use the relevant topic under STUDENT MANAGEMENT.*

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FOOD SERVICES - Management & operation of food services such as school canteen, tuck-shop. Includes stock control, licenses & compliance with food safety requirements.	**COMPLIANCE** - Meeting of regulatory requirements, including registration of food premises, assessments, inspections, food safety program, incident (e.g. contamination, poisoning) management.	Registration certificates (or equivalent); assessment reports; food safety program	Destroy 5yrs after action completed
	OPERATIONS - Routine running of food services, including stock management, equipment monitoring	Inventories; equipment monitoring results	Destroy 2yrs after action completed
OUT OF HOURS CARE - Provision of care facilities to students outside of school hours. Includes before & after school care, vacation care & pupil free days. *For individual student health & welfare issues, incidents & accident management use STUDENT MANAGEMENT- HEALTH & WELFARE.*	**ATTENDANCE** - Registration of students attending out of hours care.		Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
	ACTIVITIES - Development and provision of programs, activities		Destroy 5 yrs after action completed
	EXTERNAL SERVICES - Management and monitoring of external organisations providing of out of hours care on behalf of the school. *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 – AGREEMENTS/CONTRACTS.*	Tenders, appointment, contracts, service level agreements	Destroy 7yrs after action completed
HEALTH & WELFARE - Programs, plans, support services & activities provided by schools affecting the safety, health & 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 & welfare records,*	**PROGRAM DEVELOPMENT AND MONITORING** - Research, development and articulation of health and welfare programs for all students, or specific categories of student.	Final versions of program, statistics and supporting data, monitoring and evaluation records, implementation plans	Retain permanently
	PROGRAM OPERATION - Routine delivery of a health and welfare program or project	Delivery plans, progress reports, meeting records	Destroy 7yrs after program ceases or is superseded
	SUMMARY HEALTH DATA - summary data relating to	Vaccination register	Destroy 7yrs after action

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
incident & accident management use STUDENT MANAGEMENT- HEALTH & WELFARE.	programs administered, e.g. vaccination.		completed
ACCOMMODATION - Management of arrangements for providing places of residents for students, including boarding & homestay. Includes applications, selection & administration of the services. *For the commissioning & contracting-out of accommodation services, use AGREEMENTS/CONTRACTS. For incidents affecting one or more students, use STUDENT MANAGEMENT - HEALTH & WELFARE. For the movement of students in & out of their accommodation, use STUDENT MANAGEMENT - ATTENDANCE.*	**SUCCESSFUL** - Successful applications for accommodation services	Applications, code of conduct	Applications, code of conduct
	UNSUCCESSFUL - Withdrawn or unsuccessful applications for accommodation services.	Applications	Applications
CAREERS - Provision of career advice, programs, information, services & events. *For work experience use STUDENT MANAGEMENT - WORK EXPERIENCE*			Destroy 5yrs after action completed
LIBRARY - Provision of library services, including collection acquisition, management (including loans), de-accessioning & student & staff support.		Collection management records, guides/ instructions, lists of acquisitions and disposals, loan records	Destroy when superseded
SCHOOL ANIMAL AND CROP MANAGEMENT - Activities relating to the breeding, care, use, protection & disposal of animals & animal body parts or specimens, & the planting, growth, maintenance, use, protection & disposal of plant material or specimens for educational purposes. *For the management of hazardous materials, use ADMINISTRATION - PROPERTY - HAZARDOUS MATERIALS.*		Records relating to animal or property acquisition and disposal, animal identification, permits, agistment, veterinary and care, chemical management, disease and pest control, housing or storage facilities, transportation, quarantine, scientific use approval, plant disposal, soil tests, usage registers	Destroy 7yrs after action completed

SPIRITUAL PROGRAMS

Spiritual/religious services provided to students and the wider school community, e.g. through a school chapel. *For photographs and artefacts, use OBJECTS.*

RELIGIOUS CEREMONIES AND SERVICES - Conduct of baptism, confirmation, marriage, funeral and memorial ceremonies, and religious services for the school and/or the wider community.	Summary records of baptisms, confirmations, marriages, funerals and memorials.	Registers, indexes, lists of participants	Retain permanently
	ARRANGEMENTS - Administrative arrangements for ceremonies & services.		Destroy 5yrs after action completed

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
CHAPLAINCY PROGRAMS - Establishment and conduct of chaplaincy programs, government funded or otherwise.	**ESTABLISHMENT** - Formal arrangements for the establishment of a chaplaincy program & reporting, *use GOVERNANCE - AGREEMENTS/ CONTRACTS*		
	FUNDING - For funding applications, *use ADMINISTRATION - FINANCE - FUNDING.*		
	For the engagement of chaplains, treat as for *ADMINISTRATION - HUMAN RESOURCES.*		
	PASTORAL CARE - For pastoral care programs, use STUDENT SERVICES - HEALTH AND WELFARE. For the provision of pastoral care to specific students, *use STUDENT MANAGEMENT - HEALTH AND WELFARE.*		
	PUBLICATIONS - For formal communications within the school or between the chaplain and the community, treat as for *COMMUNICATIONS & COMMUNITY RELATIONS - CIRCULARS AND INSTRUCTIONS, or PUBLICATIONS.*		

TEACHING AND LEARNING

Teaching & learning services provided to students at all levels, including distance & special education.

CURRICULUM - The planning, research, development, implementation & evaluation of curriculum including the teaching & learning services offered to students. Includes curriculum for distance education & for school-based apprenticeship or traineeship.	**MAJOR PROGRAMS** - Research & development of programs that have a substantial impact on the curriculum & its delivery	Plans, programs, reports, final versions of the curriculum	Retain permanently
	DEVELOPMENT & DELIVERY - Routine development & delivery of curriculum & teaching materials. *For trainees or apprentices that undertake a qualification with an external supervisor, use STUDENT MANAGEMENT - MASTER STUDENT RECORD.*	Curriculum content, revisions to units, syllabus, course notes, working papers, teaching methods, subject lists, handbooks, class programs, lesson guides	Destroy when superseded
	REVIEW - regular or specific review or evaluation of curriculum & its delivery	teacher observations	Destroy 5yrs after action complete
	INTERNATIONAL BACCALAUREATE (IB) - Management & delivery of the IB program & curriculum. For student results, use *TEACHING & LEARNING – EXAMINATIONS & ASSESSMENTS.* For becoming an authorised IB school, use G*OVERNANCE - REGULATION.*	Curriculum, program structure, teaching methods, subject lists, handbooks, class program, lesson guides	Destroy when superseded

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
DISTANCE EDUCATION - Program-level establishment & maintenance, including facilities, parent support. *For curriculum, use TEACHING & LEARNING - CURRICULUM. For assessment, use TEACHING & LEARNING – EXAMINAITONS & ASSESSMENTS. For student-related information use the relevant topic.*		Program structure, materials for parents, procedures	Destroy 2yrs after the program is superseded
SPECIAL EDUCATION - Education programs specifically directed & provided to students with learning or physical disabilities.	**PROGRAMS** - Program-level design & management	Program design, plans, reports, lists of registered students, engagement of support services	Retain permanently
	INDIVIDUAL STUDENTS - Management of individual students	Student work plans, referrals, teacher observations	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
HIGH POTENTIAL PROGRAMS - Education programs specifically directed & provided to students recognised as gifted, talented & high potential.	**PROGRAMS** - Program-level design & management	Program design, plans, reports, lists of registered students, engagement of support services	Retain permanently
	INDIVIDUAL STUDENTS - Management of individual students. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	Student work plans, referrals, teacher observations	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
LEARNING ANALYTICS - Measurement, collection, analysis & reporting of student performance data to improve teaching & learning & better manage individual students' academic performance.	**AGGREGATED DATA AND ANALYSIS** - Data collected & analysed that is used for routine reporting, predictive modelling, identifying gaps & opportunities for improvement. *For reports or other outcomes that affect curriculum & program development, use TEACHING & LEARNING - CURRICULUM, OR TEACHING & LEARNING - SPECIAL EDUCATION.*		Destroy 3yrs after obsolete or superseded
	INDIVIDUAL STUDENT - Data & 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.*		Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
TIMETABLES - Establishment of class timetables. *For rostering of staff on camps, visits, sporting events etc, use ADMINISTRATION - HUMAN RESOURCES*			Destroy when superseded

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
- ROSTERING			
EXAMINATIONS AND ASSESSMENTS - Setting of, & arrangements for examinations & various other assessments, including examination records.	**SUMMARY RESULTS - QUALIFICATIONS** - Summary of results for years 11 & 12, IB students, apprentices & trainees for each year.		Retain permanently
	SUMMARY RESULTS - OTHER YEARS - Summary of results or examinations & assessments for years other than 11 & 12.		Destroy 10yrs after action completed
	INDIVIDUAL STUDENTS - RESULTS - Record of individual student assessment & achievement, including student reports. Includes completion or partial completion of traineeships & apprenticeships. *If a summary record is maintained, use STUDENT MANAGEMENT - STUDENT MASTER RECORD. If there is no summary record use this class.*	Reports, results, statements of attainment, training contracts/agreements	Students of Indigenous origin or in out-of-home care - Retain permanently. Other students - Destroy 75yrs from DOB
	CERTIFICATES - Copies of certificates, academic transcripts given to students, parents or guardians. *For the Year 12 School Reference, use STUDENT MANAGEMENT - MASTER STUDENT RECORD.*	Copies of certificates, academic transcripts or similar, requests for transcripts	Destroy 2yrs after action completed
	ARRANGEMENTS - Administrative arrangements for setting, holding & supervision of examinations or other assessments, including examination/ assessment materials.	Timetables, exam sheets, test papers, assignments, answer books, marking guides, supervision rosters, special consideration requests	Destroy 2yrs after action completed

COMMUNITY RELATIONS and COMMUNICATIONS

Communications within the school, between the school and the community, and between the school and school-related bodies. Includes communications, advertising, publications, celebrations and visits. *For development and protection of the School's corporate identity, use GOVERNANCE - CORPORATE IDENTITY*

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
CIRCULARS AND INSTRUCTIONS	**ROUTINE INTERNAL** - Routine internal staff notices and communications. For notices about significant events, use the relevant topic.		Destroy 2yrs after action completed or instruction superseded
	EXTERNAL - Circulars from the school including to parents/ guardians.		Retain permanently
PUBLICATIONS - Production of various types of publications that record school development, school news and information, events, activities and history.	**PRODUCTION** - Development, design and production of school publications.	Designs, content, drafts, working papers, publication arrangements	Destroy 3yrs after action completed.
	PUBLICATION - Final copy of a school publication. *For formal group photographs, use OBJECTS.*	School magazine, year books, school histories, photographs, printed publications, web publications, audiotapes, films, videos, fliers,	Retain permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
		posters.	
CELEBRATIONS – Arrangement and staging of school celebrations, ceremonies and functions.	**ARRANGEMENTS** - Planning, arranging and facilitating events.	Invitations, notifications of events, acceptances	Destroy 3yrs after action completed.
	RECORDS OF EVENT - Records of the event, produced for the event or as an outcome of the event.	Photographs, recordings, speeches, programs, posters, advertising	Retain permanently
VISITS TO THE SCHOOL - Arrangements for visit to the school by organisations or individuals. *For visits by students to other schools use the relevant topic under STUDENT MANAGEMENT – CO-CURRICULAR ACTIVITIES.*	**VIPs** - Visits by eminent persons, e.g. royalty, minister of state, famous sports, entertainment or cultural people.	Visitor books, photographs, speeches	Retain permanently
	ARRANGEMENT - Administrative arrangements for visits by VIPs and all other persons or organisations.	Visitor books, photographs, records of administrative and logistical arrangements	Destroy 5yrs after action completed.
COMMUNITY RELATIONS - Communication between the school and the wider community, including the media. Includes marketing campaigns, open days, handling of public reaction to the school's policy or actions, addresses at public events, social media activities. *For grievances from parents/guardians, use the relevant topic.*		Complaints, congratulations, speeches, programs, display materials, advertising.	Destroy 7yrs after action completed

ADMINISTRATION

The organisation, administration and day-to-day running of the school. Includes enquiries, stores and equipment, finance, property (buildings, grounds, facilities), assets, works and services, information management, human resource management, administrative procedures (e.g. enrolments), security.

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
FINANCE - Management of the school's financial resources	**FINANCIAL RECORDS - ANNUAL** - Annual summaries of the school's financial position that are audited or used for other reporting	Annual financial statements, statutory financial reports, balance sheets, operating statements, cash flow statements & accompanying notes	Retain permanently
	ACCOUNTING - Accounting records & associated supporting records related to managing the school's revenue & expenditure. Includes accounts payable & receivable, (including bequests, grant funding, donations, fundraising), banking records, payroll, debt recovery. *For records such as employee group certificates & tax declaration forms, use HUMAN RESOURCES - SALARIES. For fund raising activities, use SCHOOL-RELATED GROUPS - ACTIVITIES*	Accounts payable; accounts receivable; routine financial statements & reports; credit notices; petty cash records; cash books; journals; ledgers & other records of prime entry; bank deposit records; bank statements; bank reconciliation statements; investment & dividend statements; credit card statements; interim financial statements	Destroy 7yrs after end of financial year in which the record was created
	BANKING - Establishment & closure of bank accounts, including investment accounts. *For records of banking transactions, use ADMINISTRATION - FINANCE - ACCOUNTING.*		Destroy 7yrs after account closed

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
	AUDIT - Conduct & reporting of financial or performance audits by internal & external parties. *For the statutory School Performance Information report, use GOVERNANCE - REPORTING.*	Arrangements for audit; reports	Destroy 7yrs after audit results accepted
	ASSETS - Financial management of capital assets such as buildings, facilities, grounds, vehicles, equipment. *For physical management of assets, use ADMINISTRATION - PROPERTY.*	**REGISTER** - Summary listing the school's assets. (Asset Register)	Retain permanently
		VALUATIONS - asset valuation & asset management processes. (Advise for inclusion on the asset register, valuation reports).	Destroy 7yrs after action completed
	BUDGETING - Compilation of annual budgets	Budget calculations; final budget	Destroy 7yrs after end of financial year in which the record was created
	FUNDING - Successful & unsuccessful applications for grant or other funding. *For the management of funding received, use ADMINISTRATION - FINANCE - ACCOUNTING.*	Submissions; agreements; supporting correspondence	Destroy 7yrs after end of financial year to which the application relates
	FEES - Setting of fees & charges for school services, programs, etc	Calculations; final fee schedule; exceptions	Destroy 7yrs after end of financial year to which the fees relate
	TAXATION - Administration of taxation matters, including income tax, & land tax, payroll tax, goods & services tax, fringe benefits tax & any other taxes. Includes payment of taxes. *For records such as employee group certificates & tax declaration forms, use ADMINISTRATION - HUMAN RESOURCES - SALARIES.*	Tax assessments, installment notices, payments.	Destroy 5yrs after end of financial year in which the record was created
	INSURANCE - Insurances taken out to cover loss or damage to property or premises, & to cover visitors, students & employees against injury or death resulting from incidents on the school's premises or whilst engaged during employment.	**POLICIES** - Administration of various insurances taken out by the school, including property, contents, vehicles, public liability, professional indemnity, workers compensation.	Destroy 75yrs after policy expires.
		CLAIMS - Management of claims against school insurance policies, other than Workers Compensation claims. *For Workers Compensation claims, use ADMINISTRATION – HUMAN RESOURCES - WHS - COMPENSATION.*	Destroy 7yrs after claim resolved
PROPERTY - Management of the school's physical	**ACQUISITION & DISPOSA**L - Acquisition & disposal of	Legal documents relating to a purchase / sale;	Retain permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
assets, such as grounds, buildings & facilities. Includes acquisition & disposal of assets, maintenance, works & security of physical assets. *For financial management of capital assets, use ADMINISTRATION - FINANCE - ASSETS.*	land tax & or buildings. Includes acquisition through purchase, donation, bequest or other forms of acquisition. *For acquisition & disposal of assets other than land tax & or buildings, use ADMINISTRATION PROPERTY- EQUIPMENT & STORES.*	particulars of sale documents; board of survey; deeds & certificates; conditions of contracts; certificates of approval; photographs	
	CONSTRUCTION & 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 ADMINISTRATION - PROPERTY - REFURBISHMENT. For contracts/agreements relating to the construction, major renovation or repair of buildings, grounds & facilities, use GOVERNANCE – AGREEMENTS/CONTRACTS.*	Tender documentation; heritage & environmental reports; drawings, plans; specifications; submissions to planning authorities; soil tests; photographs	Retain permanently
	REFURBISHMENT - Routine refurbishment of property that does not affect its overall structure or design		Destroy 7yrs after action completed
	MAINTENANCE - Upkeep, repair & maintenance of property, including e.g. cleaning, painting, repairs, grounds maintenance & electrical maintenance.	Operating & maintenance manuals, test results & service log sheets for equipment including cooling towers; commissioning of refurbishment works	Destroy 7yrs after action completed
	HAZARDOUS MATERIALS - Identification & management of hazardous materials & stores.	**REGISTER** - Summary of hazardous substances (including asbestos) identifying substance properties & their condition.	Destroy 100yrs after last entry.
		BUILDING MATERIALS - Identification, removal & disposal of hazardous materials from the fabric of a building, e.g. asbestos	Destroy 100yr after removal of hazardous materials
		NON-BUILDING MATERIALS - Removal, storage & disposal of hazardous waste & materials that are not from the fabric of building, e.g. chemicals or pesticides.	Destroy 30yr after removal of hazardous waste
		NON-TOXIC WASTE - Management & disposal of non-toxic waste.	Destroy 2yrs after waste disposed of
	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 ADMINISTRATION -*	**CCTV FOOTAGE** – no incidents requiring further action	Destroy after 90 days
		CCTV FOOTAGE –incidents recorded that will or may lead to further action	Destroy 7yrs after action completed

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
	INFORMATION MANAGEMENT-INFORMATION TECHNOLOGY & SYSTEMS. For security checks on staff, volunteers or contractors, use ADMINISTRATION - HUMAN RESOURCES - STAFF HISTORY.	Records of accidents & damage to property; records of incidents of illegal entry resulting in damage &/or theft; register of keys	Destroy 7yrs after action completed
	EQUIPMENT & STORES - Acquisition, maintenance, repair & disposal of equipment & stores. Includes: instruments, implements, tools, machines, computers, plant, furniture, furnishings, fixtures & fittings, chemicals, hardware items, kitchen/cleaning items, medical supplies & stationery. For the management of hazardous materials, use ADMINISTRATION - PROPERTY - HAZARDOUS MATERIALS.	**ACQUISITION** - Acquisition of equipment & stores where there is no tender or contracting-out process. *For those requiring tenders or contracts, use ADMINISTRATION. For the financial transactions, use ADMINISTRATION - FINANCE- ACCOUNTING* (Requests for quotations, orders, handover reports, correspondence)	Destroy 7yrs after action completed
		DISPOSAL - Disposal of equipment & stores no longer required, by sale, transfer, termination of lease, auction, donation or destruction.	Destroy 7yrs after action completed
		MAINTENANCE - Upkeep, repair, servicing, modification & preservation of internal/external condition of equipment (service & maintenance reports).	Destroy 7yrs after action completed
	FACILITY HIRE - Hiring out of school facilities (e.g. hall, sports centre) for non-school purposes.		Destroy 7yrs after hiring arrangement expired
INFORMATION MANAGEMENT - Management & maintenance of school information, including recordkeeping, archives, intellectual property, information systems & technology infrastructure.	**INTELLECTUAL PROPERTY** - Evidence of rights & entitlements over intellectual property owned by the school.		Retain Permanently
	INFORMATION TECHNOLOGY & SYSTEMS - Acquisition & implementation of IT infrastructure, telecommunications, applications & systems to support the business needs of the school. *For the financial transactions & write offs, use ADMINISTRATION - FINANCE - ACCOUNTING. For disposal of equipment, use ADMINISTRATION-PROPERTY-EQUIPMENT & STORES-DISPOSAL*	**ACQUISITION** - Acquisition of technology & telecommunication equipment, systems & services, where there is no tender or contracting-out process. Includes licences. *For services or systems contracted out, use ADMINISTRATION.*	Destroy 7yrs after equipment, system or services are decommissioned.
		IMPLEMENTATION - Implementation of hardware, communications & systems. Includes preliminary studies, system development, testing, modification. (feasibility studies, technical manuals, business rules, user requirements, system specifications)	Destroy 5yrs after implementation completed & accepted
		MANAGEMENT - Ongoing management & maintenance of information technology & systems, including database management.	Destroy 7yrs after equipment or system is decommissioned.

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
		Includes system controls, configuration management, security /protection from damage or unauthorised access, routine fixes & upgrades.	
	PRIVACY - Activities involved in ensuring the school meets its obligations under the Privacy Act 1998. *For school policies & procedures for information privacy, use GOVERNANCE - POLICIES & PROCEDURES. For requests made in relation to access to or correction of personal information held by the school, use STUDENT MANAGEMENT - STUDENT MASTER RECORD, or ADMINISTRATION - HUMAN RESOURCES - STAFF HISTORY.*	**BREACHES** - Management of breaches detected, or arising from a complaint. (Complaints, investigations, reports)	Destroy 15yrs after case concluded
		UNFOUNDED COMPLAINTS - Management of complaints that do not result in a privacy breach. (Complaints, investigations, reports)	Destroy 2yrs after complaint resolved
	RECORDKEEPING & ARCHIVES - Management & maintenance of school systems that keep records, & archival collections.	**CONTROLS** - Master control records for recordkeeping systems & archival collections. (Information systems, registers, indexes, system configuration manuals, records destructions list)	Retain permanently
		REFERENCE SERVICES - Provision of research & reference services in response to internal & external enquiries or specific projects. *For material that is used elsewhere, e.g. in a school publication, use EPHEMERA.* (Enquiries & requests for information	Retain permanently
		DONATIONS & LOANS - Formal arrangements for receipt or refusal of donations or loans of material from external sources.	Retain permanently
		CONSERVATION - Activities involved in the preservation, protection, maintenance, restoration & enhancement of information resources & artefacts.	Destroy after reference ceases
	STORAGE - Management of the storage of information resources including off-site or cloud storage. *For the commissioning of storage services, use ADMINISTRATION . For financial records, use ADMINISTRATION - FINANCE – ACCOUNTING*		Destroy 7yrs after administrative use has concluded.
HUMAN RESOURCES - Management of school staff, including statutory appointments, trainees, contractors & volunteers.	**AGREEMENTS** - Establishment, maintenance, review & negotiation of workplace agreements that affect a majority staff. *For individual agreements, use ADMINISTRATION - HUMAN RESOURCES - STAFF HISTORY.*	**AGREEMENTS** - Establishment, maintenance, review & negotiation of enterprise workplace agreements set by the school.	Retain permanently
		AGREEMENTS - Establishment & maintenance	Destroy 2yrs after

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
		of enterprise workplace agreements set by a peak body.	agreement superseded
	POSITIONS - Creation, variation, abolition of positions & assigned duties.	Organisation charts; position descriptions (or equivalent)	Destroy 7yrs after position superseded
	RECRUITMENT - Recruitment to positions, including advertising positions, handling of applications, interviews, selection & appointment. Includes recruitment of volunteers.	**RECRUITMENT PROCESS** - for all positions, e.g. shortlisting, arranging interviews etc. (Copies of applications; interview schedule; shortlists of applicants)	Destroy 2yrs after process finalised
		UNSUCCESSFUL APPLICATIONS. *For successful applications, use ADMINISTRATION - HUMAN RESOURCES - STAFF HISTORY* (Position description; application; evidence of registration & relevant checks; contract; employment history)	Destroy 1yr after process finalised
	STAFF HISTORY - Employment details of all staff, contractors & volunteers. Includes volunteers undertaking work experience placements at the school. *For payroll records, use ADMINISTRATION - FINANCE - ACCOUNTING*	**SUMMARY** - Summary data for individual staff members, contractors & volunteers. Summary includes name of individual, DOB, date of appointment, date of separation, rates of salary & allowances, individual employment agreement, position titles, dates positions were held, teacher & non-practicing teacher registration, security check completion, evidence of professional learning, grievances relating to employment conditions, disciplinary matters. (Human resources management system; Register of family day care educators, educator assistants & coordinators as per the Education & Care Services National Law)	Retain permanently
		EMPLOYMENT HISTORY - SUMMARY MAINTAINED - Employment history records for individual staff members, contractors & volunteers where a summary record is also maintained. (Position description; application; evidence of registration & relevant checks; contract; employment history)	Destroy 75yrs from DOB
		EMPLOYMENT HISTORY - SUMMARY NOT MAINTAINED - Employment history for individual staff members, contractors & volunteers where a summary record is not maintained. (Position description; application;	Retain permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
		evidence of registration & relevant checks; contract; employment history)	
	SECURITY CHECKS - Security checks (e.g. criminal history, Working with Children) carried out as part of pre-engagement, pre-employment & 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; criminal history checks	Destroy 7yrs after the person has left the school, providing the identifying number of the check, expiry date & date sighted by the school are retained in accordance with ADMINISTRATION – HUMAN RESOURCES - STAFF HISTORY - SUMMARY
	COUNSELLING - Provision of advice or guidance to staff for various reasons, including trauma counselling.		Destroy 7yrs after action completed
	SALARIES - Documentation of employees' salaries. Includes taxation declaration records, group certificates, payroll deduction authorities, records relating to the recovery of overpayments, & employee pay history & leave records. *For payroll records, use ADMINISTRATION - FINANCE - ACCOUNTING.*		Destroy 75yrs from DOB
	ALLOWANCES - Arranging & managing money paid to employees in addition to salary to cover expenses, e.g. travel allowances. *For payroll records, use ADMINISTRATION - FINANCE - ACCOUNTING*		Destroy 7yrs after action completed
	STAFF DEVELOPMENT - Development of staff skills & abilities (through activities, programs & events) to maximise their potential & increase their productivity. Includes identifying & implementing all aspects of training needs & programs (internal & external) available to staff, including staff of other schools.	**CONFERENCES & SEMINARS** - Staff attendance at external conferences, seminars or similar. (Registration forms, conference materials & proceedings, participants' reports).	Destroy when reference ceases
		EVALUATION & PLANNING - Assessment of staff development needs, services or programs available, development & implementation of staff development plans. (Training needs analysis; staff development plans)	Destroy 5yrs after action completed.
		MASTER RECORD of accredited or approved courses, programs, training packages, modules & units provided for staff of the school, or of other schools. *For the approval of courses, use GOVERNANCE - REGULATION.* (Summary of curriculum content; syllabus; teaching	Destroy 7yrs after accreditation expires or is revoked, or course is discontinued

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
		objectives; assessment methods; course, subject or unit descriptions & delivery methods)	
	WORKPLACE HEALTH & SAFETY (WHS) - Implementation & coordination of WHS programs. Includes safety policy & the monitoring of safe work practices, procedures & preventative measures. *For the identification & management of hazardous materials & stores, use ADMINISTRATION - PROPERTY - HAZARDOUS MATERIALS.*	**INCIDENTS** - Investigation & reporting on dangerous occurrences, any accidents or incidents where personal injury & incapacity of a staff member, contractor or visitor occurred on the school's premises, or for staff & contractors while travelling on duty. *For all claims for workers compensation, use ADMINISTRATION - WHS - COMPENSATION.* (Accident register, reports)	Destroy 75yrs from DOB
		COMPENSATION - Management of claims for compensation submitted for personal injury of a staff member, contractor, volunteer or visitor. Includes the rehabilitation of injured workers. (Incident reports; results of investigations; claims; medical details; correspondence with insurer; return to work plans).	Destroy 75yrs from DOB
		AUDIT - Conduct of external or internal WHS audits & inspections	Destroy 10yr after audit/inspection completed
	ROSTERING - Allocation of teachers or supervisors to camps, visits, sporting events, excursions etc	Rosters	Destroy 75yrs after the event
	ENQUIRIES - Enquiries & messages of appreciation or suggestions from external sources (e.g. parents of prospective students, the public).		Destroy 2yrs after action completed

SCHOOL-RELATED GROUPS

Establishment, management, operation of school-related groups and their activities, such as Alumni, Parent Associations, Foundation, Ex-Student' Union. Includes w*here the school is responsible for & administers an activity. For financial records use ADMINISTRATION - FINANCE*

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
GOVERNANCE - The Group's establishment & governance		Constitution, rules/polices/procedures, minutes of meetings, reports to the school Council (or equivalent).	Retain permanently
MEMBERSHIP - Registers of Group members		Membership lists	Destroy when Group ceases
ACTIVITIES - Management of the Group's activities, e.g. planning & organising fund raising, reunions, commemorations. *For financial records of funds*			Destroy 5yrs after action completed

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
received from external sources, use ADMINISTRATION - FINANCE - ACCOUNTING.			

GOVERNANCE

Managing organisational accountability & compliance according to legislation, sector standards & organisational policies. Includes governance structure (Board/Council, committees & membership), registration & accreditation, strategic planning, reviews, policies, & reporting.

Use this class for meetings of governance bodies, use the subject for meetings relating to operational matters. For the governance of NT Christian School-related groups, use COMMUNICATIONS & COMMUNITY RELATIONS - SCHOOL-RELATED GROUPS.

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
ESTABLISHMENT - Formal arrangements for the establishment of NT Christian Schools, a new school or education & care service, including community engagement, planning, constitution & events surrounding the opening of the school or education & care service.		Certificate of Incorporation; Memorandum & Articles of Association; planning documentation; records of community consultation; documentation of the opening; photographs	Retain Permanently
CLOSURE - Formal arrangements for the closure of NT Christian Schools, a school or Education & Care Service. *For administrative arrangements (e.g. staff, disposal of assets), use the relevant topic under ADMINISTRATION.*		Legal documents	Retain Permanently
COUNCIL AND COMMITTEES - Structure, association/company membership, deliberations & operation of the organisation's governing Council (or equivalent) & committees, senior management group, & Student Council. *For regular or subject-specific meetings relating to different aspects of the operation of the school & its services, use the relevant subject (e.g. TEACHING & LEARNING).*		Includes constitution; terms of reference; election documents; appointments; papers & minutes of Council/Board & senior committee meetings, association/company membership (including membership commencement and end dates)	Retain Permanently
REGULATION - Accreditation, registration, licensing, approval & regulation of the school to be an educational provider, including family day care educator. Includes registration as a student exchange organisation, a Registered Training Organisation & as an International Baccalaureate school. Includes its approvals for courses. *For the registration of teachers use ADMINISTRATION - HUMAN RESOURCES*		Applications for registration & supporting documentation; approvals; renewals; information requests; cancellations; suspensions	Retain Permanently
COMPLIANCE MONITORING - Formal review against standards of the governance, enrolments,		Guidelines & standards; formal inspections, reviews, audits; results of assessments against	Retain Permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
curriculum & student performance, student welfare, staff employment & school infrastructure. Includes external & internal assessment or review. *For routine financial or performance audits, use ADMINISTRATION - FINANCE - AUDIT.*		standards	
PLANNING - Strategic planning, reporting & reviewing or evaluating processes, procedures & school standards.		Strategic plans; business plans; documentation of internal reviews	Retain Permanently
DELEGATIONS AND AUTHORISATIONS - Delegations of power to staff to authorise financial or other decision-making & transactions.			Destroy 7yrs after delegation expires
AGREEMENTS/ CONTRACTS - Establishment, maintenance, review & negotiation of agreements with external organisations for the provision of services. Includes arranging, procuring & managing the performance of work or the provision of services by an external party (e.g. contractor, services company, consultant). For the financial transactions, use ADMINISTRATION - FINANCE. 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).	**REGISTER** - Summary of all agreements/contracts entered into by the school	Contracts register or system	Retain permanently
	SUCCESSFUL - MAJOR - Negotiation, establishment & 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 & works; funding; uniform shop; book shop; printing, cloud-based information systems. *For staff employment agreements (or similar) use ADMINISTRATION - HUMAN RESOURCES - AGREEMENTS.*	Specifications; tender & negotiation records; quotations; assessments of tenders; final agreements/ contracts; service level agreements	Destroy 15yrs after agreement/ contract expires
	SUCCESSFUL MINOR - Establishment & maintenance of minor agreements with external organisations for small scale-service provision.	Final agreements/ contracts; service level agreements; tender & negotiation records	Destroy 7yrs after agreement expires
	UNSUCCESSFUL - unsuccessful tenders or a tender/contracting process where there is no suitable provider, or where the tender/contracting process has been discontinued		Destroy 2yrs after tender process completed or discontinued
SUBMISSIONS - Submissions to external organisations, including regulatory bodies & government inquiries, on issues relevant to the core responsibilities of the school. *For advice provided to parents or the community on various issues, use COMMUNICATIONS & COMMUNITY RELATIONS*		Statements; business cases; supporting information; working papers	Retain permanently
POLICIES AND PROCEDURES - Development & establishment of decisions, directions & precedents, to support future decision making &		Final policies; final procedures; working papers where they are likely to be reused	Retain permanently

Class Description	Sub class & Description	Example of Record	Retention /Disposal Action
operations.			
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 school's Annual Report.		School Performance Information reports; parent, staff & student surveys	Retain permanently
CHILD PROTECTION - Frameworks, programs, reviews relating to child protection. *For individual cases, use STUDENT MANAGEMENT - CHILD PROTECTION.*			Retain permanently
CORPORATE IDENTITY - Development & protection of the name, coat of arms, crest, motto, logo or seal of the school.			Retain permanently
LEGAL SERVICES	**ADVICE** – Seeking & receiving legal advice on any matter		
	ADVICE	**MAJOR ISSUES** - Advice on issues of public interest or controversy, or which results in a change to school policy	Retain permanently
	ADVICE	**OTHER ISSUES** – Advice on issues that are not of public interest or controversy	Destroy 20yrs after matter resolved
	LITIGATION - Managing lawsuits or legal proceedings between the school & other parties in a court or other tribunal		
	LITIGATION	**MAJOR MATTERS** - Matters where legal precedents are set, or are of public interest or controversy, or lead to a change in school policy	Retain permanently
	LITIGATION	**OTHER MATTERS** - that are not of public interest or controversy	Destroy 15yrs after case resolved

DOCUMENT INFORMATION

Document Title:	Record Retention Framework
Overarching Policy:	Record Management Policy
Document Monitor:	Director of Business Services
Contact:	policy@ntchristianschools.com.au
Approval date:	March 2025
Review date:	March 2026
Access Level:	Parent

AMENDMENT HISTORY

Version	Date	Changes Made
1.0	03/2025	Purchased Australian Society of Archivists – Records & Disposal Schedule for Non-Government Schools, 2nd Edition 2018.