

Created	February 2024
Reviewed	
Up for Review	January 2025
Version	1.0



Records Management Policy

Relevant legislation	Privacy Act 1988
Commencement date	February 2024
Last review date	

Purpose

The purpose of this policy is to establish the framework needed for effective records management at Eastside Lutheran College. The College is required to keep certain records in accordance with its legal obligations. Records may need to be kept for administrative purposes.

The College needs to balance its requirements to retain documents in accordance with applicable legal frameworks and destroy them when they are no longer required for any legitimate business purpose.

The Records Management Procedure provides instruction on how to mark documents as records and identifies the minimum amount of time for which the College has determined it will retain the records.

Scope

This policy applies to all records created by, or on behalf of, the College, the board and the staff.

Objectives

The objective of this policy is to provide clear direction to staff at the College for managing records in accordance with legislation, schedules and standards regarding the recording, storage, retention and disposal of all paper and electronic records.

Definitions

Archival records	Records that have continuing historical and/or cultural value to the School.
Disposal	The deletion or destruction of records in, or from record-keeping systems. 'Disposal' may also include the migration or transmission of records between record-keeping systems, and/or the transfer of custody or ownership of records.
Electronic records	Records communicated and/or maintained by means of electronic equipment.
Teams	A browser-based collaboration and document management platform.
Record	Information in any form - including data in computer systems – that is created, retrieved and maintained by an organisation or person in the transaction of business, or the conduct of affairs, and kept as evidence of such activity.
Record keeping	Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Procedure

Staff Responsibilities

Staff must be aware of their obligations to:

- make and keep full and accurate records of their activities;
- ensure that these records are incorporated into the School's Records Management Systems; and
- comply with all records management procedures.

Personal information is collected, stored and disposed of in accordance with our Privacy Policy. Principle 11 of the Australian Privacy Principles requires that personal information must be:

- protected from misuse, interference and loss, and from unauthorised access, modification or disclosure; and
- destroyed or de-identified when the School no longer needs it, except where that personal information is required to be retained under an Australian law, or a court/tribunal order.

The College considers each type of record individually when assessing if it is still needed or not.

The categories of records and how we dispose of, and/or store records are outlined in detail in our Records Management Procedure.

The College's Record Management System

The College uses Teams to store electronic records. In addition, the College uses other digital and non-digital record keeping systems that work either independently or alongside SharePoint. Categories and ratings that apply to records held within these systems can be found in our Records Management Procedure.

All records must be organised and managed to preserve their context, accessibility and ease of retrieval. Records must be stored in conditions suitable to the nature of the record. For more confidential records, the appropriate storage will be determined by the Archives and Records Manager in consultation with the Business Manager and Principal. This may include (but is not limited to) storage in the secure Records Management area of SharePoint online or, in the case of hard-copy records, in the Archive storage unit.

Permanent value records are to be transferred to the School's Archives and Business Manager for preservation and access.

Legal Proceedings

The College recognises that it is an offence to destroy or interfere with any document that is likely to be required in evidence. Each category of record needs to be assessed individually. Destruction also includes rendering illegible, making undecipherable or otherwise making incapable of identification.

The College maintains a Register of Records Disposed.

Supporting/Related Documents

Records Management Procedure.

Schedules and Standards:

Australian Society of Archivists: Records Retention & Disposal Schedule for Non-Government Schools (2nd edition, April 2018)

AS ISO 15489.1: 2017 Information and documentation - Records management, Part 1: Concepts and principles

Record Keeping

This policy is to be reviewed yearly, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in Teams in PDF form. All printed copies are uncontrolled.

Policy Owner

Eastside Lutheran College

21/02/2024	Mr Stephen Kroker Eastside Lutheran College Board Chair	
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