

**Disposal Schedule  
for  
Functional Records of  
Government Schools and  
Colleges**

**Disposal Authorisation No. 2280**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au), phone 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2280**

**Title:** Disposal Schedule for Functional Records of Government Schools and Colleges

**Authorisation:**

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History**  
**Build Status**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>	<b>Sections</b>
3.0	08-07-2015	Christine Woods	Template	All
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**Amendments in this Release**

<b>Section Title</b>	<b>Section Number</b>	<b>Amendment Summary</b>
All	All	Document imported into new template

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers functional records of (name of agency or sector).

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

## **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

## **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

## **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

## **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

## **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

## **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

<b>01.00.00</b>	<p><b>CURRICULUM</b></p> <p>The planning, development, implementation and evaluation of curriculum, in schools and colleges including the teaching and learning services offered to students.</p> <p><i>See DA No. 2281 (Curriculum Development and Management) for the development and management of standard Department of Education curriculum framework</i></p>	
<b>01.01.00</b>	<p><b>Committees (CURRICULUM)</b></p> <p>The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.</p> <p><i>See 01.03.00 for forums and the meetings of individuals and groups such as working groups that are not considered committees.</i></p>	
01.01.01	<p>Records of school and college curriculum team committees. Records may include:</p> <ul style="list-style-type: none"> <li>• establishment of the committee</li> <li>• appointment of member</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions</li> </ul>	<p>TEMPORARY Destroy 5 years after action completed</p>
<b>01.02.00</b>	<p><b>Implementation (CURRICULUM)</b></p> <p>The school and college level activities associated with the carrying out or putting into action, policies, procedures or instructions.</p>	
01.02.01	<p>Records created by individual schools and colleges relating to Department of Education standard curriculum and school-based curriculum implementation.</p> <p><i>See 01.04.01 for final versions of curriculum plans</i></p>	<p>TEMPORARY 7 years after action completed</p>
<b>01.03.00</b>	<p><b>Meetings (CURRICULUM)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the curriculum and management of the school or college. Includes arrangements, agenda, minutes, reports etc.</p> <p><i>See 01.01.00 for the meetings of committees and task forces</i></p>	
01.03.01	<p>Minutes, agenda papers and supporting documentation for curriculum team meetings.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>01.04.00</b>	<p><b>Planning (CURRICULUM)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p>	
01.04.01	<p>Final versions of student handbooks which document the curriculum and subject choices in individual schools.</p> <p><i>See 01.02.01 for implementation by individual schools and colleges.</i></p>	<p>PERMANENT</p>
01.04.02	<p>Subject choice lists</p>	<p>TEMPORARY Destroy when reference ceases</p>



01.04.03	<p>Master copies of resources prepared for student use. Records may include:</p> <ul style="list-style-type: none"> <li>• worksheets</li> <li>• internal examination and test papers</li> </ul> <p><i>See 04.09.08 for records of internal assessment</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
01.04.04	<p>Records of the production of student handbooks which document the curriculum and subject choices in individual schools.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.04.05	<p>Records documenting the development and final versions relating to the curriculum at individual schools.</p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>
<b>02.00.00</b>	<p><b>SCHOOL COMMUNICATIONS</b> The function of providing communications between the school and its community, and also with the wider community beyond. Includes publications, photographs, school productions and celebrations.</p>	
<b>02.01.00</b>	<p><b>School Celebrations (SCHOOL COMMUNICATIONS)</b> The activities associated with arranging and managing school and college events and celebrations, including formal acts performed for a special occasion.  <i>See 04.00.00 for parental consent for students to participate in school activities</i>  <i>See DA No. 2157 (Community Relations) for less formal festivities involving the school and its community.</i></p>	
02.01.01	<p>Requests for performing rights licences. These may include:</p> <ul style="list-style-type: none"> <li>• licences to perform or use backing music at public or school concerts where admission is charged</li> <li>• licences to record school concerts or public performances by students and make these recordings available publicly or available for sale</li> </ul> <p><i>See 02.01.03 for records documenting administrative arrangements for school functions</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.01.02	<p>Records documenting permission from parents and students for the sale or further use outside the school community of video or audio recordings of student performances. Records may include</p> <ul style="list-style-type: none"> <li>• permission forms</li> <li>• correspondence requesting special permission</li> </ul> <p><i>See 04.02.07 for parental consent to publications and the media</i></p>	<p>TEMPORARY Destroy 7 years after student leaves the school or when they reach 25 years whichever is the later.</p>
02.01.03	<p>Records documenting administrative arrangements for school functions such as speech/ presentation nights, school performances, exhibitions and fairs Records may include:</p> <ul style="list-style-type: none"> <li>• Invitations</li> <li>• Acceptances</li> <li>• Correspondence</li> <li>• venue bookings</li> <li>• catering arrangements</li> </ul> <p><i>See 02.01.01 for records documenting performing rights arrangements</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p><b>02.02.00</b></p>	<p><b>School Publications (SCHOOL COMMUNICATIONS)</b></p> <p>The process involved in producing publications that record school development, school news and information, events, activities and history. Includes photographs, printed publications, web publications audiotapes, films and videos.</p> <p><i>See DA No. 2157 (Publication) for the graphic design, management and updating of Web Sites</i></p>	
<p><b>02.02.01</b></p>	<p>Records which capture significant school development, events and activities. Events may include:</p> <ul style="list-style-type: none"> <li>• ceremonies and major school sporting and cultural productions.</li> <li>• the opening or closing of a school, or a substantial addition to the school (gym, pool, etc.)</li> <li>• commemorations and events to acknowledge major anniversaries such as 25, 50, 75 and 100 years of operation</li> <li>• activities with dignitaries and other high profile individuals and groups</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• photographs</li> <li>• audio visual recordings</li> <li>• newsletters</li> </ul> <p><i>See 02.02.05 for newsletters of non-significant school events.</i></p>	<p><b>PERMANENT</b></p> <p>When a publication is held in an electronic format, transfer to LINC Tasmania’s Stable Tasmanian Open Repository Service (STORS)</p>
<p><b>02.02.02</b></p>	<p>Final year class photographs (Grade 6, Grade 10 and Grade 12)</p>	<p><b>PERMANENT</b></p>
<p><b>02.02.03</b></p>	<p>Records which capture non-significant school development, events and activities such as ceremonies and school sporting and cultural productions. Records may include:</p> <ul style="list-style-type: none"> <li>• Class photographs that are <u>not</u> final year photographs</li> <li>• Photographs</li> <li>• audio visual recordings</li> </ul>	<p><b>TEMPORARY</b></p> <p>Destroy when reference ceases</p>
<p><b>02.02.04</b></p>	<p>Master copies of school publications documenting significant school history, events and activities. These may include:</p> <ul style="list-style-type: none"> <li>• yearbooks</li> <li>• magazines</li> </ul>	<p><b>PERMANENT</b></p>
<p><b>02.02.05</b></p>	<p>School publications documenting non-significant school events and activities:</p> <ul style="list-style-type: none"> <li>• daily news</li> <li>• newsletters</li> </ul> <p><i>See 02.02.01 for newsletters of significant school events</i></p>	<p><b>TEMPORARY</b></p> <p>Destroy when reference ceases</p>
<p><b>02.02.06</b></p>	<p>Master copies of award presentation programs and prize lists.</p>	<p><b>PERMANENT</b></p>
<p><b>02.02.07</b></p>	<p>Records documenting the production of school publications: Records may include:</p> <ul style="list-style-type: none"> <li>• administrative arrangements</li> <li>• design and layout material</li> </ul>	<p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed</p>

<p><b>03.00.00</b></p>	<p><b>SCHOOL GOVERNANCE</b></p> <p>The development, implementation and monitoring of strategies, directions and decisions, at the school community level, for managing the school. Includes formal councils, boards, committees, school associations and organisations established for advising, developing and implementing strategies, directions and decisions for managing the school.</p> <p><i>See DA No. 2157 (Public Reaction) for anonymous letters, letters of minor complaint and letters of congratulations or appreciation received from the public.</i></p> <p><i>See DA No. 2281 (Investigations Management) for grievances and complaints referred to central office for resolution.</i></p>	
<p><b>03.01.00</b></p>	<p><b>Committees (SCHOOL GOVERNANCE)</b></p> <p>The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.</p> <p><i>See 03.02.00 for forums and the meetings of individuals and groups such as working groups that are not considered committees</i></p>	
<p><b>03.01.01</b></p>	<p>Records of internal and external committees where the school or college has the administrative or secretariat role, including school association meetings and school association sub-committee meetings. Records may include:</p> <ul style="list-style-type: none"> <li>• establishment of the committee</li> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions</li> </ul> <p><i>See 03.01.04 for conduct of elections for appointment to councils, boards and committees</i></p> <p><i>See 03.06.02 for reports created by individual schools and college</i></p>	<p>PERMANENT</p>
<p><b>03.01.02</b></p>	<p>Records of internal and external committees where the school or college does <u>not</u> have the administrative or secretariat role. Records may include:</p> <ul style="list-style-type: none"> <li>• establishment of the committee</li> <li>• appointment of members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports</li> <li>• submissions</li> <li>•</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>03.01.03</b></p>	<p>Records relating to the conduct and administration of committees including:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> <li>• venues &amp; travel arrangements</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>

03.01.04	<p>Records of the conduct of elections for appointment to councils, boards, committees and other school bodies.</p> <ul style="list-style-type: none"> <li>• appointment of returning officers</li> <li>• summary of results</li> <li>• nomination forms</li> <li>• ballot papers</li> <li>• results sheets</li> </ul> <p><i>See 03.01.01 for records of internal and external committees where the school has the administrative or secretariat role</i></p>	<p>TEMPORARY Destroy after following election or 2 years after action completed whichever is the later.</p>
03.02.00	<p><b>Meetings (SCHOOL GOVERNANCE)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the curriculum and management of the school or college. .</p> <p><i>See 03.01.00 for the meetings of committees and task forces</i></p>	
03.02.01	Minutes, agenda papers and supporting documentation of meetings	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.02.02	Records relating to the conduct of meetings including notices of meetings, routine correspondence and administrative arrangements.	<p>TEMPORARY Destroy 2 years after action completed.</p>
03.03.00	<p><b>Planning (SCHOOL GOVERNANCE)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See DA No. 2157 (Property Management) for school building plans and associated records</i></p>	
03.03.01	Records documenting the development and revision of business plans for individual schools and colleges. This includes final versions of plans.	<p>PERMANENT</p>
03.04.00	<p><b>Policy (SCHOOL GOVERNANCE)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents, which act as a reference for future decision making, as the basis from which operating procedures are determined.</p>	
03.04.01	Final versions of school-based policies.	<p>PERMANENT</p>
03.04.02	Records documenting the development of school and college based policy strategies and the development of individual school policies.	<p>TEMPORARY Destroy 3 years after action completed.</p>
03.05.00	<p><b>Procedures (SCHOOL GOVERNANCE)</b></p> <p>Standard methods of operating laid down by an organisation according to formulated policy</p>	
03.05.01	Records documenting the development and review of procedures and guidelines in schools and colleges.	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.05.02	Master copies of procedures and guidelines.	<p>TEMPORARY Destroy 7 years after superseded.</p>

<b>03.06.00</b>	<p><b>Reporting (SCHOOL GOVERNANCE)</b></p> <p>The process associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See 04.00.00 for individual student reports of assessment and achievement.</i></p>	
03.06.01	<p>Annual reports produced by individual schools and colleges.</p> <p><i>See 03.06.03 for internal reports that are consolidated into a whole of agency report for use by the agency.</i></p>	PERMANENT
03.06.02	<p>Reports, other than student reports, created by individual schools and colleges.</p> <p><i>See 03.01.01 for records of internal and external committees where reports are a result of committee deliberations.</i></p>	TEMPORARY Destroy 7 years after action completed
03.06.03	<p>Internal reports produced by schools and colleges that are consolidated into a whole of agency report for use by the agency.</p> <p><i>See 03.06.01 for annual reports</i></p>	TEMPORARY Destroy 7 years after action completed
<b>03.07.00</b>	<p><b>Reviewing (SCHOOL GOVERNANCE)</b></p> <p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for School Improvement Reviews.</i></p>	
03.07.01	Records documenting school-based reviews, including subjects offered.	TEMPORARY Destroy 2 years after action completed
<b>04.00.00</b>	<p><b>STUDENT MANAGEMENT</b></p> <p>The function of managing students in Tasmanian Government Schools and colleges, including the administration of student enrolment and attendance and student activities relating to the provision of education. This function includes the management of student assessment, behaviour and health and welfare.</p> <p><i>See 05.05.00 for the management of support services to students which include assessment, counselling and intervention to enhance the achievement of educational outcomes.</i></p>	
<b>04.01.00</b>	<p><b>Activities (STUDENT MANAGEMENT)</b></p> <p>The activities associated with managing extra curricular activities, projects and excursions for students that enhance the curriculum, including community involvement.</p> <p><i>See 04.05.00 for students' work experience placement and career counselling.</i></p>	
04.01.01	<p>Final versions of plans and significant projects, such as community-based projects undertaken by students for individual schools and colleges. These may include:</p> <ul style="list-style-type: none"> <li>• project plans</li> </ul>	PERMANENT

<p>04.01.02</p>	<p>Records documenting the development of plans for projects, such as community-based projects undertaken by students in individual schools and colleges. Records may include:</p> <ul style="list-style-type: none"> <li>• project plans of a minor nature</li> <li>• planning schedules and timetables</li> </ul> <p><i>See 01.02.01 for implementation of school-based curriculum plans by individual schools and colleges</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>04.01.03</p>	<p>Records of routine sport, recreation and other interests. Records may include:</p> <ul style="list-style-type: none"> <li>• team lists</li> <li>• rosters</li> <li>• results and administrative records</li> <li>• coaching and support staff appointments</li> <li>• participant lists</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>04.01.04</p>	<p>Records of parental consent for students to participate in school activities where a significant incident has occurred and further action may be required. Activities may include:</p> <ul style="list-style-type: none"> <li>• outside school activities</li> <li>• tertiary education advisory and information activities</li> <li>• community service</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the latter.</p>
<p>04.01.05</p>	<p>Records of parental consent for students to participate in school activities where no significant incident has occurred and no further action is required. Activities may include:</p> <ul style="list-style-type: none"> <li>• outside school activities</li> <li>• tertiary education advisory and information activities</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>04.01.06</p>	<p>Records that support the administration of school camps and excursions where an accident or incident occurred</p> <p><i>See 04.07.01 for records of student accidents, injuries and incidents</i></p>	<p>TEMPORARY Destroy 7 years after student leaves the school, or reaches 25 years of age, whichever is the latter.</p>
<p>04.01.07</p>	<p>Records that support the administration of school camps and excursions where no accidents or incidents occurred.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>04.01.08</p>	<p>Records of significant achievement in sport, culture, recreation and community participation which may include:</p> <ul style="list-style-type: none"> <li>• records of significant awards to students</li> </ul>	<p>TEMPORARY Destroy 7 years after student leaves the school or reaches 25 years of age, whichever is the latter.</p>
<p>04.01.09</p>	<p>Records documenting the appointment of students to positions in the school community. Records may include:</p> <ul style="list-style-type: none"> <li>• lists of school leaders.</li> <li>• nomination and voting procedures</li> <li>• nomination forms</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>04.01.10</p>	<p>Records documenting special transport arrangements for students in special schools or with special needs. Records may include:</p> <ul style="list-style-type: none"> <li>• - application for transport assistance</li> <li>• occupational therapy prescription and report</li> <li>• - therapist transport request/support form</li> </ul>	<p>TEMPORARY Destroy 7 years after student leaves the school or reaches 25 years of age, whichever is the latter.</p>

<p><b>04.02.00</b></p>	<p><b>Admission (STUDENT MANAGEMENT)</b></p> <p>The activities, at the school and college level, connected with student admission, enrolment and transition, including student census and legal measures associated with the management of individual students.</p> <p><i>See DA No. 2157(Information Management) – for the administration of student data and information about enrolments and attendance in Tasmanian schools.</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for centrally collected data in the areas of enrolment for Tasmanian school and college students.</i></p>	
<p><b>04.02.01</b></p>	<p>Student admission records, created before commencement of the central schools administration database. Records may include:</p> <ul style="list-style-type: none"> <li>• admission registers</li> </ul> <p><i>See 04.02.02 for forms supporting student admission</i></p> <p><i>See 04.02.03 for admission records contained in the central student database</i></p>	<p>PERMANENT</p>
<p><b>04.02.02</b></p>	<p>Records documenting student admission prior to the commencement of the central schools administration database where they are the only record of the student enrolment. Records may include:</p> <ul style="list-style-type: none"> <li>• enrolment forms</li> </ul> <p><i>See 04.02.01 for admission registers</i></p> <p><i>See 04.02.03 for admission records contained in the central student database</i></p>	<p>PERMANENT</p>
<p><b>04.02.03</b></p>	<p>Student admission records contained in the central schools administration database, where there is no archiving facility, which register details of individual students' enrolment. Records may include:</p> <ul style="list-style-type: none"> <li>• enrolment forms</li> </ul> <p><i>See 04.02.01 for admission registers</i></p> <p><i>See 04.02.02 for forms supporting student admission</i></p> <p><i>See 04.02.06 for final student admission records</i></p>	<p>PERMANENT</p>
<p><b>04.02.04</b></p>	<p>Student admission records contained in the central schools administration database, where there is an archiving facility, which register details of individual students' enrolment. Records may include:</p> <ul style="list-style-type: none"> <li>• enrolment forms</li> <li>•</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>04.02.05</b></p>	<p>Student admission records updating student details in the central schools administration database including:</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• validation form</li> </ul> <p><i>See 04.02.06 for final student admission records</i></p> <p><i>See 04.02.07 for records updating consent to publications and to the media</i></p>	<p>TEMPORARY Destroy after superseded</p>

<p>04.02.06</p>	<p>Student admission records taken in final year of attendance for updating student details in the central schools administration database. Records may include:</p> <ul style="list-style-type: none"> <li>• validation form for students' final year</li> </ul> <p><i>See 04.02.03 for admission records contained in the central student database</i></p> <p><i>See 04.02.05 for student admission records – validation form</i></p> <p><i>See 04.02.07 for records updating consent for students to be in publications and in the media</i></p>	<p>PERMANENT</p>
<p>04.02.07</p>	<p>Student admission records updating consent to publications and to the media. Records may include:</p> <ul style="list-style-type: none"> <li>• consent section of validation form</li> </ul> <p><i>See 02.01.02 for parental consent for students to participate in school performances</i></p> <p><i>See 04.01.04 for parental consent for students to participate in school activities</i></p> <p><i>See 04.02.05 for student admission records – validation form</i></p> <p><i>See 04.02.06 for final student admission records</i></p>	<p>TEMPORARY Destroy 7 years after student leaves the school or when the student reaches 24 years, whichever is the latter.</p>
<p>04.02.08</p>	<p>Records of requests for changes to personal information contained in the central schools administration database</p>	<p>TEMPORARY Destroy after database is updated</p>
<p>04.02.09</p>	<p>Records of routine enquiries relating to enrolment and admission and the provision of routine information.</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>04.02.10</p>	<p>School copies of court orders, statutory declarations and associated correspondence relating to the management of individual students.</p> <p><i>See 04.04.01 for records of significant incidents and behavioural issues involving students</i></p>	<p>TEMPORARY Destroy 7 years after action completed. (In the case of a court order action is not complete until the order has expired or been revoked).</p>
<p>04.02.11</p>	<p>Records documenting the issue of student ID cards. Records may include:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• ID cards</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p>04.02.12</p>	<p>Records documenting formal application for acceptance into an education institution. Records may include:</p> <ul style="list-style-type: none"> <li>• application form</li> <li>• admission form</li> <li>• correspondence</li> <li>• acceptance letter</li> <li>• unsuccessful letter</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p>04.02.13</p>	<p>Reports of student enrolment contained in the central student database for each year by roll class.</p>	<p>TEMPORARY Destroy when reference ceases</p>



<p><b>04.03.00</b></p>	<p><b>Agreements (STUDENT MANAGEMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p> <p><i>See DA No. 2281 (Education &amp; Training Support) – for individual School Partnership Agreements.</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for agreements documenting the ways in which schools report to parents on student achievement.</i></p>	
<p><b>04.03.01</b></p>	<p>Agreements completed by students and parents, including agreements for acceptable use of Information Communications Technology (ICT), including internet use.</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>04.04.00</b></p>	<p><b>Behaviour Management (STUDENT MANAGEMENT)</b></p> <p>The activities associated with student behaviour management and the associated disciplinary processes</p> <p><i>See 05.00.00 for counselling and support for students with behavioural and other special needs</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for centrally collected data in the area of behaviour management and associated reportable data for Tasmanian school and college students.</i></p>	
<p><b>04.04.01</b></p>	<p>Records documenting significant incidents and behavioural issues involving students. Records may include</p> <ul style="list-style-type: none"> <li>• correspondence documenting contact with parties involved including external agencies</li> <li>• behavioural plans</li> <li>• statutory declarations</li> <li>• correspondence relating to suspension and expulsion</li> </ul> <p><i>See 04.02.10 for school copies of court orders, statutory declarations</i></p> <p><i>See 04.04.02 for behaviour incidents in schools which are <u>not</u> significant</i></p> <p><i>See 04.06.01 for student grievances.</i></p> <p><i>See 04.10.03 for correspondence relating to absenteeism.</i></p>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the later. (In the case of a court order action is <u>not</u> complete until the order has expired or been revoked).</p>
<p><b>04.04.02</b></p>	<p>Records documenting behaviour incidents in schools which are <u>not</u> significant. Records may include:</p> <ul style="list-style-type: none"> <li>• time-out books</li> <li>• correspondence</li> </ul> <p><i>See 04.04.01 for records of significant incidents and behavioural issues involving students</i></p> <p><i>See 04.10.03 for correspondence relating to absenteeism</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p><b>04.05.00</b></p>	<p><b>Career Advice (STUDENT MANAGEMENT)</b></p> <p>The activities associated with provision of career advice including information about services and events and the organisation of practical work placements.</p> <p><i>See 04.01.00 for other activities and involvement with the community that is not career related.</i></p>	
<p><b>04.05.01</b></p>	<p>Employer reports for students' work placement</p> <p><i>See 04.05.02 for organisation and administration of work placements.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p><b>04.05.02</b></p>	<p>Record of school and student involvement in career advice, work experience and career counselling activities. Records may include:</p> <ul style="list-style-type: none"> <li>• work placement schedules</li> <li>• expressions of interest</li> </ul> <p><i>See 04.05.01 for employer reports for students work placement.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p><b>04.06.00</b></p>	<p><b>Grievances (STUDENT MANAGEMENT)</b></p> <p>The activities associated with the handling and resolution of student grievances. Includes handling complaints over perceived discrimination, harassment or unfair treatment irrespective of where the complaints arise.</p> <p><i>See DA No. 2281 (Investigations Management) for student grievances and complaints referred to central office for resolution and for other school community grievances</i></p> <p><i>See DA No. 2157 (Personnel) for handling and resolution of grievances that are <u>not</u> from students and the school community</i></p>	
<p><b>04.06.01</b></p>	<p>Records documenting student grievances These may include:</p> <ul style="list-style-type: none"> <li>• grievance forms</li> <li>• supporting documentation</li> <li>• formal written complaints</li> <li>• reports to senior management</li> <li>• interview notes</li> <li>• outcome reports</li> </ul> <p><i>See 04.04.01 for records of significant incidents and behavioural issues involving students</i></p>	<p>TEMPORARY Destroy 7 years after the student leaves the school or reaches 25 whichever is the later.</p>

<p><b>04.07.00</b></p>	<p><b>Health and Welfare (STUDENT MANAGEMENT)</b></p> <p>The activities affecting the safety, health and general welfare of school students. Includes non-educational issues which may relate to school activities e.g. domestic violence (child abuse), drug abuse, the use of prescribed medication by students etc. Covers the support services and programs provided by schools in meeting the health and welfare needs of students. (e.g. immunisation, counselling, medical assessment)</p> <p><i>See DA No. 2281 (Investigations Management) for accidents or incidents involving students that have been referred to central office for resolution</i></p> <p><i>See 05.00.00 for support activities where students are referred as a result of non-educational issues that impact on their learning and participation in schools and colleges.</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for centrally collected data relating to incidents and accidents</i></p>	
<p><b>04.07.01</b></p>	<p>Records of student accidents, injuries and incidents. Records may include:</p> <ul style="list-style-type: none"> <li>• Incident or accident forms.</li> </ul> <p><i>See 04.01.06 Records that support the administration of school camps and excursions.</i></p>	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is the later.</p>
<p><b>04.07.02</b></p>	<p>Records of student health and hygiene matters, including preventative measures. Records may include:</p> <ul style="list-style-type: none"> <li>• immunisation lists</li> <li>• - correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p><b>04.07.03</b></p>	<p>Records documenting treatment or medication for individual students. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• permission forms</li> <li>• records of medication administered</li> </ul>	<p>TEMPORARY Destroy 7 years after reference ceases, or when student reaches 25 years of age, whichever is later</p>
<p><b>04.07.04</b></p>	<p>Records of infectious diseases which are notifiable to the Department of Health and Human Services</p>	<p>TEMPORARY Destroy 7 years after reference ceases or when student reaches 25 years of age, whichever is the later.</p>
<p><b>04.07.05</b></p>	<p>Copies of records forwarded to the Department of Health and Human Services reporting the discovery of syringes or needles on school property. Records may include:</p> <ul style="list-style-type: none"> <li>• Sharps Discovery Report Form</li> </ul>	<p>TEMPORARY Destroy when reference ceases</p>
<p><b>04.07.06</b></p>	<p>First Aid Register</p>	<p>TEMPORARY Destroy 7 years after last entry</p>
<p><b>04.07.07</b></p>	<p>Emergency action plans for students</p>	<p>TEMPORARY Destroy when superseded</p>
<p><b>04.07.08</b></p>	<p>Records documenting support for students in special schools or with special needs in relation to their health, safety and welfare. Records may include:</p> <ul style="list-style-type: none"> <li>• support plans</li> <li>• parent/teacher discussion notes</li> <li>• transition plans</li> </ul> <p><i>See 05.04.03 for learning and behavioural support programs for students</i></p>	<p>TEMPORARY Destroy 7 years after leaves the school or when the student reaches 25 years of age, whichever is the later</p>

<b>04.08.00</b>	<p><b>Meetings (STUDENT MANAGEMENT)</b> The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the curriculum and management of the school or college. Includes arrangements, agenda, minutes, reports, etc.</p>	
04.08.01	<p>Records documenting meetings between school staff, parents and students that are <u>not</u> routine and relate to a significant incident or issue.</p> <p><i>See 04.09.10 for routine contact between school and parents in relation to student assessment</i></p>	<p>TEMPORARY Destroy 7 years after student leaves the school or when the student reaches 25 years of age, whichever is the later.</p>
<b>04.09.00</b>	<p><b>Student Assessment (STUDENT MANAGEMENT)</b> The activities associated with managing and monitoring student assessment, reporting and achievement at the school and college level.</p> <p><i>See 05.00.00 for the assessment, counselling and intervention for students with special and additional needs.</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for centrally collected data of individual student assessment and aggregate reports of assessment and achievement for each year.</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for student learning outcomes, and non-school educational establishments and programs and support for teachers in understanding and reaching consistent judgments about student performance in relation to the standards.</i></p>	
04.09.01	<p>Copies of student reports provided to parents where they are the final record of the student’s assessment and achievement and were created before the commencement of the central assessment and monitoring database.</p> <p><i>See 04.09.05 for student reports provided to parents that are not final reports</i></p>	<p>PERMANENT</p>
04.09.02	<p>Copies of student reports provided to parents where they are the final record of the students’ assessment and achievement and were created after the commencement of the central assessment and monitoring database.</p> <p><i>See 04.09.05 for student reports provided to parents including interim reports</i></p>	<p>PERMANENT</p>
04.09.03	<p>Copies of Individual Education Plans (IEP) provided to parents/guardians where they are the final record of the student’s assessment and achievement.</p> <p><i>See 04.09.04 for Individual Education Plans for special school students</i></p>	<p>PERMANENT</p>
04.09.04	<p>Copies of Individual Education Plans (IEP) provided to parents/guardians for students in special schools that are <u>not</u> final records.</p> <p><i>See 04.09.03 for final copies of Individual Education Plans</i></p>	<p>TEMPORARY Destroy 7 years after student leaves the school or reaches the age of 25 years whichever is the later</p>
04.09.05	<p>Copies of student reports provided to parents that are <u>not</u> final reports.</p> <ul style="list-style-type: none"> <li>• interim reports</li> </ul> <p><i>See 04.09.02 for copies of student reports</i></p>	<p>TEMPORARY Destroy 7 years after student leaves the school or reaches the age of 25 years whichever is the later</p>
04.09.06	<p>Copies of records of assessment, award recommendations and performance reports submitted to the Tasmanian Qualifications Authority (TQA)</p>	<p>TEMPORARY Destroy 2 years after the student leaves the school.</p>

04.09.07	Student examination books, answer sheets and other records used in external assessment including student diaries, reports and journals.	TEMPORARY Destroy 2 years after assessment.
04.09.08	Records of internal assessment. Records may include: <ul style="list-style-type: none"> <li>- award recommendations</li> <li>performance reports</li> <li>examination and test papers</li> </ul> <p><i>See 01.04.03 for working notes and master copies of materials prepared for student use</i></p>	TEMPORARY Destroy when reference ceases
04.09.09	Copies of references provided to students.	TEMPORARY Destroy 7 years after student leaves the school or reaches the age of 25 years whichever is the later
04.09.10	Records of routine contact between school and parents in relation to student assessment, which may include: <ul style="list-style-type: none"> <li>parent teacher interviews</li> </ul> <p><i>See 04.08.01 for meetings with parents and students that relate to a significant issue</i></p>	TEMPORARY Destroy 2 years after action completed
<b>04.10.00</b>	<p><b>Student Attendance (STUDENT MANAGEMENT)</b> The activities associated with managing student attendance and absences.</p> <p><i>See DA No. 2157 (Information Management) – for the administration of student data and information about enrolments and attendance in Tasmanian schools</i></p> <p><i>See DA No. 2281 (Educational Measurement Monitoring &amp; Review) for centrally collected attendance data for Tasmanian school and college students.</i></p>	
04.10.01	Attendance registers created before commencement of the central student database, where they are the only record of attendance and absences.	TEMPORARY Destroy 7 years after student leaves the school or reaches the age of 25 years whichever is the later.
04.10.02	Copies of individual student attendance records contained in the central student database.	TEMPORARY Destroy when reference ceases
04.10.03	Correspondence relating to absenteeism. <p><i>See 04.04.01 for records of significant incidents and behavioural issues involving students</i></p> <p><i>See 04.04.02 for behaviour incidents in schools which are <u>not</u> significant</i></p>	TEMPORARY Destroy 2 years after action completed
04.10.04	Records documenting students leaving the school during school hours. Records may include; <ul style="list-style-type: none"> <li>sign-out register</li> <li>parent permission for students to leave school with approved people.</li> </ul>	TEMPORARY Destroy 2 years after action completed.

<p><b>05.00.00</b></p>	<p><b>STUDENT SUPPORT SERVICES</b>                  The function of providing support for students through the provision of assessments, diagnosis, counselling and skill development and through the provision of culturally relevant programs which enhance access to learning and participation and improve educational outcomes. Includes support for students who are gifted and talented and includes support for students with severe disabilities and students who have additional needs.</p> <p><i>See 04.04.00 for student behaviour management and the associated disciplinary processes.</i></p> <p><i>See 04.09.00 for managing and monitoring student assessment, reporting and achievement in school.</i></p> <p><i>See 04.07.00 for safety and general health and general welfare issues relating to school students.</i></p>	
<p><b>05.01.00</b></p>	<p><b>Arrangements (STUDENT SUPPORT SERVICES)</b>                  The activities involved in making arrangements for the delivery of support services to students. These may include arrangements, meetings and appointments for support services to students.</p>	
<p><b>05.01.01</b></p>	<p>Diaries or daily journals documenting contact with individual students, events and meetings maintained by Guidance Officers, Social Workers and Speech and Language Pathologists.</p> <p><i>See 05.08.01 for case notes, working notes, counselling advice</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed or when the student reaches 25 years of age, whichever is the later.</p>
<p><b>05.02.00</b></p>	<p><b>Assessment and Diagnosis (STUDENT SUPPORT SERVICES)</b>                  The activities associated with assessing and diagnosing students for the purpose of providing support to enhance educational outcomes.</p> <p><i>See 05.04.00 for group programs and activities facilitated by student support services.</i></p> <p><i>See 05.08.00 for the provision of counselling, advice and therapy to individual students.</i></p>	
<p><b>05.02.01</b></p>	<p>Records documenting assessment of students by Guidance Officers.                  Records may include:</p> <ul style="list-style-type: none"> <li>• assessment protocols</li> <li>• assessment reports</li> </ul> <p><i>See 05.08.01 for case notes, working notes, counselling advice</i></p>	<p>PERMANENT</p>
<p><b>05.02.02</b></p>	<p>Records documenting Guidance Officers' support for individual students.                  Records may include:</p> <ul style="list-style-type: none"> <li>• action summaries</li> <li>• feedback forms to teachers and school staff student including access correspondence</li> <li>• individual education plans (IEP)</li> <li>• action plans</li> <li>• case notes</li> <li>• Guidance Officer follow -up sheets to schools or referring officers</li> <li>• behavioural contracts or agreements with student</li> </ul>	<p>TEMPORARY - Destroy 7 years after last attendance or official contact with the student including access on behalf of the student or when the student is 25 years whichever is the later</p>
<p><b>05.02.03</b></p>	<p>Records documenting assessment of students by Speech and Language Pathologists.                  Records may include:</p> <ul style="list-style-type: none"> <li>• assessment protocols</li> <li>• assessment reports</li> <li>• formal assessment report.</li> </ul>	<p>TEMPORARY                  Destroy when reference ceases after the recording has been transcribed into a formal assessment report</p>

05.02.04	Records documenting audio and visual recordings of students for the purpose of assessment and assessment review Records may include: <ul style="list-style-type: none"> <li>• permission forms</li> <li>• audio and visual recordings</li> </ul>	TEMPORARY Destroy when reference ceases after the recording has been transcribed into a formal assessment report
05.02.05	Examples of student work used for assessment and/or therapy purposes	TEMPORARY Destroy 7 years after student leaves the school or return to the student if appropriate and possible
05.02.06	Progress reports for students that are provided to schools, families and support team meetings	TEMPORARY Destroy 7 years after student leaves school, or when the student reaches 25 years, whichever is the later
05.02.07	Records relating to the provision of reports to comply with internal and external management reporting requirements. Records may include: <ul style="list-style-type: none"> <li>• letters of discharge</li> <li>• management review reports</li> <li>• case load reports</li> <li>• feedback forms</li> <li>• nomination for special school placement</li> <li>• surveys and questionnaires</li> </ul>	TEMPORARY Destroy 7 years after action is completed
<b>05.03.00</b>	<b>Procedures (STUDENT SUPPORT SERVICES)</b> Standard methods of operating laid down by a organisation according to formulated policy.	
05.03.01	Records documenting the development and review of procedures.	TEMPORARY Destroy after superseded
05.03.02	Master copy of procedures and guidelines	PERMANENT
<b>05.04.00</b>	<b>Program Development (STUDENT SUPPORT SERVICES)</b> The activity of developing and delivering programs and support activities to students to enable the development of skills which enhance students learning outcomes.  <i>See 05.02.00 for the assessment and diagnosis of students for the purpose of providing support.</i>	
05.04.01	Records documenting group programs by support staff. These may include group counselling for student groups following a critical incident. Records may include: <ul style="list-style-type: none"> <li>• lists of attendees</li> <li>• case notes</li> <li>• group work notes</li> </ul>	TEMPORARY Destroy 7 years after the critical incident or when all students in the program reach 25 years of age, whichever is the later.
05.04.02	Records documenting administrative arrangements for student support group programs. Records may include: <ul style="list-style-type: none"> <li>• lists of attendees</li> <li>• case notes</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy when reference ceases
05.04.03	Records documenting support programs for students. Programs may include: <ul style="list-style-type: none"> <li>• learning support</li> <li>• behaviour management</li> <li>• gifted and talented</li> <li>• retention</li> </ul> <i>See 04.07.08 Support for students in special schools</i>	TEMPORARY Destroy 7 years after student leaves the school, or reaches 25 years of age whichever is the later

<b>05.05.00</b>	<p><b>Referral (STUDENT SUPPORT SERVICES)</b>                  The activities involved with the referral and provision of support services to students, including referral to support services within the agency and to external agencies.</p>	
05.05.01	<p>Records documenting referrals to the student support services but <u>not</u> to Guidance Officers.                  Records may include:</p> <ul style="list-style-type: none"> <li>• referral forms</li> <li>• consent forms</li> </ul> <p><i>See 05.05.02 for requests for support and action by Guidance Officers</i></p>	<p>TEMPORARY                  Destroy 7 years after last attendance or official contact with the student, including access on behalf of the student, or when the student is 25 years, whichever is the later.</p>
05.05.02	<p>Records documenting referrals to Guidance Officers. These may include:</p> <ul style="list-style-type: none"> <li>• referral forms</li> <li>• consent forms</li> </ul> <p><i>See 05.01.01 for records documenting requests for support and action by other support staff.</i></p>	<p>PERMANENT</p>
05.05.03	<p>Records documenting referrals to external service providers.                  These may include:</p> <ul style="list-style-type: none"> <li>• Child and Adolescent Mental Health Services</li> <li>• Child Protection Advice and Referral Services</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• copies of referral forms to external agencies</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after student leaves the school or reaches 25 years, whichever is the later.</p>
<b>05.06.00</b>	<p><b>Reporting (STUDENT SUPPORT SERVICES)</b>                  The process associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.   <i>See 04.09.00 for individual student reports of assessment and achievement.</i></p>	
05.06.01	<p>Reports on the student support services function that are consolidated into a whole of agency report.   <i>See 05.06.02 for Student Support Services reports that are <u>not</u> consolidated into a whole of agency report.</i></p>	<p>TEMPORARY                  Destroy when reference ceases</p>
05.06.02	<p>Reports on the student support services function that are <u>not</u> consolidated into a whole of agency report.   <i>See 05.06.01 for reports on the student support services function.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<b>05.07.00</b>	<p><b>Reviewing (STUDENT SUPPORT SERVICES)</b>                  The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p>	
05.07.01	<p>Records documenting reviews of special programs and services.</p>	<p>TEMPORARY                  Destroy 7 years after actin completed.</p>



<p><b>05.08.00</b></p>	<p><b>Student Counselling (STUDENT SUPPORT SERVICES)</b> The activities associated with the provision of counselling, guidance and advice to individual students by support staff.</p>	
<p><b>05.08.01</b></p>	<p>Records documenting counselling, advice and therapy provided to individual students by Guidance Officers Records may include:</p> <ul style="list-style-type: none"> <li>• case notes</li> <li>• file notes</li> <li>• progress notes</li> <li>• observation notes</li> <li>• meeting notes</li> <li>• correspondence</li> <li>• appointment slips</li> <li>• group work notes</li> </ul> <p><i>See 05.01.01 for diaries or daily journals of events and meetings</i></p> <p><i>See 05.02.01 for records documenting assessment of students by Guidance Officers</i></p>	<p><b>TEMPORARY</b> Destroy 7 years after last attendance or official contact with the student including access on behalf of the student or when the student is 25 years whichever is the later</p>
<p><b>05.08.02</b></p>	<p>Records documenting counselling, advice and therapy provided to individual students by</p> <ul style="list-style-type: none"> <li>• Social Workers</li> <li>• Speech and Language Pathologists</li> <li>• support teachers</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• teacher aides notes (speech and language pathology)</li> <li>• file &amp; progress notes</li> <li>• observation notes</li> <li>• meeting notes</li> <li>• appointment slips</li> </ul>	<p><b>TEMPORARY - Destroy 7 years after last attendance or official contact with the student including access on behalf of the student or when the student is 25 years whichever is the later</b></p>
<p><b>05.08.03</b></p>	<p>Records documenting counselling and advice provided to individual students that have been summarised and recorded into a formal report. Records may include:</p> <ul style="list-style-type: none"> <li>• case notes</li> <li>• working notes</li> <li>• draft documents</li> </ul>	<p><b>TEMPORARY</b> Destroy when reference ceases</p>