



# RECORDS MANAGEMENT POLICY

Schools are **not** required to have a local policy addressing this issue, however, schools are encouraged to develop local procedures for staff so that they understand how and where to correctly save and store school records. A *Schools Records Management Policy* will be released in the latter half of 2018 which will be a whole of DET policy specifically on records management within schools.

Schools are responsible for the creation, management and approved disposal of records relating to all aspects of school administration. These records include things like school student files, student reports, Department confidential student files, school based personal staff files, financial records, building and facilities records, school council files, staff selection documents, and correspondence. All schools must manage their records consistently with the Retention and Disposal Authority, produced by the Public Record Office Victoria.

The Department's Records and Digitisation Services team can provide advice direct to schools and can be reached by email addressed to [archives.records@edumail.vic.gov.au](mailto:archives.records@edumail.vic.gov.au) or on 9637 3306.

## Resources

<https://www.education.vic.gov.au/school/teachers/management/Pages/records.aspx>