

Rationale:

To assist schools to meet legislative and business requirements for creation, storage and disposal of records schools must manage and dispose of public records (electronic and hardcopy) in accordance with standards set by the Public Record Office Victoria (PROV) and guidelines issued by the Department. Public records are any work-related documents in any media made or received by staff or volunteers in Victorian Government schools.

Some school records are permanent and cannot be destroyed. These records must be stored in a safe and secure location to ensure their long-term integrity and accessibility. These records will eventually be transferred to the PROV and must stay in the school until this transfer occurs. We use an archiving system called Smartboxing for this purpose and also for the storage of temporary records which can be easily identified when they are ready for destruction.

Aims:

- To assist with the College in meeting its obligations with regard to the retention and disposal of records.
- To assist and support with the consistent filing of records.
- To assist in the retrieval of records.

Implementation:

- Current Student and Staff files are found in the filing room, which is locked. Only the Business Manager, Wellbeing team and Administration have access to this room.
- All student files need to be filed in a manilla folder with the students' name and student key labelled on them which sits inside a suspension file with a tab on it with the students' name.
- All items to be archived must have a 'SMARTBOX FILING' form attached to the front of every item. This form is found in the Filing cabinet under 'Smartboxing'. This form needs to be filled in by the person responsible for that department.
- All information provided is what needs to be filled in on the system.
- No new Departments or Categories are to be created unless otherwise specified.
- All student records are to be entered and named separately so they can be found when searching in the system. When entering student files you will need to take the destruction date out of these files as we need to keep them forever and this will prevent us from accidentally deleting the files.
- In the case of any students who exit before the end of Year 12, their category would be 'Exit Students'. For these students a new category will need to be made each year called 'Exit Students – 2014', for example.
- All students that leave at the end of Year 12 are considered 'Year 12 Exit Students'. For these students a new category will need to be made each year called 'Year 12 Exit Students – 2014', for example.
- When all smart boxes are full you will need to delete old files. To do this you need to click on 'Destroy Documents'. Before deleting them always check and click on 'Preview documents marked to be destroyed' and make sure there are no student or staff files in there. After you have done this then you can click on 'Destroy Documents'. When you are in this window print it so you have a copy to be able to physically delete the files from Smartboxing.
- Once you have deleted the files off the system you will need to take the copy that you printed out and go to the archives and go through the list that you deleted and physically get the files out and put them in our confidential bins. Once you have completed this then you are free to smartbox more files into the system.

Evaluation:

This policy will be reviewed as part of the College Council's three year review.

RATIFIED BY COLLEGE COUNCIL

College Council President

Date: ____/____/____