

OLSH College Records Retention and Management Policy

Rationale

Our Lady of the Sacred Heart College (OLSH) is committed to creating, storing, accessing and disposing of student records and information in a manner that aligns with relevant legislation, policies and best practice record keeping and which protects students.

This policy supports the College's obligations under relevant legislation, protects the privacy and confidentiality of personal information, preserves records of ongoing value, and ensures information is available when required for operational, educational and legal purposes.

Effective records management also reduces risk, improves efficiency, promotes accountability and preserves the history of the College.

Scope

This Policy applies to all student, staff and parent records in paper and electronic format, including academic reports, admissions information, photographs, wellbeing records and attendance data.

Principles

The following principles apply to all College records:

- **Record creation** – records should be complete, accurate and align with key disciplines of an education service provider including academic reports, wellbeing records and operational information.
- **Accuracy and Completeness** – Records must accurately document College activities, decisions and transactions and be complete, reliable and maintained in their original context.
- **Secure Storage and Accessibility** – Records must be stored securely in approved physical or electronic systems and remain accessible to authorised users for as long as they are required. Files will be backed up where held electronically and protected from loss or alteration.
- **Legislative Retention** – Records will be retained for the minimum periods required under relevant legislation, regulatory requirements and approved records retention schedules.
- **Active Records Management** – Records will be actively managed throughout their lifecycle, including creation, storage, retrieval, archiving and authorised disposal when retention periods have expired.

- **Child Safety Records** – Records relating to child safety and student wellbeing will be retained and managed in accordance with all applicable legislative and regulatory requirements, recognising their ongoing importance.
- **Preservation of College History** – Records of historical or archival significance will be appropriately identified, named, classified and preserved to protect the College's institutional history and heritage.

Definitions

Record: Any information created, received or maintained as evidence of business activities.

Retention Period: The minimum period a record must be kept.

Disposal: The authorised destruction or deletion of a record.

Permanent Record: A record that must be kept indefinitely.

Roles and responsibilities

Principal – is responsible for ensuring compliance with this policy, authorizing the release of information to requesters, authorizing records disposal and ensuring compliance with relevant legislation.

Leadership Team – ensure compliance with this policy by their areas, demonstrating best practice record keeping and ensuring staff are aware of the importance of accurate record keeping.

IT services - are responsible for providing appropriate security and access to electronic information, maintenance of information management systems and preservation of data when systems are upgraded or decommissioned.

Staff – are responsible for creating accurate records, storing them on appropriate systems and disposing of records no longer required.

Record format and storage

Records may be held in hardcopy or electronic format. Historic records by their nature may need to remain in hardcopy format however, where possible, files will be digitized. File names should be concise and meaningful, and consistent with like files.

College storage such as OneDrive or Sharepoint should be used for file storage. Hardcopy files are kept securely in the archive storage room and offsite at a commercial storage facility.

Retention schedule

College records and information must be retained in line with the retention schedule below.

Record Type	Preferred Format	Retention Period	Category
Student enrolment forms and admission records	Digital	7 years or the duration of the student's enrolment	Student
Student register	Digital	Permanent	Student
Year 7 to 9 reports	Digital	15 years after departure	Student
Year 10 to 12 academic reports	Digital	50 years after departure	Student
Final testament or reference	Digital	Permanent	Student
Attendance records	Digital	30 years after departure	Student
Student wellbeing records	Secure digital file	75 years from date of birth	Student
Student medical records and management plans	Secure digital file	30 years after student leaves	Student
Student discipline records	Secure digital file	25 years after student leaves	Student
Child safety concerns, disclosures and investigations	Secure digital file	Permanent	Student
Mandatory reporting records	Secure digital file	99 years	Student
Complaints involving students	Secure digital file	25 years after closure	Student
Serious incidents involving students	Secure digital file	45 years after incident	Student
Excursion and camp records	Digital	7 years after activity	Student
Photographs, videos, yearbooks and publications	Digital archive	Permanent	Student

Record Type	Preferred Format	Retention Period	Category
Property deeds, titles and major building records	Digital and original where required	Permanent	Operational
Financial statements and audit reports	Digital	Permanent	Operational
Accounting records, invoices and ledgers	Digital	7 years	Operational
Insurance policies and claims	Digital	7 years after closure	Operational
Contracts and service agreements	Digital	7 years after expiry	Operational
CCTV footage (routine)	Digital	30–90 days	Operational
CCTV footage relevant to an incident	Digital	Retain with incident file	Operational
Routine administrative emails	Digital	Up to 2 years	Operational
Significant emails documenting decisions or actions	Digital	According to relevant record category (e.g student, operational, HR)	Operational
Payroll records	Digital	7 years after employment ceases	HR
Employee personnel files	Secure digital file	7 years after employment ceases	HR
Teacher registration and qualifications	Digital	7 years after employment ceases	HR
Professional learning records	Digital	7 years after employment ceases	HR
Recruitment records – successful applicants	Digital	10 years after decision	HR
Recruitment records – unsuccessful applicants	Digital	2 years after decision	HR
Workplace health and safety records	Digital	30 years	HR
Workers compensation records	Digital	45 years	HR
School Council/Board minutes	Digital archive	Permanent	Governance

Record Type	Preferred Format	Retention Period	Category
Principal reports	Digital	Permanent	Governance
Strategic plans and annual reports	Digital	Permanent	Governance
School policies and superseded versions	Digital	Permanent	Governance
Governance and compliance records	Digital	Permanent	Governance
Volunteer records	Digital	7 years after service ends	Community

Child safety and sensitive records

Records relating to child safety, reportable conduct, investigations and associated actions must be retained permanently in accordance with legislative and regulatory requirements. These records are highly sensitive and must be stored securely, to ensure appropriate safeguards are in place to protect the confidentiality, integrity and security of these records.

Record access

Requests for information from current or past staff, parents, students or other parties must be managed in accordance with the College's Information Request process. Retrieval and review of all documents should be managed by the College Leadership team or their delegate, in consultation with key stakeholders associated with the request.

Review and release of information to a requester will be in line with relevant legislation and the Australian Privacy Principle 12 – Access to Personal Information.

Record disposal

Records will be actively managed and disposed of in accordance with the Records Retention Schedule. Hardcopy records will be sent to a commercial document destruction company and electronic records will be permanently deleted. Record disposal must be authorised by the Principal. A disposal log will be maintained to record destruction of records.

Training and awareness

The College will ensure that staff are aware of the importance of best-practice record keeping and the College's records management systems. Training will be provided to ensure staff are familiar with records management platforms and record keeping practices, including note

taking, recording student data, storage on personal devices naming conventions and version control.

Parents and students will be made aware of the Colleges information collection and retention policy when they enrol at the College and annually via a Business Notice.

Related policies and legislation

OLSH College Privacy Policy

Child Safety Standards and related policies

Privacy Act 1988

Australian Privacy Principles (APP), APP 12

Public Records Office of Victoria records retention schedule

Appendices

[Information request register](#)

[Information request process](#)

[Record disposal register](#)

Responsibility	OLSH College Principal
Created	July 2026
Next review date	July 2028