



ST. ANDREW'S GRAMMAR

RECORD MANAGEMENT POLICY

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January 2008	Principal	2008	2009
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ST. ANDREW'S GRAMMAR

Record Management Policy

Policy

Record management is concerned with the discipline and organisation function of managing records to meet operational needs and accountability requirements. St. Andrew's Grammar uses the procedures listed below and on other related policies such as the Privacy Policy to ensure that all statutory principles of record management are followed and those records are kept in good order and is expediently retrievable.

Rationale

Records are a fundamental aspect of St. Andrew's Grammar's business operations and must be kept for accountable, cultural, legislative and historical requirements.

The proper management of records is critical for day-to-day work. The monitoring of students' and systems performance, communicating with peers, students, parents and other stakeholders in the education process, reporting on what has been done and why, requires the creation and maintenance of records on paper or electronically.

Properly managed records can assist in ensuring timely provision of information as well as saving costs in terms of the time spent in finding poorly filed records and in storage space. Records and information are integral to most activities and the standard of their management impacts both directly and indirectly on productivity and service provision.

Records must be assessed at the time of creation. Records of continuing value need to be identified and retained in a useable form for the appropriate length of time, without being altered and with adequate protection for privacy and confidentiality. Records not required for permanent retention must be disposed of on a regular basis.

All records of continuing value to the School must be retained in a systematic fashion that enhances easy retrieval, access and conservation of the record.

Records

A record is defined as any information, however recorded, including data in computer systems, created, received and maintained by the School or person in the transaction of business or the conduct of affairs and kept as evidence of such activity and includes the following:

- Any paper or other material, including affixed papers on which there is writing;
- Any map, plan, diagram or graph;
- Any drawing, pictorial or graphic work, or photograph;
- Any paper or other material on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them;
- Any article or material from which sounds, images or writing can be reproduced whether or not with the aid of some other article or device;
- Any article on which information has been stored or recorded, either mechanically, magnetically or electronically.

Types of Records- They include but are not limited to:

- Continuing value records which are those records that need to be kept for any length of time varying from a few months to many years and must be retained in the School's records system.
- Permanent records are those records required to be held forever in the archives;
- Ephemeral records are those records that have virtually no requirement for retention and include duplicate copies of records;
- Vital records are those records that are essential for the continued operation of the School.

The status of the record must be:

- Assessed according to the procedures developed by the School;
- Assessed at the creation of the record; and
- Determined by the receiver on receipt of incoming mail.
- An endorsed copy is any copy or extract from a record admissible as evidence which can be proved to be:
- An examined copy or extract; or certified as a true copy or extract under the hand of a person to whose custody the original is entrusted.

An accounting record is any record which:

- Relates to any transaction through the School's general ledger;
- Indicates approved expenditure for goods or services;
- Contains a delegated financial authority signature; and
- All transactions relating to the family ledger ie billing, monies received.

A Human Resources record is:

- A personnel record is a record containing information about a School employee.
- A student record is a record containing information about an individual student.

Files

A file is defined as a collection of all records on a particular topic. Files may be based on:

- Subject;
- Client;
- Financial transaction; or
- Data collection

Subject files contain all matters relating to a particular subject and are used when retrieval of like information is required. Examples of subject files include:

- Committees (e.g. Occupation Health and Safety meetings, P&F Committee meetings);
- School Board meetings;
- Financial matters (e.g. budgets);
- School Builds

Incoming Mail

All incoming correspondence that is considered to relate to the business of the School is to be managed as a **public** record. Personal mail is to be sent home or to a private box.

Any mail, unless personally addressed, whether received through postal services, facsimile, email or by courier, is to be opened in Administration and identified by the date and time of its arrival. It is then to be forwarded to the relevant staff member.

Cheques and accounts received through the mail are to be managed in accordance with the financial procedures of the School.

Electronic Records

Electronic records whether captured directly into an electronic record keeping system, saved into a network directory or printed and placed on paper file must capture enough information along with the electronic record to enable it to be understood and to support its management and use.

Electronic records on stand alone computers and shared network drives are not electronic record keeping systems and therefore work sites without electronic records / document management systems are to print electronic records and place them on paper-based files.

Significant electronic documents and records which are kept within the network drive for organizational purposes are to be regularly backed-up. Back-up can be by copying the documents to disks or tapes and storing the disks or tapes off-site.

Forms / Financial

A form collects recurring but variable information that is required within the School.

An accountable form is an official document which:

- Can be used to obtain goods, services, or moneys from the School or on behalf of the School; and
- May cause a financial or material loss if used incorrectly.

Examples of an accountable form include:

- Requisitions and receipt advice for goods and/or services
- Purchase orders for goods or services and for motor vehicle requirements;
- Invoices for cash sales;
- Receipts for money from internal account receipts;
- Asset Register (furniture and equipment)

Roles and Responsibilities

As detailed in the Freedom of Information Act 1992, a general user is any person who has authorized access to information. This may include designated School employees, clients external to the School and members of the public. General users must not remove any document from a file without permission of the Principal / designated persons. (Refer to the Privacy Policy)

Staff Responsibilities

All staff have responsibilities concerning significant records under their control or with which they work. In respect of those significant records, all staff will: -

- Ensure that all records relating to business activities that are created and / or received are included in the record keeping systems of the School;
- Maintain the currency, integrity and accuracy of records;
- Apply appropriate security to sensitive records created and received by them;
- Ensure sensitive records have restricted physical access and secure storage;
- Ensure records including electronic records are destroyed in accordance with the appropriate approved retention and disposal schedule;
- Retain electronic records in electronic form in work sites with electronic record document management systems.

In addition, all Senior Leadership Team staff and specialist Coordinators will: -

- Ensure that there are record keeping systems established to manage the records under their control;
- Ensure that all staff are briefed regarding their record keeping responsibilities;