



Policy Name	Record Keeping Policy
Related Policies and Legislation	State Records Act 2000 (Ownership, Freedom of Information, confidentiality & security of records); Financial Administration & Audit Act 1985 (Financial records to be retained & period of retention); Evidence Act 1906 (Types of information & records acceptable as evidence in a court of law); Limited Act 1935-1978 (Period of time within which legal proceedings may be commenced); Freedom of Information Act 1992 (Legal right to access of documents held by schools; amendment of personal information contained in a public record); Public Sector Management Act 1994 (Standards to be maintained in the creation, management, maintenance & retention of records); The Criminal Code (Section 85); School Education Act 1999 (The provision regarding the confidentiality of records and the management of enrolment & attendance records).
Policy Category	Planning & Management
Relevant Audience	Administration Staff Teaching Staff Board of Governance
Date of Issue / Last Revision	28 July 2011 04 April 2015 – Re-Formatted
Date Set for Review	July 2016
Person/s Responsible for Review	Treetops Administration

Record Keeping Policy

- Records are defined as any record of information however recorded.
- Records must be maintained and stored in a manner that enhances retrieval and ensures their integrity, physical safety and security.
- **All** staff at Treetops Montessori School have a responsibility concerning records under their control or with which they work. Staff are to learn, understand and apply to records the distinction between *ephemeral* and *significant* records. (See definitions supplied.)
- **All** significant educational and business decisions and transactions in relation to policy, administrative and operational transactions must be documented and captured in records.
- **All** student records must be placed on the individual's file in the office. The administrative staff are responsible for the security, maintenance and appropriate archiving of this information.
- **All** correspondence and notes between the school and parents or third parties about a student registered at the school must be kept on the student's file in the main office. This includes all notes and correspondence sent directly between teachers and parents. The administrative staff are responsible for the security, maintenance and appropriate archiving of this information.
- **All** emails sent between the school and parents or third parties about a student registered at the school must be forwarded to office@treetops.wa.edu.au for storage. The administrative staff are responsible for the security, maintenance and appropriate archiving of this information.
- Financial records must be appropriately stored. The Financial Administrator is responsible for the security, maintenance and appropriate archiving of this information.
- Board records must be appropriately stored. The Board Secretary is responsible for the security, maintenance and appropriate archiving of this information.
- The School's capture and use of significant records must be in strict accordance with the School's Privacy Policy. (See *policy*.)
- Certain records must, by law, be kept for a specified period of time (See *Relevant Acts*).
- The disposal of records must be done in a manner that complies with privacy issues. (eg. shredding).
- It should be known that any staff member who corruptly by act or omission falsifies, destroys, alters or damages any record is guilty of a crime and is liable to imprisonment for three years. (The Criminal Code - Section 85).

Definitions:

Ephemeral Records: Duplicates records and/or those which have only short-term value to the school with little or no ongoing administrative, fiscal, legal, evidential or historical value.

Significant Records: Those which: contain information which is of administrative, legal, fiscal, evidential or historical value and is not recorded elsewhere on the public record; document formal communication and/or transaction between staff or between a staff member and another party;

document the rationale behind policy, senior staff decisions and directives; and are unsuccessful applications or tenders. A significant record: describes the issue; records who was involved; records why a decision was made; records how a decision was made; embodies the actual policy itself.

Relevant Acts:

- *State Records Act 2000 (Ownership, Freedom of Information, confidentiality and security of records).*
- *Financial Administration and Audit Act 1985 (Financial records to be retained and period of retention).*
- *Evidence Act 1906 (Types of information and records acceptable as evidence in a court of law).*
- *Limited Act 1935-1978 (Period of time within which legal proceedings may be commenced).*
- *Freedom of Information Act 1992 (Legal right to access of documents held by schools; amendment of personal information contained in a public record).*
- *Public Sector Management Act 1994 (Standards to be maintained in the creation, management, maintenance and retention of records).*
- *The Criminal Code (Section 85).*
- *School Education Act 1999 (The provision regarding the confidentiality of records and the management of enrolment and attendance records).*