

Retention and Disposal Schedule For Records Held in Schools

Queensland State Archives approved the following 'Retention and Disposal Schedule for Records Held in Schools' in June 1996. If you have any queries relating to this schedule, please telephone the Jackie Elliott, Unit Manager, Document Management Unit on (07) 323 79910.

* The retention period for financial records refers to the years after the financial year to which the record relates or until an audit has been conducted which ever is the later.

The retention period for all other records refers to the number of years that have elapsed since the date of the latest document on the file.

Care should be taken with 'working' notes especially when they are notes of interviews which were used as evidence upon which final reports were based. In these instances it may be necessary to keep the 'working notes' as well as the final report.

DOCUMENT A ADMINISTRATIVE FILING SYSTEM THESE RECORDS ARE USUALLY HELD IN THE SCHOOL ADMINISTRATION AREA.	Status P = Perm T = Temp	Retention Period	Remarks
Aboriginal Student Support & Parent Awareness - ASSPA	T	2 years	Destroy
Accident Report Forms	T		Destroy as per Accidents to Students in Document B
Accumulated Days Off	T	6 years	Destroy
Active and Informed Citizenship	T	2 years	Destroy
Adult Education	T	2 years	Destroy
Advanced Skills Teachers	T	5 years	Destroy
Alcohol on School Premises	T		Retain at school as long as required
Annual Operational Plan	T	2 years	Destroy
Anti Discrimination	T	5 years	Destroy
Appraisal/Ascertainment Records	T		Destroy when student turns 25 years of age - <i>currently under review</i>
Austudy/Abstudy	T	7 years	Destroy
Board of Senior Secondary School Studies - BSSSS	T	5 years	Destroy
Board of Teacher Registration	T	5 years	Destroy
Calendar of Returns	T	1 year	Destroy

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Census Return	T	1 year	Destroy
Claim for Compensation for Loss or Damage to Property	T	7 years *	Destroy
Cleaning Programs	T	1 year	Destroy
Cleaning	T	5 years	Destroy
Cluster Meetings	T	2 years	Destroy
Collaborative School Review - CSR	T	5 years	Destroy
Colleges of Technical and Further Education - TAFE	T	5 years	Destroy
Commonwealth Special Education Programs	T		Retain at school as long as required
Community Services	T	5 years	Destroy
Cooperative Programs	T	5 years	Destroy
Copyright	T	5 years	Destroy
Corporate Plan	T	1 year	Destroy 1 year after superseded
Curriculum Coordination Time	T		Retain at school as long as required
Curriculum Files eg English, Geography	T	2 years	Destroy
Department of Education Manual - DOEM	P		Refer to instructions sent with DOEM modules
Diminished Work Procedures	T		Retain at school as long as required
Disaster Procedures	T	5 years	Destroy
District Relief Teacher	T	5 years	Destroy
Education Views	T	2 years	Destroy
Education General Provision Act and Regulation 1989	T		Retain at school as long as required
Education Office Gazette - EOG - Policies and Statewide Mandatory Procedures included as interim advice	T		Destroy when included in the DOEM
Education Office Gazette - EOG - Other than Policies and Statewide Mandatory Procedures included as interim advice	T		Retain at school as long as required

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Effective Enrolment Returns	T	1 year	Destroy
Effective Learning and Teaching	T	2 years	Destroy
Emergency Contacts	T		Retain at school as long as required
Employee Exchange	T	5 years	Destroy
Employee Assistance	T	5 years	Destroy
Energy Management	T	5 years	Destroy 5 years from date of last action on file
Equal Opportunity in Public Employment Act 1992	T		Retain at school as long as required
Equal Employment Opportunity	T	5 years	Destroy
Equipment/Furniture	T	6 years	Destroy
Excursions/Camps	T	5 years	Destroy 5 years from date of last action on file
Financial Administration and Audit Act 1977 and Regulations	T		Retain at school while current
Financial Reports	T	5 years *	Destroy
Formula	T		Retain at school as long as required
Freedom of Information - FOI	T		Retain at school as long as required
Freedom of Information Act 1992	T		Retain at school as long as required
Gosuper/Qsuper	T	5 years	Destroy
Grievances and Appeals	T	7 years	Destroy
Health Services	T	5 years	Destroy
Infectious Diseases	T		Retain at school as long as required
Interhouse Sports	T	5 years	Destroy
Internal School Review - ISR	T	5 years	Destroy
Internal Audit Reports	T	10 years *	Destroy
Interschool Sports	T	5 years	Destroy
Invitations/Visiting Dignitaries	T	5 years	Destroy

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Isolated Children Parents Association - ICPA	T	5 years	Destroy
Judicial Review - JR - Information	T		Retain at school as long as required
Judicial Review - JR - Statement of Reasons	T	1 year	Destroy 1 year from date of last action on file
Leave	T		<p>Applications for leave forms can be destroyed 3 years from the date of last action. However, please note that the PSMC Guideline M4 regarding the disposal of leave records is as follows:</p> <ul style="list-style-type: none"> - Retain leave applications for all officers until such officers reach the age of 70 years or have been deceased for 7 years, unless accurate, legible leave cards are maintained. - Retain leave cards for all officers until such officers reach the age of 70 years or have been deceased for 7 years. Destruction of the cards can then be carried out.
Local Accommodation Committee	T	2 years	Destroy
Local Relief Teacher	T	5 years	Destroy
Local Government	T	5 years	Destroy
Major Capital Works - Up to a value of 2 million Dollars	T	5 years	Destroy
Major Capital Works - Over a value of 2 million Dollars	T	10 years	Destroy
Media Releases	T	1 year	Destroy
Medication Information	T	5 years	Destroy 5 years from date of last action on file
Minor Capital Works - As a rough guide up to a value of 100 000 Dollars	T	5 years	Destroy
National Aboriginal Education Programs - NAEP, NATSIEP	T	2 years	Destroy
National Component of the Country Area Program - NATCAP	T	5 years	Destroy 5 years from date of last action on file
Non Contact Teaching Time	T	5 years	Destroy
Numeracy and Literacy	T	5 years	Destroy
Occupational Health and Safety	T	7 years	Destroy

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<p>Parents and Citizens Association</p> <p>- Audit - Certificates of Association</p>	<p>T</p>	<p>7 years</p>	<p>Destroy 7 years from date of last action</p>
<p>Parents and Citizens Association Meetings</p> <p>- Agenda Papers - Minutes</p>	<p>T</p>	<p>10 years *</p>	<p>Destroy 10 years from date of last action</p>
<p>Payroll</p>	<p>T</p>	<p>5 years *</p>	<p>Destroy</p>
<p>Performance Planning and Review</p>	<p>T</p>	<p>3 years</p>	<p>Destroy three years after the date of assessment</p>
<p>Pest Control</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Position Descriptions</p>	<p>T</p>		<p>Retain at school as long as required</p>
<p>Priority Country Area Program - PCAP</p>	<p>T</p>		<p>Retain at school as long as required</p>
<p>Priority Country Area Program Local Committee</p>	<p>T</p>	<p>2 years</p>	<p>Destroy</p>
<p>Professional Development</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Public Sector Management Commission - PSMC</p>	<p>T</p>		<p>Retain at school as long as required</p>
<p>Public Service Management and Employment Act 1988 and Regulations</p>	<p>T</p>		<p>Retain at school as long as required</p>
<p>Purchasing - Orders</p>	<p>T</p>	<p>2 years *</p>	<p>Destroy</p>
<p>Queensland Association of State School Principals - QASSP</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Queensland Transport</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Queensland Arts Council</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Queensland Administrative Services</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Queensland Secondary Principals Association - QSPA</p>	<p>T</p>	<p>5 years</p>	<p>Destroy</p>
<p>Queensland Council of Parents and Citizens Association - QCPCA</p>	<p>T</p>	<p>2 years</p>	<p>Destroy</p>
<p>Records Management</p>	<p>T</p>		<p>Retain at school as long as required</p>

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Recruitment and Selection	T	5 years	Destroy
Reference Group Committees	T	2 years	Destroy
Regional/State Human Resources Forum	T	2 years	Destroy
Regional Newsletter/Flyer	T	2 years	Destroy
Regional/State Studies Forum	T	2 years	Destroy
Regional Sports Council	T	5 years	Destroy
Regional/State Resources and Administration Forum	T	2 years	Destroy
Relief Employment	T	5 years	Destroy
Request for Services	T	5 years	Destroy
Resource Replacement Scheme	T	7 years	Destroy 7 years from date of last action
Review of the Queensland School Curriculum - Wiltshire Report	T		Retain at school as long as required
Sales Distribution Services - SDS	T	2 years	Destroy
School Dance	T	2 years	Destroy
School Photos	T		Liaise with the Educational History (Library Services) in Central Office - Tel. (07) 3237 0709
School Fete	T	2 years	Destroy
School Council/Student Forum	T	2 years	Destroy
School Prefects/School Captains	T	2 years	Destroy
School Support Advisory Council	T	2 years	Destroy
School Advisory Councils	T	5 years	Destroy
School Productions	T	2 years	Destroy
School Banking	T	5 years	Destroy
School Budget	T	5 years *	Destroy
School Industry Links	T	1 year	Destroy

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School Watch	T	5 years	Destroy
School Grounds	T	2 years	Destroy
School Development Officer	T	1 year	Destroy
School Grants	T	5 years *	Destroy
School Newsletter	T	5 years	Destroy
School Magazine	T	5 years	Destroy
School Development Plan	T	2 years	Destroy
School Profile	T	1 year	Destroy
Security	T	5 years	Destroy
Senior Schooling	T	5 years	Destroy
Sexual Harassment	T	5 years	Destroy
Social Justice	T		Retain at school as long as required
Special Events or Projects	T	5 years	Destroy
Special Program Schools Scheme - SPSS	T	2 years	Destroy
Speech Night	T	2 years	Destroy
Student Performance Standards	T		Destroy with student record card
Student References and Identification	T	1 year	Destroy
Student Teachers	T	1 year	Destroy
Student Health	T		Retain at school as long as required
Student Welfare	T		Retain at school as long as required
Student Allowances	T	5 years	Destroy
Student Detention Statistics	T	1 year	Destroy
Students on Transfer	T	1 year	Destroy
Students at Risk - STAR	T		Retain at school as long as required

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Subsidy - General Correspondence	T	10 years	Destroy
Subsidy - Remittance Advices	T	5 years *	Destroy
Sun Smart - General Correspondence	T		Retain at school as long as required
Sun Smart - Remittance Advices	T	5 years *	Destroy
Supportive School Environment - Inclusive Curriculum	T		Retain at school as long as required
Supportive School Environment - Behaviour Management Procedures	T	10 years	Destroy 10 years from date of last action
Suspension/Exclusion Procedures	T		Retain at school as long as required
Suspension/Exclusion Statistical Information	T	2 years	Destroy
Teacher Relief Scheme - TRS	T	5 years *	Destroy
Teacher Transfers/Non Teaching Transfers	T	5 years	Destroy
Teacher Housing	T	5 years	Destroy
Tertiary Education Procedures Authority - TEPA	T	5 years	Destroy
Textbook Hire Scheme	T	5 years *	Destroy
Training and Development	T	5 years	Destroy
Transport Committee	T	2 years	Destroy
Uniforms/School Dress Standards	T		Retain at school as long as required
Unions	T	1 year	Destroy
Universities	T	5 years	Destroy
Utilities	T	5 years	Destroy
Vacation Addresses	T		Retain at school as long as required
Vehicles	T	1 year	Destroy 1 year from date of disposal of vehicle
Venue Hire	T	5 years	Destroy
Volunteer Workers	T	5 years	Destroy

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Work Education	T	5 years	Destroy
Workers Compensation/Rehabilitation	T	2 years	Destroy
Workplace Health and Safety Act and Regulations 1989, 1991	T		Retain at school as long as required

DOCUMENT B OTHER RECORDS/REGISTERS	Status P = Perm T = Temp	Retention Period	Remarks	Descriptor
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Absence Notes	T	1 year	Destroy	Student Management
AAEP \ Administrative Assistants Time Book	T	6 years *	Destroy	Human Resources
Accident Register for Staff	T	7 years	Destroy	Human Resources
Accidents to Students - Register - Report Forms - Witness Statements	T		- If Accident occurred when student was 18 years or over destroy 3 years after the date of the accident - If accident occurred prior to student attaining the age of 18 years destroy 3 years after student turns 18 years	Student Management
Administration of Medication Register	T		Destroy as per Student Record Cards	Student Management
Admission Forms	T	5 years	Destroy	Student Management
Admission Register	P	Keep only current register	Transfer non-current registers to State Archives	Student Management
Advisory Visiting Teachers Documents	T		Destroy with student record card	Student Management
Ancillary Staff Time Books	T	6 years *	Destroy	Human Resources
Anecdotal Records - On students	T		Destroy with student file	Student Management
Annual Returns	T	10 years	Destroy 10 years from date of last action	School Management
Applications For Ancillary Positions	T	1 year	Destroy	Human Resources
Arbour Day Reports	T	5 years	Destroy	Studies Policy & Development
Assessment Material and Data - Mark Books, Class Lists, SSAS or SAIS - Held by Individual Teachers	T	1 year	Destroy	Student Management
Assignments/Work Samples Submitted by Students	T		Return to student after the mark has been recorded or at the conclusion of any appeal process	Student Management
AST Selection Information - eg. Scores	T		Destroy when no longer of use	Human Resources

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Auditory Learning Clinic Documents	T		Destroy with student record card	Student Management
Cash Books - Grant / Internal / P&C	T	20 years *	Destroy	Financial Management
Cash Register Summary Sheets and Strips	T	3 years *	Destroy	Financial Management
Certificate of Transfer	T	2 years	Destroy	Asset Management
Class Roll Books/Religious Instruction Rolls	T	5 years	Destroy	Student Management
Class Timetables	T	1 year	Destroy	School Management
Cleaners Time Book	T	6 years *	Destroy	Human Resources
Collection Documentation - Receipts/Receipt books - Cash by Post Books - Bank Deposit Books - Bank Statements - Cash Sale Document	T	5 years * 5 years * 3 years * 2 years * 2 years *	Destroy	Financial Management
Community/Parent Register	T	1 year	Destroy	School Management
Convenors for Tuckshop - Pay Advice	T	7 years	Destroy 7 years from date of last action on file	Human Resources
Corporal Punishment Register	P		Do Not Destroy - forward to Document Management Unit in central office for lodging at QSA	Student Management
Correspondence Re: Children (eg. Discipline, Estranged Parents, Police, Family Services)	T		Destroy with student file	Student Management
Crossing Supervisor Time Book	T	6 years	Destroy	Human Resources
Custody Particulars	T		Destroy with student file	Student Management
Custody Register	T		Destroy when no longer of use	Student Management
Dental Health Reports	T		Destroy as per Student Record Cards	Student Management

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Diaries (Any Work Related) of Staff	T	1 years	Destroy See also principal's appointment diary	Human Resources
Diminished Performance Review Records	T		Refer to Public Sector Management Commission guidelines	Human Resources
Disciplinary Reports - Students	T		Destroy with student file	Student Management
Electrical Safety Inspections Register	T	7 years	Destroy	Asset Management
Enrolments of Aboriginal and Islander Children	T		Place with effective enrolment returns	Information Management
Expenditure Documentation - Vouchers - Paid Cheques (returned by bank) - Cancelled Cheques - Cheque Butts	T	5 years *	Destroy	Financial Management
Family Court Orders	T		Destroy with student file	Student Management
Fax Records - Usage Only	T	1 year	Destroy	Asset Management
First Year Teacher Reports (Duplicates)	T		Destroy when teacher leaves school	Human Resources
General Accounting - Petty Cash/Postage Books/Dockets - Invoice Books - Order Books	T	2 years *	Destroy	Financial Management
General Administration - Edquip Cards - Stock Books - Stocktaking Sheets - Delivery Books - Project Material	T	5 years * 3 years * 2 years * 6 years *	Destroy 5 years after asset has been written-off	School Management

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Global Budget - Grant Account - Internal Account - Parents and Citizens Association Budget - General Account	T	5 years *	Destroy	Financial Management
Grant/Internal Accounts - General Account	T	5 years *	Destroy	Financial Management
Guidance File for Individual Students Which Could Contain: - Guidance Officers Anecdotal/Working Notes - Guidance Reports to Schools/Parents - Guidance - Proformas for Scoring Standardised Tests - Guidance Counselling Sessions Records	T	25 years	Destroy 25 years from date of last action	Student Management
Individual Education Plans	T	1 years	Destroy	Student Management
Inspectors Reports	P		Do not destroy - forward to DMU in central office	Review & Evaluation
Internal and External Investigation Reports	T	5 years	Destroy	School Management
Inventory of Moveable Property - From 1911	T	10 years *	Destroy 10 years from date of last action	Asset Management
Inventory of Moveable Property - Up to 1910	P		Do not destroy - Consult with State Archives for lodgement approval when administrative use ceases	Asset Management
Kilometric Allowance Records (List Given to Each Person at the End of Year All Approve km Allowance.)	T	1 year *	Destroy	Human Resources
Learning Support Teachers' Files	T		Destroy as per Student Record Cards	Student Management
Leave Forms - Duplicates	T	2 years	Destroy	Human Resources
Material Relating to Appointments - Duplicates	T		Destroy when teacher leaves school	Human Resources
Medical Correspondence	T		Destroy as per Student Record Cards	Student Management

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Ministers of Religion Attendance Records	T	2 years	Destroy	Student Management
Occupational Therapy Reports	T		Destroy as per Student Record Cards	Student Management
Paediatric Low Vision Clinic (Department) Reports	T		Destroy as per Student Record Cards	Student Management
Parents and Citizens Association - Constitution - List/Notice of Office Bearers	T		Retain until superseded	Organisations
Permission Notes	T	1 year	Destroy 1 year from date of last action	Student Management
Physiotherapy Reports	T		Destroy as per Student Record Cards	Student Management
Playground/Bus Duty Roster	T	5 years	Destroy	School Management
Playground Equipment Inspection Registers	T	25 years	Destroy	Asset Management
Postage Books	T	2 years *	Destroy	School Management
Principal's Discipline Register	P		Do not destroy - forward to DMU in central office	Student Management
Principal's Appointment Diary	T	10 years	Destroy	Human Resources
Private Calls/Official Telephone Register	T	2 years *	Destroy	School Management
Project Club Book	T	5 years *	Destroy	School Management
Record of Staff Interviews	T	1 year	Destroy	Human Resources
Register of Time Lost for All Staff	T	3 years *	Destroy	Human Resources
Register for Duty Performed - Supply Teachers	T	1 year	Destroy	Human Resources
Reports on Students on Transfer - Written by Classroom Teacher	T		Transfer with student file	Student Management
Requests for Support - Referral Information	T		Destroy with student file	Student Management
School Excursion Records	T	5 years	Destroy	School Management
School Correspondence - Correspondence Which is Not Part of an Identifiable School File	T	10 years	Destroy 10 years from date of last action	School Management

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School Health Services Reports	T	10 years	Destroy 10 years from date of last action	School Management
Speech/Language Therapy Reports	T		Destroy as per Student Record Cards	Student Management
Sporting Carnival Roll	T	5 years	Destroy	School Management
<p>Student Council - General Administration</p> <ul style="list-style-type: none"> - Minutes - Cash Books - General Ledger - Invoices / Vouchers - Order Books - Cheque Butts / Cancelled Cheques - Paid Cheques (Returned by Bank) 	T	<p>10 years *</p> <p>20 years *</p> <p>10 years *</p> <p>5 years *</p> <p>2 years *</p> <p>5 years *</p> <p>5 years *</p>	Destroy	Committees
<p>Student Information - Student Record Cards</p> <ul style="list-style-type: none"> - Primary - Secondary - Special 	T		<p>Destroy 10 years after student has left the school</p> <p>Destroy 5 years after student has left the school</p> <p>Destroy 5 years after the last date of enrolment in a state school</p>	Student Management
<p>Student Information - Files or Folders Which Contain:</p> <ul style="list-style-type: none"> - Samples of Work - Description of Programs Provided by the Class Teacher - Notes from Parent Interviews - Test Results - Various Other Materials eg - Permission Notes - Custody Particulars - Notes from Parents - Family Court Orders 	T		Destroy as per Student Record Cards	Student Management
Student Assessment Results for Individual Students	T		Destroy with student file	Student Management
Student Profile Results	T		Destroy with student file	Student Management

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Student Records Received From Other Schools - Primary - Secondary - Special	<p align="center">T</p>		Destroy 10 years after student has left the school Destroy 5 years after student has left the school Destroy 5 years after the last date of enrolment in a state school	<p align="center">Student Management</p>
Suspension/Exclusion of Students - Related Correspondence	<p align="center">T</p>		Destroy with student file	<p align="center">Student Management</p>
Swimming Roll	<p align="center">T</p>	<p align="center">5 years</p>	Destroy	<p align="center">School Management</p>
Teacher Aide/Cleaners - ADO Hours Sheet - Accumulated Days Off	<p align="center">T</p>	<p align="center">3 years *</p>	Destroy	<p align="center">Human Resources</p>
Teacher Aides Time Book	<p align="center">T</p>	<p align="center">3 years *</p>	Destroy	<p align="center">Human Resources</p>
Teacher Relief Scheme - TRS Register	<p align="center">T</p>	<p align="center">5 years *</p>	Destroy	<p align="center">Human Resources</p>
Time Lost Returns	<p align="center">T</p>	<p align="center">6 years</p>	Destroy	<p align="center">Human Resources</p>
Truancy Records	<p align="center">T</p>		Destroy with student file	<p align="center">Student Management</p>
Year 2 Diagnostic Net / Year 6 Test - Individual Student Profile Results	<p align="center">T</p>		Destroy as per Student Record Cards	<p align="center">Student Management</p>