

Records Management Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact our office reception staff.

Schools are not required to have a local policy addressing this issue, and should follow the Department's policy and guidance on records management at [Records Management—School Records](#) to ensure you meet the legal and policy requirements for the creation, storage and disposal of school records.

Implementation guide

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	No, schools are not required to have a local policy on this issue.
Does this policy have to be approved by school council?	N/A
Is school community consultation required for this policy?	N/A
What is the basis for this policy?	The Department's Policy and Advisory Library: Records Management — School Records
Review cycle	N/A

- It is important that all school staff are aware of the requirements for the creation, storage, retention and disposal of key school records and confidently understand your school's processes/procedures for records management.
- The Department's [Records Management — School Records](#) policy and guidance provides a comprehensive explanation of the retention and disposal periods for key school records as well as contact details for further information and support.