



KEEP THE KNOWLEDGE – MAKE A RECORD GUIDE

What you need to know about records

WHAT IS A RECORD?

- Records provide evidence of business activity.
- All information created, sent and received while carrying out your job is potentially a record.

COMMON RECORDS KEPT BY THE COLLEGE

- Agendas and Minutes of Meetings
- Audits
- Authorisations/delegations
- Awards, prizes and scholarships
- Capital projects
- College publications
- Communication with parents/guardians/carers
- Complaints
- Counselling records
- Curriculum documentation
- Extracurricular activities
- Financial records
- Funding applications
- Incident/accident/injury reports
- Legal agreements
- Payroll and employee records
- Policies, procedures and guidelines
- Student assessments
- Student enrolment data and documentation
- Student medical records
- Student reports
- Strategic/annual/business plans
- Recruitment and selection documentation

RECORDS CAN BE IN PAPER, ELECTRONIC OR MANY OTHER FORMATS

- CCTV recordings
- Databases
- Digital applications
- Documents
- Emails
- Ephemera/samples/objects
- Letters
- Maps and plans
- Memorabilia
- Minutes
- Photographs
- Policy and briefing papers
- Research data
- Spreadsheets
- Social media
- Text messages
- Transactional information in business systems
- Website

WHY RECORD KEEPING IS IMPORTANT

Good recordkeeping is important because it ensures the integrity of data, helping to maintain accurate, consistent and trustworthy information over time. Information is accessible, allows for accurate tracking of information, supports informed decision making, and provides legal and financial protection.

Managing information and records effectively makes good business sense. It makes your job easier and helps your colleagues. Regularly making records and keeping them in the right place makes it easier to:

- Locate information when needed
- Reuse good work that you or someone else has done
- Determine the most recent version of a document
- Produce evidence as to why a decision was made
- Protect yourself, students, parents, employees and the College

Over time records become an integral part of the College's documentary heritage, preserving its history, story, identity, and values for future generations.

WHAT ARE MY RECORDKEEPING RESPONSIBILITIES?

All employees, board members, contractors, volunteers, and clergy have recordkeeping responsibilities. These include:

- Making work-related records
- Keeping records in the College's corporate management systems and approved locations
- Ensuring you don't dispose of records without authorisation
- Complying with the College's recordkeeping policies and procedures

WHEN SHOULD I MAKE OR KEEP A RECORD?

Some records, such as those in workflow or other business systems, are automatically created for you. At other times, you must make a conscious decision to make or keep a record. Do so if you need to show:

- What happened, when it happened or who was involved
- What was decided or recommended and by whom
- What advice or instruction was given
- The order of events or decisions

If you are not sure, ask yourself:

- Did I write, send, use or keep this in the course of my work?
- Am I (or is someone else) required to act on this?
- Will this be of historical significance to the College in the future?
- Will this information be needed in the future?

If you answer 'yes' to any of these questions, you should make or keep a record.

HOW SHOULD I TITLE OR NAME RECORDS?

Good titles and names make it easier to find the information you need. College specific naming conventions are being developed. In the meantime, some general tips for naming records include:

- Be meaningful – people should be able to understand what the record is about by reading the title
- Avoid vague terms like 'miscellaneous' or 'general'
- Provide details that distinguish between similar records or versions of the same document e.g. date, version, time
- Spell out abbreviations and acronyms

WHERE SHOULD I KEEP RECORDS?

All College records must be kept in College approved locations. If you keep records in the College's corporate management systems, the College Archive or other approved locations, you don't have to worry about how long they need to be kept and will ensure they are being appropriately cared for and managed. If you are unsure of the approved locations for records, please contact the Governance Manager.

CAN I DELETE OR DESTROY RECORDS?

The retention or destruction of records is governed by legislation, and you must always seek approval by completing the College Records Destruction Authorisation Form when destroying or deleting records. The person destroying or deleting records must enter that information into the College Register of Records Destroyed available in the College Policy Library on SharePoint.

A 'Records Disposal Freeze Notice' was issued by the State Government and does not expire until 2029. This records disposal freeze means that relevant organisations, including Dominic College, are required to keep all records that contain information about children, the services provided to them, and the employees that provided the service, until 2029.

WHERE CAN I GET HELP OR MORE INFORMATION?

For specific information about the College's recordkeeping policies and procedures, refer to the College Records Management Policy or contact the Governance Manager. The College adheres to the Records Retention and Disposal Schedule for Non-Government Schools. The Schedule details the records typically held by non-government schools, and their required retention periods and disposal actions based on their legal, operational or historical value. The Schedule is available in the College Policy Library on SharePoint.