



RECORDS MANAGEMENT POLICY

Approved: 12/2025
Approved By: Board
Effective: 1/2026
Next Review: 2028

www.dominic.tas.edu.au

PURPOSE

Dominic College (the College) is a Kindergarten to Year 10 Catholic School in the Salesian Tradition. The policies of the College, underpinned by Gospel values, serve to promote the wellbeing, dignity, and uniqueness of each person, and ensure the College meets its duty of care and legal and regulatory obligations.

The Charter for Salesian Schools sets out four central pillars that embody our founder St John Bosco's vision and guides the College in all aspects of school life. Dominic College draws its inspiration from these four pillars and strives to be:

- A **HOME** that welcomes
- A **PARISH** that evangelises
- A **SCHOOL** that prepares for life
- A **PLAYGROUND** where friends meet and enjoy themselves

The purpose of this Records Management Policy is to support the College's commitment to effective, secure, and compliant management of records to protect the interests of the College and its community.

SCOPE

This policy applies to all employees, contractors, volunteers, clergy, workplace participants and others engaged with the College who create, access, manage and dispose of College records, physical and electronic.

It applies to all College premises, offsite locations where College business is conducted, and digital platforms, and is effective whenever records are created, accessed, managed, or disposed of in connection with College operations.

POLICY STATEMENT

This policy establishes the expectations, responsibilities, and requirements for records management at Dominic College. It aims to:

- Ensure the accurate creation, maintenance, and disposal of records in compliance with relevant legal and regulatory requirements.
- Protect the privacy and confidentiality of personal and sensitive information held by the College.
- Support operational efficiency, accountability, informed decision-making, and effective service delivery through reliable recordkeeping practices.
- Safeguard College interests by providing evidence of communications, operations, transactions, actions and decisions.
- To promote accountability and transparency within the College community.
- To preserve the historical and administrative value of records for future reference and institutional memory.

All persons covered by this policy are required to comply with its provisions, support its aims and contribute to its effective implementation.

DEFINITIONS

TERM	MEANING
Metadata	Is information about records so people know what the records are about, are able to understand their context and purpose and makes records easier to find. Common examples of metadata for records and information include identifiers such as document, asset, contract numbers; dates; sensitivity; audit trail and workflow information that shows how records and information were tracked and actioned.
Record	<p>Any information and data that has been created, received, stored or utilised which provides evidence of any decisions made or any action taken. This includes information in the form of a document or other types of digital or analogue information such as a collection of data or other types of information created, captured and managed, in carrying out College operations.</p> <p>It is the context around the data and information that gives rise to its authenticity as a record, contextual metadata forms part of that record. Records can be:</p> <ul style="list-style-type: none"> • Born digital e.g. email, electronic document, application, image, video, audio recording. • Physical source records which means that they have a physical presence such as paper, folder, photograph, microfilm, USB drive, Compact Disc, etc. • Digitised electronic record – a digital copy of a physical source record (electronic format through scanning or other technologies).
Record Keeping	The process of creating and capturing complete, accurate and reliable evidence of the College's operations.
Recordkeeping Integrity	A record that is complete and unaltered. To maintain a record's integrity, a record should be protected against unauthorised alteration. Any additions or annotation to the original record must be made in accordance with system processes.
Records Management	The system utilised to manage (preserve, control and dispose) of records in a way that meets legal, operational, business and long-term planning needs whilst simultaneously providing a high level of accountability, security, confidentiality, accessibility and meeting community expectations.

RECORDS MANAGEMENT PRINCIPLES

- Dominic College, and all Catholic schools, are currently subject to a 'Records Disposal Freeze Notice' which was issued by the State Government and does not expire until 2029. This records disposal freeze means that Catholic schools and other relevant organisations 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.
- Records are an essential and valuable resource which enable the College to fulfil its duties and legal obligations, provide evidence and transparency of decisions that underpin the operation of the College, improve the efficiency and effectiveness of operations and the quality of decision-making and long-term planning.
- A consistent and co-ordinated approach to records management supports integrity, accountability, fulfils community expectations and meets the College's legal obligations.

- The College must maintain the integrity of records by ensuring that records are complete, unaltered, and reliable.
- Records must provide clear evidence of decisions and support accountability and transparency of the decision-making process.
- Records must be protected from unauthorised access or disclosure, alteration, misuse, deletion or destruction with controls applied to ensure records can be trusted as credible evidence.
- Records must be accessible (available, retrievable and readable), irrespective of format, for the required retention period, except where records qualify for restricted access due to privacy or other security reasons.
- The College is committed to ensuring that records are managed and disposed of in accordance with best practice records management principles. This policy ensures adherence with the standards and principles outlined in the Australian Society of Archivists Records Retention and Disposal Schedule for Non-Government Schools, and the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

RECORDS MANAGEMENT REQUIREMENTS

Managing Records

- Records must be managed in accordance with the Dominic College Keep the Knowledge – Make a Record Guide.
- The retention and disposal of records must be in accordance with the Records Retention and Disposal Schedule for Non-Government Schools and any other legal, regulatory or College requirements.
- Digital records must be kept in good order and stored in a secure system approved by the Principal, Chief Financial and Operations Officer or Governance Manager.
- Digital records must be protected by security measures such as passwords, access controls and other control measures appropriate to the nature, content and sensitivity of the record.
- All records must be handled and managed in accordance with our privacy obligations.
- Physical records must be kept in good order, in a secure, restricted access storage environment or facility dedicated to the storage of records. Such storage areas must:
 - Be restricted to limited, authorised personnel only.
 - Be free, so far as reasonably practicable, of any known hazard or risk.
 - Have appropriate floors and shelving loading capacity that safely supports records and their containers.
 - Protect, so far as reasonably practicable, records from damage, fire, dust, water, moisture and pests.
 - Minimise the impact of sunlight and UV light on records.
 - Protect magnetic storage media from magnetic fields, dust and other particles, such as acidic and oxidising gases.
- All breaches of this policy, including suspected breaches, and/or any damage or loss of records must be reported to the Chief Financial and Operations Officer and Governance Manager.

Recordkeeping

The College must implement and operate its recordkeeping practices in accordance with the parameters set out in this policy and the following documents:

- Dominic College Keep the Knowledge – Make a Record Guide.
- Records Retention and Disposal Schedule for Non-Government Schools, 2nd Edition, April 2018 (Australian Society of Archivists).

BREACHES OF THIS POLICY

Any breach of this policy will be assessed on a case-by-case basis, and will consider the severity, intent, frequency and impact of the breach. The College response will be guided by its Catholic and Salesian ethos, its policies and procedures, and any legal or regulatory obligations.

A breach of this policy may result in (but is not limited to) one or more of the following.

- Reminder of our expectations either verbally or in writing.
- Referral to Line Manager or College leadership.
- Restorative practices including mediation and conciliation.
- Corrective actions including retraining, professional development, supervision or performance management.
- Formal warning.
- Removal from specific duties.
- Restrict or ban access to site or facilities.
- Restricted or banned from School Activities or School Events.
- Suspension or termination as a volunteer or contractor.
- Suspension or termination of employment.
- Referral to external authorities where required by law or regulator including Notifiable Data Breaches Scheme, Tasmania Police, Teachers Registration Board, Registration to Work with Vulnerable People or other relevant bodies.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Principal/College Leadership Team	<ul style="list-style-type: none"> • Lead policy implementation and enforcement, monitor compliance, and support continuous improvement. • Implement best practice records standards and ensure compliance with legislative requirements. • Ensure the College has the appropriate resources required to meet its obligations.
Lead Teachers/Managers	<ul style="list-style-type: none"> • Ensure policy awareness and compliance within their areas of responsibility, and appropriate training and support. • Ensure any breaches of this policy are acted upon as soon as reasonably possible. • Report all breaches of this policy, including suspected breaches, and/or any damage or loss of records to the Chief Financial and Operations Officer and Governance Manager.
Employees/Contractors/Volunteers/ Clergy/ Workplace Participants	<ul style="list-style-type: none"> • Familiarise themselves with and comply with this policy and the associated Keep the Knowledge – Make a Record Guide. • Responsible for routinely creating and capturing full and accurate records of activities and must do so in accordance with this policy. • Appropriately securing College records and documents to protect the confidentiality, privacy and sensitivity of records in using and sharing them internally and externally. • Ensure that records are created, captured and managed for the required retention period. • Must not maintain any College records personally or privately. • Contractors are required to provide copies of records, as constructed drawings, plans and any information the College requires to meet its recordkeeping obligations in an agreed format in accordance with the College’s procurement process, contract terms and legal obligations. • Report all breaches of this policy, including suspected breaches, and/or any damage or loss of records to the Chief Financial and Operations Officer and Governance Manager.
Chief Financial and Operations Officer/Governance Manager	<ul style="list-style-type: none"> • Responsible for the College’s Records Management Program and must report any notifiable data breaches in accordance with the Notifiable Data Breaches Scheme. • Coordinate the management of all College records and assist the persons covered by this policy, and areas, with their recordkeeping and records management. • Oversee the ongoing review of the policy to ensure continuous improvement and keep abreast of business requirements and regulatory and legislative changes. • Ensure this policy is accessible in the College Policy Library, the College website and upon request.

RELATED DOCUMENTS

Related documents include but are not limited to those listed below.

College Policies and Procedures

- Child Safe Policy
- Child Safe Procedure
- Parent Code of Conduct
- Privacy Policy
- Staff Code of Conduct

Legislation

- Child and Youth Safe Organisations Act 2023 (Tas)
- Children, Young Persons and their Families Act 1997 (Tas)
- Corporations Act 2001 (Cth)
- Education Act 2016 (Tas)
- Privacy Act 1988 (Cth) and Australian Privacy Principles

Other

- Keep the Knowledge – Make a Record Guide
- Non-Government Schools Registration Board Guidelines
- Notifiable Data Breaches Scheme
- Records Retention and Disposal Schedule for Non-Government Schools, 2nd Edition, April 2018 (Australian Society of Archivists)
- Register of Records Destroyed
- Terms, Definitions, Acronyms and Legislation Guide

LOCATION AND ACCESS

College policies are stored and accessed through designated platforms to ensure the correct information is available to the appropriate audience.

This policy is available in the College Policy Library on SharePoint accessible by all staff. It is also available on the College website or upon request.

Printed copies of this policy are not considered current and should not be relied upon. Always refer to the SharePoint version or the Website version for the current, approved policy.