



Government of South Australia

GPO Box 464
ADELAIDE SA 5001
Tel (08) 8204 8791
Fax (08) 8204 8777 DX:336
srsaRecordsManagement@sa.gov.au
www.archives.sa.gov.au

State Records
of South Australia



General Disposal Schedule No. 31

for

Department for Education and Child Development
– Early Childhood Services (and predecessors)

Effective 21 June 2016 to 30 June 2023

Version 3



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Approval for Commencement of this Schedule

STATE RECORDS ACT 1997

Government of South Australia

GENERAL DISPOSAL SCHEDULE NO. 31, VERSION 3

for

**Department for Education and Child Development (DECD)
- Early Childhood Services (and predecessors)**

Effective: 21 June 2016 to 30 June 2023

Approved by

Chair, State Records Council

Director, State Records



Preface

The Department for Education and Child Development (DECD), created in October 2011, provides a range of integrated services for the benefit of families, children and young people.

DECD's core functions are to:

- oversee early childhood care and services for South Australian families – this involves working with all families early in their journey to support parents and ensure the individual needs of each child are met
- provide services that benefit children and families - DECD oversees the provision of local family day care, preschool education, children's centres, out of school hours care programs plus health and wellbeing services for families
- lead and manage South Australia's education system - DECD manages South Australia's public education system with regards to primary and secondary education¹.

General Disposal Schedule (GDS) No. 31 aims to cater for all early childhood services provided by the State, both large and small, metropolitan and country. This includes any DECD early childhood programs run in a preschool setting including preschools, occasional care, rural care, long day care, play centres, Inclusive Preschool Programs, Special Education Programs and Governing Councils. While some services will perform all of the functions addressed by the Schedule, others may be responsible for performing only some of these.

Integrated services offered by children's centres have been functioning since the mid-1990s but since 2011 have been the focus for rural communities in particular. These children's centres offer a range of education, licensed care, health and family services provided by DECD, SA Health, Families SA, Department for Communities and Social Inclusion and non-government organisations. This schedule caters only to those education and licensed care services and facilities.

Early childhood services are complex, innovative and include increasingly fluid organisations. They aim to provide community and education services to a diverse client base and maintain those services within an environment of political, economic and technological change.

In order to provide a GDS that reflects modern early childhood services, a modified functional analysis approach was adopted for the method of developing such a schedule. Such an approach governed the way information was gathered as part of the appraisal process. In addition, the Schedule is structured around a minimum set of functions that reflect early childhood services at all facilities, to one extent or another. Functions are then broken down into more specific activities and processes. The types

¹ DECD Annual Report, 2011.



of records created as a consequence and as evidence of such functions, activities and processes are also incorporated.

GDS 31 is designed to be independent from organisational structures.

It is anticipated that GDS 31 captures the language and terminology familiar to and used by early childhood services employees.

In adopting a modified functional approach it is expected that GDS 31 will have longer-term applicability, usability and relevance to public early childhood services.

Acknowledgments

This General Disposal Schedule was developed by Records Management Services, Technology and Knowledge Management Services, DECD. GDS 31 is modelled on GDS 22, which was developed for public primary and secondary schools.

Public education-related disposal schedules in operation in other Australian states (Western Australia, Tasmania, Victoria and New South Wales) were used as valuable references in the development of GDS 31. The draft Retention Schedule for Independent Schools was also a very useful source for comparison purposes.

Lastly, feedback and comments from the early childhood education community in South Australia is also acknowledged with much appreciation.

Introduction

Scope

GDS 31 applies to records commonly created or received by all public early childhood services, including preschools, occasional care, rural care, long day care, and Inclusive Preschool Programs overseen or provided by DECD within South Australia.

Integrated services offered by children's centres have been functioning since the mid-1990s but since 2011 have been the focus for rural communities in particular. These children's centres offer a range of education, licensed care, health and family services provided by DECD, SA Health, Families SA, Department for Communities and Social Inclusion and non-government organisations. This schedule caters only to the functions of DECD agencies and in particular to those relating to education and licensed care services and facilities.

For records that are of a general administrative or financial nature, DECD sites should refer to *General Disposal Schedule (GDS) No. 30 for State Government Agencies*. Cross-references to GDS 30 (as amended), where appropriate, are set out in this schedule.

Education Offices should refer to RDS 2006/01 (approved by the State Records Council on 13 February 2007 and effective until 30 June 2017) for records relating to functions specific to the Education Office. Records relating to Family Day Care also fall under RDS 2006/01.



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DECD Primary Schools and Secondary Schools should refer to GDS 22 Version 4 (approved by the State Records Council on 2016 and effective until 30 June 2020) for records relating to functions specific to primary and secondary schools.

State Office should refer to RDS2014/01 Version 1 (approved by State Records Council on 14 October 2014 and effective until 30 June 2019) for records specific to the functions of State Office.

GDS 31 does not cover school records already in the custody of State Records as part of *Government Record Group (GRG) 18 Education Department*. GDS 31 also does not cover kindergarten records already in the custody of State Records as part of *GRG 69 Kindergarten Union*. These records have been deemed as permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

GDS 31 is intended to be a comprehensive disposal schedule encompassing all operational records that pertain to early childhood services.

Objectives

The aims of GDS 31 are to:

- accurately reflect the functions, activities and associated records of the South Australian education sector as it relates to early childhood services
- identify records which are worthy of permanent preservation as part of the State's heritage
- prevent the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of the State Government and
- authorise the destruction of those records not required permanently.

Implementation

Following endorsement of DECD, determination by State Records and approval of the State Records Council, GDS 31 is issued under the *State Records Act 1997*.

The State Records Act was proclaimed in October 1997 to provide for the preservation and management of official records. GDS 31 is issued as a determination under Section 23 of the Act.

Section 23 of the State Records Act states that no official record may be disposed of without the determination of State Records and the approval of the State Records Council. GDS 31 was developed by DECD's Records Management Team and Technology and Knowledge Management Services units in consultation with representative early childhood services and major stakeholders. Its purpose is to provide early childhood services, including preschools, kindergartens and child care centres in South Australia with the means of disposing of their operational records in an orderly, consistent and accountable manner.

GDS 31 Version 1 was approved by the State Records Council on 16 April 2013.



GDS 31 Version 2, which supersedes Version 1, was approved by the State Records Council on 12 November 2013 and is effective until 30 June 2023.

GDS 31 Version 3, which supersedes Version 2, was approved by the State Records Council on 21 June 2016 and is effective until 30 June 2023.

This GDS has been issued in electronic form via both the State Records website (www.archives.sa.gov.au) and the DECD Records Management website to allow ease of use and greater accessibility. Hard copies are also available by contacting DECD Records Management on (08) 8226 1225.

Users, if they so wish, are able to make changes or additions to the ‘Record Examples’ column. Any modification of the minimum retention periods or disposal classes by end users, however, is not permitted. Changes to any of the minimum retention periods or disposal classes can only be made with the approval of DECD, State Records and the State Records Council.

Retention of Records Older than 50 Years

GDS 31 **does not authorise the destruction** of records if 50 years have passed since the end of the calendar year in which the records came into existence. Records more than 50 years old are deemed as permanent unless a specific one-off disposal approval to destroy is sought from the State Records Council by the Team Leader, Records Management Unit, DECD. Any early childhood service that still retains records older than 50 years needs to contact the Team Leader, Records Management Unit of DECD on (08) 8226 1226 for further disposal advice.

Retention of Records Relating to Alleged Abuse of Children and Former Children

The State of South Australia is a party to a number of legal proceedings arising out of alleged abuse of former children whilst they were in State Care.

The State of South Australia is also impacted by the national Royal Commission into Institutional Responses to Child Sexual Abuse.

Records held by DECD may be required for use in either this litigation or by the Royal Commission.

The records of likely relevance are primarily concerning children who have attended early childhood services or have participated in early childhood programs. These include records relating to:

- assessment and achievement at/in early childhood facilities or programs
- attendance
- significant events
- behaviour and discipline
- case files of children
- financial assistance to children



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- reports of accidents, incidents and injuries
- reports relating to suspected abuse sustained at home
- health and hygiene matters of children
- a child's medical or psychiatric condition
- individual child observation
- child management
- admission / enrolment
- photographs of individual children.

The records of a more general nature which may be of relevance include records relating to complaints/allegations of a sexual nature and correspondence and photographs relating to personnel.

Please refer to particular disposal classes within GDS 31 for details of each record type.

To ensure temporary value records of relevance are available for legal proceedings, the disposal action for these items has been amended to “Temporary. Retain until 31 December 2023, retention subject to a review at that date”. The amendment, in effect, places an immediate destruction freeze on temporary records of relevance.

In the event that either the legal proceedings (and any possible appeals) or the Royal Commission have not been finalised at least two years prior to 2023, consideration will be given to having the review date extended. This disposal action is in keeping with the disposal action for similar records under GDS 22 and will ensure continuity of information available for any legal proceedings.

It is noted that under the *Education and Care Services National Regulations* (Regulation 183(1) and (2)) that records relating to incidents or injury to a child are to be kept for 25 years from date of birth. When the review of the “Retain until 31 December 2023” disposal action does occur all legislative requirements will be considered along with the impact on legal proceedings.

For further clarification/assistance, please contact the Senior Records Management Officer of DECD Records Management on (08) 8226 1228.

Updates/ Amendments

GDS 31 Version 3 is effective from 21 June 2016 to 30 June 2023 (eight years) unless reviewed earlier as instructed by DECD or State Records. Amendments approved by the State Records Council may be issued during this period.

Previous Records Disposal Schedules Revoked

No previous operational records disposal schedules are revoked by GDS 31.

However, GDS 31 Version 3 supersedes GDS 31 Version 2.



Complementary Disposal Schedules

GDS 31 is complemented by:

- RDS 2006/01 for records relating to functions specific to Education Offices, including Family Day Care
- RDS 2014/01 for Department for Education and Child Development (DECD) – State Office (and predecessor agencies)
- GDS 22 Version 4 for records relating to primary and secondary schools.

Consultation

In developing GDS 31 comment was sought from the following stakeholders:

- Records Management Unit, DECD
- Legislation and Legal Services, DECD
- Early Childhood Development, DECD
- Primary School Principal's Association Representative
- Preschool Director's Association Representative
- Native Title Unit, Crown Solicitor's Office
- State Records of South Australia, Department of the Premier and Cabinet.

Comment was also sought from a representative cross-section of DECD childcare centres, kindergartens, preschools, primary and secondary schools.

Dr Pauline Payne was consulted as an external stakeholder and professional historian interested in the appropriate management and preservation of education and school records. Her comments have been considered in the development of GDS 31.

Disposal of Records by Early Childhood Services that are Closing

When an early childhood service closes the ongoing management of its records needs to be considered. Whilst each closure is different the following underlying steps need to be taken:

- the early childhood service should contact Records Management Unit, DECD on (08) 8226 1226 for further advice and the relevant templates and forms
- where appropriate the early childhood service should process its records according to DECD policy and procedure, ensuring that where required, records are retained and transferred to appropriate storage facilities
- if this is not practical all the early childhood service's records (with the exception of the last year's financial records) should be boxed, listed and forwarded to the Senior Records Management Officer, Records Management Unit, DECD, Basement, Education Building, 31 Flinders Street, Adelaide SA 5000



- DECD Records Management will then process these records and dispose of them appropriately
- the early childhood service's financial records for the previous 12 months need to be managed separately. For further advice please contact Financial Services on (08) 8226 1381.

Adequate Records Management

Outcome 6 of the *Adequate Records Management Standard* (as amended) (State Records) requires official records to be disposed of in accordance with legislative and business requirements. For early childhood services an important aspect of compliance with the Standard is the application of both GDS 31 and GDS 30 as a routine part of their records management program. Retention periods in both GDS 30 and GDS 31 may be applied to records on creation and registration for later review; alternatively records may be sentenced when they become non-current.

Legislation Affecting Recordkeeping Requirements

Legislation that specifically affects the recordkeeping requirements of DECD include:

- *Education and Early Childhood Services (Registrations and Standards) Act 2011*
- *Education and Early Childhood Services (Registrations and Standards) Regulations 2011*
- *Education and Care Services National Regulations 2011*
- *Education Act 1972*
- *Education Regulations 1997 (or 2012).*

Recommendation 21 of *Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*

Recommendation 21 of the *Bringing Them Home...* report states "that no records relating to indigenous individuals, families or communities or to any children, indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be destroyed"².

² *Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*. April 1997. p. 655.



It is realised that it would not be practicable for every early childhood service to identify and retain all possible records relating to an indigenous person, family or community. However, early childhood services, **which specifically direct and provide services to Aboriginal and Torres Strait Islander communities should permanently retain records of such communities.** Such retention is authorised by items 4.3.1, 4.4.1 and 4.7.1 of GDS 31.

Record Formats

GDS 31 applies to records in any format. This includes paper, microform (film or fiche), audiovisual, graphic, photographic and electronic media.

Photographs often provide valuable historical evidence that otherwise would not have been retained. For this reason it is important that early childhood services, where appropriate, capture as much information about the subject of a photograph. For example, it is important to record the name and particulars of a person in the photograph, the details of an event or the date and name of a particular building.

Early childhood services need to ensure that records, irrespective of format, will remain accessible for the duration of the designated retention period. By “accessible” it is meant that the information contained within a record remains readable for the life of the record. In addition, “accessible” also refers to the retrievability and availability of a record. Whether stored on or off-site, a record should be able to be retrieved and made available as soon as practicable (and, in any case, within 30 days).

Custody & Transfer of Records³

Permanent Records

In accordance with section 19 of the State Records Act permanent records (as defined in this GDS) are required to be transferred to State Records once such records are 15 years old or administrative use has ceased. For instructions on the transfer process early childhood services need to refer to the *Records Creation to Archive Flow Chart*, downloadable from the State Records website (www.archives.sa.gov.au).

Early childhood services with valid reasons to retain permanent records for longer than 15 years should apply in writing to the Team Leader, Records Management Unit, DECD requesting either a postponement or an exemption from section 19. The Team Leader, Records Management Unit can then liaise with State Records to seek postponement or exemption.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

³ State Records of South Australia. *General Disposal Schedule No. 30.* op cit.



Temporary Records

The storage of temporary value records is governed by the Across-Government *Management and Storage of Temporary Value Records With An Approved Service Provider (ASP)* framework (State Records) available from the State Records website (www.archives.sa.gov.au).

An approved service provider list (ASPL) has been established for the storage of temporary value records and associated services. DECD sites should contact the Team Leader, Records Management Unit, DECD on (08) 8226 1226 regarding particular temporary records storage arrangements in place for DECD agencies, including details concerning the DECD approved service provider.

Access Rights and Responsibilities

Early childhood services need to ensure that records, irrespective of format, will remain accessible for the duration of the designated retention period. By “accessible” it is meant that the information contained within a record remains readable for the life of the record. In addition, “accessible” also refers to the retrievability and availability of a record. Whether stored on or off-site, a record should be able to be retrieved and made available as soon as practicable (and, in any case, within 30 days).

Access to Records in the Custody of an Early Childhood Service

For records in the custody of early childhood services, conditions stipulated in the *Freedom of Information Act 1991* and the *Information Privacy Principles Instruction* need to be adhered to.

Access to Records in the Custody of State Records

Public access to records in the custody of State Records is governed by section 26 of the State Records Act that stipulates:

“the agency responsible for an official record in the custody of State Records may, in consultation with the Manager [of State Records] – (a) determine that access to the record (other than by the agency) is not subject to any restrictions...; or (b) determine conditions excluding or restricting access to the record”.

For further details on public access to records in the custody of State Records, early childhood services can refer to the *Public Access Determinations Guideline* (as amended) (State Records) available from its website (www.archives.sa.gov.au). This guideline explains the rights and responsibilities of agencies in defining access determinations. Early childhood services should seek further advice regarding the formulation of access determinations from the Team Leader, Records Management Unit, DECD as a number of global access determinations already exist for Departmental records.



Agency access to records in the custody of State Records is governed by section 25 of the State Records Act. DECD is entitled to resume possession of an official record that has been in existence for more than 15 years if such a record is necessary for the proper performance of the functions of DECD. In some instances, in the interest of records preservation, DECD's access to official records may be subject to conditions negotiated with the Director [Manager], State Records.

Retention Periods & Re-activation

Retention periods for temporary records shown in GDS 31 are minimum retention periods for which records must be retained before they are destroyed.

Retention periods are triggered by disposal actions listed in the Schedule.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

The re-activation of a record is triggered by such events as:

- record retrieved for child admission
- record retrieved to meet Freedom of Information (FOI) request or subpoena
- record accessed for research
- record identified as being of significant risk management status
- record identified as being required for possible legal proceedings or formal inquiries.

There is no requirement to destroy temporary records if an early childhood service has a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, early childhood services should take all steps to reduce the storage costs of time-expired records.

Where a record contains information that falls into two or more disposal classes in either GDS 30 or GDS 31, it must be sentenced in accordance with the disposal class with the longest retention period. **HOWEVER**, where a record contains information covered by a disposal class within both GDS 30 **AND** GDS 31, it must be sentenced in accordance with the disposal class in GDS 31.

Destruction of Records⁴

Records authorised for destruction may be destroyed when the designated retention period has elapsed.

Temporary records can only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records

⁴ State Records of South Australia. *General Disposal Schedule No. 30*. op cit.



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of South Australia. See Destruction of Official Records – Agency Approval Process)
<http://government.archives.sa.gov.au/content/destruction-process>

Failure to comply with this direction falls under Section 17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

All early childhood services are required to notify the Department for Education and Child Development’s Records Management Unit that records in their custody are due for destruction before destruction takes place.

To notify the Records Management Unit, early childhood services need to use the *Intention to Destroy Records Report (ITDRR)* available from the DECD Intranet. The Records Management Unit will assess the ITDRR and once authorisation has been received by the early childhood service, the records may be destroyed.

Early childhood services need to ensure that all destruction is secure and confidential and that a certificate confirming confidential destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format can only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

Early childhood services are required to keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Normal Administrative Practice

The destruction of some records that are of a transitory nature only may be permitted under normal administrative practice (NAP). NAP covers the destruction of material that is useful for only a short time, acquired or collected by early childhood service employees during the course of their duties. Examples of records that fall under NAP are phone messages, duplicate copies of reference materials and rough working papers or notes created in the preparation of official records.

For further information regarding the application of Normal Administrative Practice, early childhood services should refer to the Introduction of *General Disposal Schedule (GDS) 30 for State Government Agencies (as amended)*, available from the State Records website (www.archives.sa.gov.au).

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the



Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.



In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (*s.35, Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software, CD-ROMs, compact discs and other items made available to the public.

Records and Litigation

Where an early childhood service is aware that records may be required for use in litigation, for use in a government inquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and inquiries are complete, including appeals and then have the original retention period applied to the records.

Storage

The selection of primary and secondary storage facilities needs to take into account the physical characteristics of the records as well as their sensitivity, retention period and anticipated access rate.

The storage facility for records should be well ventilated, sturdy, intruder-resistant, have minimal natural light and ideally should maintain a stable temperature. Records should be stored in conditions that are clean and secure with low risk of damage from fire, water, dampness, insects and rodents. Shelving should be appropriate to minimise damage. Containers should be of a strong enough construction to withstand handling, pressure and weight of records and protect records in case of fire and water leaks.

Wherever official records are stored, either with a public or private provider, they remain the property of the State Government and are subject to the provisions of the State Records Act.

Appropriate early childhood services staff and State Records staff have a right to inspect the storage facility upon notice. Access to the records should be limited to staff of the controlling agency, staff of State Records and employees of temporary storage providers where appropriate. Records should not be disclosed to any other person without the written permission of the controlling agency.

For more information on storage facility requirements and best practice, refer to State Records' *Management and Storage of Temporary Value Records With An Approved Service Provider (ASP)* framework (State Records) (www.archives.sa.gov.au).

Training

DECD sites are urged to contact the Team Leader, Records Management Unit, DECD in the first instance to discuss their training needs in relation to implementing GDS 31. Records Management Unit, DECD offers a range of training, awareness and advice sessions relating to records and archival management.



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If necessary the Team Leader, Records Management Unit, DECD can then coordinate training sessions with State Records on an as-needs basis.

It is advised that training in other general records management areas is also available. For further information about workshops and courses, early childhood services should contact State Records or visit its website (www.archives.sa.gov.au).

Contacts/Help Desk

For advice on implementing GDS 31, as well as advice on records appraisal, disposal, transfer and storage, contact the Team Leader, Records Management Unit, DECD in the first instance. In relation to the destruction of records that are held on early childhood education sites, early childhood services should contact the Senior Records Management Officer, Records Management Unit (DECD) and follow the Intention to Destroy Records Report (ITDRR) process.

For changes or updates to GDS 31, please contact the Team Leader, Records Management Unit, DECD.

State Records

GPO Box 464
ADELAIDE
South Australia 5001

Ph: +61 8 8204 8791
Fax: +61 8 8204 8777
DX: 336
Email: srsaRecordsManagement@sa.gov.au

Team Leader

Records Management Unit

Department for Education and Child Development

GPO Box 1152

ADELAIDE

South Australia 5001

Email: DECD.rmp@sa.gov.au

Ph: +61 8 8226 1226

Fax: +61 8 8226 1234

DX: 541 Adelaide



Layout

The Schedule, featured in table landscape format, is arranged as described below.

Function

GDS 31 is divided into four functions:

- Administration/Governance
- Curriculum
- Publications and
- Child Management.

Each function is shown at the start of each division and at the beginning of each page.

For each function a scope note has been included which provides a definition of the particular function. The scope note also identifies any exclusions or exceptions that the user needs to be aware of. In addition, cross-references to *General Disposal Schedule No. 30* (as amended) for related but non-operational records are given.

Item Number

The numbering in the Schedule is multi-level:

- functions have single numbers
- activities have two level numbers and
- disposal classes have three level numbers.

For example, on page 20 of the Schedule there are three disposal classes listed under the function of **ADMINISTRATION/GOVERNANCE** and the activity **Celebrations, Ceremonies and Functions**. The first disposal class relates to records relating to milestone events and the second to records relating to carnivals and other major activities.

The disposal action for records relating to milestone events, therefore, is identified as follows:

- | | | |
|-----|---|--|
| 1. | ADMINISTRATION/GOVERNANCE (FUNCTION) | |
| 1.1 | Celebrations, Ceremonies & Functions | (Activity) |
| | Records documenting milestone events such as laying of a foundation stone, jubilee or centenary commemorations, visits by Heads of State, etc | (Disposal Class) |
| | | PERMANENT
(Disposal Action) |



Activity

The activity relating to the particular function (as identified in the footer) is shown in 12-point bold Times New Roman, eg **Child Attendance**.

Description

Descriptions are at two levels, ranging from activities to specific disposal classes.

Definitions are provided for the activities included in the Schedule and are featured in 12-point italic Times New Roman.

Descriptions of each disposal class are then provided under the activity/subject header and description in 12 point Times New Roman.

Record Examples

Examples of records are provided as further illustration of the disposal classes included under each activity.

Disposal Action

Disposal actions relate to the disposal classes arranged under the activity descriptions. Status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records. It is to be noted that the retention period for temporary records is the minimum period.



List of Acronyms

DECD	Department for Education and Child Development
EDSAS	Education Department School Administration System
CC	Child Care (includes long day care, rural care and occasional care)
ECC	Early Childhood Centre
ECS	Early Childhood Services
EYLF	Early Years Learning Framework
EYS	Early Years System
FAYS	Family and Youth Services
GDS	General Disposal Schedule
IRMS	Incident & Response Management System
RDS	Operational Records Disposal Schedule
SAPOL	South Australia Police

Definitions

For the purposes of GDS 31 the term “**early childhood services**” encompasses preschools, kindergartens, child care and all early childhood programs.

Attendees to these services will be referred to as “**children**” in GDS 31.

The “**governing council**” is a body of nominated persons within an early childhood service’s community that is responsible for the governance of the service. This includes setting broad directions (values, future vision or statement of purpose for the service), developing broad directional policy, initiating and approving recommendations and strategies, monitoring the service’s budget and progress against the broad directions, and reporting on progress.

In South Australia, “**preschools**” may also be known as “**kindergartens**”, “**child parent centres**”, “**school based preschools**” or “**integrated centres**”. Preschools provide early childhood education programs for all children in the year before they start school, once the child has reached four years of age.



A “**children’s centre**” may provide both child care services and preschool education in conjunction with a host of other services including child health information and programs, parenting programs, family support, playgroup and play activities. These programs are inter-agency run.

“**Long Day Care**” is used to describe child care that runs for eight or more hours.

“**Occasional Care**” refers to child care that is accessed on an ad-hoc basis. The child care may be sessional, irregular or for short periods of time.

“**Out of Hours Care/Out of School Hours Care**” in the context of early childhood services is a service offered for children of four years of age who require care before or after a kindergarten or preschool session.

**List of Functions & Activities**

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Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
1	ADMINISTRATION / GOVERNANCE	The function of managing activities of an Early Childhood Service (ECS) according to Departmental guidelines and ECS policies. Also includes the management of Governing Councils and Committees.			
1.1	Celebrations, Ceremonies and Functions	<i>The activities associated with arranging and managing festivities to honour a particular early childhood service event.</i>			
1.1.1		Records documenting milestone events such as laying of a foundation stone, jubilee or centenary commemorations, visits by Heads of State, closures of Early Childhood Service sites etc.	PERMANENT	<ul style="list-style-type: none"> • Programs • Certificates • Transcripts (media) • Photographs 	
1.1.2		Records documenting carnivals and other major events, e.g. fetes.	PERMANENT	<ul style="list-style-type: none"> • Photographs 	
1.1.3		Records documenting participation in state, national and/or international events, e.g. Come Out etc.	PERMANENT	<ul style="list-style-type: none"> • Programs • Project files • Set production and design records • Photographs 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION / GOVERNANCE					
1.1.4	Celebrations, Ceremonies and Functions (cont'd)	Records documenting other events at early childhood services, including plays and in-house concerts.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Photographs 	
1.1.5		Records relating to preparations and arrangements of functions and events.	TEMPORARY Destroy 2 years after last action		
1.1.6		Memorabilia and physical objects received or created by a school.	TEMPORARY Maintain within the school or local community (eg school library, local library or museum, local Council premises, etc) as required for administrative, social and/or community purposes	<ul style="list-style-type: none"> • Honour boards • Flags • Banners • Trophies • Plaques 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
1.2	Circulars/Instructions	<i>Circulars and instructions issued either centrally or by an individual early childhood service.</i>			
1.2.1		Master copy of circulars originating from the early childhood service, including circulars sent to parents/care givers.	PERMANENT	<ul style="list-style-type: none"> Circulars 	Additional copies of circulars from the Department can be destroyed under Normal Administrative Practice (NAP).
1.2.2		Instructions/advice from the Department.	TEMPORARY Destroy 3 months after superseded	<ul style="list-style-type: none"> Instructions, circulars, advice from the Department 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.3	Closures	<i>Relates to the activities involved in the closure of an early childhood service.</i>			
See also GDS 30: 1 ASSET/PHYSICAL RESOURCE MANAGEMENT					
1.3.1		Records relating to the closure of early childhood services, whether the service is closed or not.	PERMANENT	<ul style="list-style-type: none"> • Voting slips • Reports • Ministerial submissions 	
1.3.2		Routine enquiries relating to closures of an early childhood service, whether the service is closed or not.	TEMPORARY Destroy 8 years after action completed		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.4	Committees	<p><i>The activities associated with the management of committees and Task Forces (internal, external, private, local, state, Commonwealth, etc). Includes the committees' establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda, etc (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i></p> <p>See also GDS 30: 2 BOARD & COMMITTEE MANAGEMENT</p>			
1.4.1		Records documenting the proceedings of Governing Councils.	PERMANENT	<ul style="list-style-type: none"> • Minutes • Agendas • Meeting papers (including correspondence to and from Governing Council) 	
1.4.2		Records documenting the proceedings of Sub-Committees of the Governing Council, including: <ul style="list-style-type: none"> – Finance Committee – Partnership Groups – Enabling Groups – Social and Fundraising Groups 	PERMANENT	<ul style="list-style-type: none"> • Minutes • Agendas • Meeting papers (including correspondence to and from Sub-Committees) 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.4.3	Committees (cont'd)	Records documenting the proceedings of other committees deemed to be of social or local importance to the early childhood service's community Including: – Parents and Friends Club/Committee (formerly Mothers Club) etc	PERMANENT	<ul style="list-style-type: none"> Minutes Agendas Meeting papers (including correspondence to and from committees) 	
1.4.4		Records relating to the establishment of Governing Councils, including appointment of members.	PERMANENT	<ul style="list-style-type: none"> Nomination forms Constitutions 	
1.4.5		Records relating to the establishment of committees that relate to administrative matters within the early childhood service. Includes appointment of members.	TEMPORARY Destroy 7 years after action completed	<ul style="list-style-type: none"> Nomination forms Constitutions 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.4.6	Committees (cont'd)	General administrative records relating to the holding of committee meetings.	TEMPORARY Destroy 2 years after last action	<ul style="list-style-type: none"> • Distribution lists • Notifications re: changes of meeting date • Arrangements for the use of meeting rooms • Routine correspondence 	
1.5	Complaints Against Staff	<p><i>The management of complaints against employees or contractors.</i></p> <p>See below item 4.6 CHILD MANAGEMENT – Behaviour for complaints against children or parents, eg child-child complaint, staff-child complaint, other parent-child complaint, etc</p> <p>See below item 4.9 CHILD MANAGEMENT – Health and Safety for critical incidents relating to a complaint</p>			
1.5.1		Records relating to complaints against employees or contractors generating substantial public interest and debate / resulting in changes to agency policy and procedures.	PERMANENT		Item 1.5.1-1.5.14 relate to records held by the site. Once a complaint is referred to DECD Corporate it also maintains a separate file on the issue.
1.5.2		Records relating to complaints against employees or contractors where no investigation is required.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.5.3	Complaints Against Staff (cont'd)	Records relating to complaints against employees or contractors where matter is resolved at the early childhood service level.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.5.4		Records relating to complaints against employees or contractors where case is considered by the Director of Personnel (Central Office) or delegate and determined not proven.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.5.5	Complaints Against Staff (cont'd)	Records relating to complaints against employees or contractors where case is considered by the Director of Personnel (Central Office) or delegate and a warning and/or counselling is given.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.5.6		Records relating to complaints against employees or contractors where case is considered by Regional Directors and determined not proven.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.5.7	Complaints Against Staff (cont'd)	Records relating to complaints against employees or contractors where case is considered by Regional Directors and a warning and/or counselling are given.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.5.8		Records relating to complaints against employees or contractors where case is considered by Regional Directors and a penalty is given or other formal action is taken.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.5.9	Complaints Against Staff (cont'd)	Records relating to complaints against employees or contractors where case requires formal investigation pursuant to s26 of the <i>Education Act 1972</i> or by the South Australia Police and is determined not proven.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.5.10		Records relating to complaints against employees or contractors where case requires formal investigation pursuant to s26 of the <i>Education Act 1972</i> or by the South Australia Police and a warning and/or counselling is given.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.5.11	Complaints Against Staff (cont'd)	Records relating to complaints against employees or contractors where case requires formal investigation pursuant to s26 of the <i>Education Act 1972</i> or by the South Australia Police and a penalty is given or other formal action is taken.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.5.12	Complaints Against Staff (cont'd)	Records relating to complaints against employees or contractors where case is lodged with an outside agency and requires an investigation by the Department.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.5.13		Records relating to complaints / allegations of a sexual or physical nature where the subject is a child, against employees or contractors where no investigation is required or no further action taken.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.5.14	Complaints Against Staff	Records relating to complaints and or allegations of a sexual or physical nature where the subject is a child, against employees or contractors where further action is required.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.6	Enquiry Management	<i>The activities associated with the handling of complaints, enquiries and representations made by parents, educators, unions, departmental employees, members of the public, etc to the early childhood service.</i>			
1.6.1		Records relating to cases that lead to a change in policy or procedure, establish a precedent, result in the reversal of a decision or require substantial investigation.	PERMANENT		
1.6.2		Records relating to cases that involve a named child who currently attends or formerly attended an early childhood service but not resulting in action covered in item 1.6.1 above.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.6.3		Records relating to cases which result in a routine or form letter response or other cases not covered by items 1.6.1 or 1.6.2 above.	TEMPORARY Destroy 8 years after action completed		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.7	Financial Matters	<i>The activities associated with managing the finances of early childhood services or facilities.</i>			
		See also GDS 30: 6 FINANCIAL MANAGEMENT			
1.7.1		Various financial records issued with Education Department form numbers.	TEMPORARY Destroy 5 years after last entry	<ul style="list-style-type: none"> • Receipt book [ED002 & 004] • Classroom collection summary books [ED005] • Order books [ED074] • Cash books - ledger system [ED095] • Transfer journals [ED107] • Trial balance books [ED098] • Ledger cards [ED124 – 126] • Register of accountable books [ED225] 	
1.7.2		Records relating to bids for State Government funding maintained by an early childhood service.	TEMPORARY Destroy 8 years after action completed		
1.7.3		Records relating to bids for State Government funding made by an early childhood service where the request is unsuccessful.	TEMPORARY Destroy 2 years after last action		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.7.4	Financial Matters (cont'd)	Records relating to bids for Commonwealth Government funding maintained by the early childhood service.	TEMPORARY Destroy 8 years after action completed		
1.7.5		Records relating to bids for Commonwealth Government funding made by an early childhood service where the request is unsuccessful.	TEMPORARY Destroy 2 years after last action		
1.7.6		Records relating to specific grants or program funding sought by an early childhood service from the Department where the request is successful.	TEMPORARY Destroy 8 years after action completed	<ul style="list-style-type: none"> • Applications • Reports 	
1.7.7		Records relating to specific grants or program funding sought by an early childhood service from the Department where the request is unsuccessful.	TEMPORARY Destroy 2 years after last action	<ul style="list-style-type: none"> • Applications • Reports 	
1.7.8		Records relating to fund raising events held to generate money to supplement the early childhood service government budget allocation. See also Item 4.1.5	TEMPORARY Destroy 8 years after action completed		See below item 4.8.2 for other records of financial assistance to children.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.7.9	Financial Matters (cont'd)	Records relating to child and educator travel subsidies and other financial records for excursions. See also below item 4.8.2.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Applications • Reports 	
1.8	Media Relations	<i>The activities associated with establishing a relationship between the media and the organisation (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i> See also GDS 30: 3.9 COMMUNITY RELATIONS – Media Relations			
1.8.1		Records relating to information and articles provided to local media by an early childhood service.	PERMANENT	<ul style="list-style-type: none"> • Notification of special events, open days, etc • Lists of awards • Newspaper cuttings book • Master set of information/articles 	Media releases issued centrally are the responsibility of Central Office. Additional copies of articles, information, etc should be destroyed in accordance with Normal Administrative Practice (NAP).



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.9	Personnel Administration	<i>The activities associated with the management of early childhood service staff.</i> See also GDS 30: 5 EMPLOYEE MANAGEMENT			
1.9.1		Records relating to the registration by the early childhood service of educators, student educators, old scholars, staff members or contractors.	PERMANENT	<ul style="list-style-type: none"> Registers 	Early Childhood Services should refer to the <i>Education and Care Services National Regulations 2011</i> for registration requirements.
1.9.2		Photographs of educator groups or groups of early childhood service representatives and associated staff.	PERMANENT		Where possible relevant information (ie date, name, photographer, etc) should be listed. Digital images should be saved on a dvd, usb or equivalent alternative. Again, the relevant information described above should be saved with the digital images.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.9.3	Personnel Administration (cont'd)	Photographs of Directors or members of the Governing Council.	PERMANENT		Where possible relevant information (ie date, name, photographer, etc) should be listed. Digital images should be saved on a dvd, usb or equivalent alternative. Again, the relevant information described above should be saved with the digital images.
1.9.4		Correspondence relating to personnel administration such as special leave, reassignment, retirement and resignation.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.9.5	Personnel Administration (cont'd)	Photographs of individual educators and other staff members associated with the early childhood service.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.9.6		Supplementary records relating to the entry of data into the centralised database, e.g. EYS.	TEMPORARY Destroy 3 months after data is entered	<ul style="list-style-type: none"> Data entry sheets 	
1.10	Planning	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solution to those needs.</i>			
See also GDS 30: 13.16 STRATEGIC MANAGEMENT – Planning					
1.10.1		Records relating to early childhood service planning, including the setting of curriculum priorities for the early childhood service.	PERMANENT	<ul style="list-style-type: none"> Early childhood service management plan Strategy plans Business plans Site Improvement Plan Quality Improvement Plans Numeracy & Literacy Plans Learning Plans 	Copies of these plans are sent to Central Office and the District Office.
1.10.2		Supplementary records relating to early childhood service planning.	TEMPORARY Destroy 2 years after last action		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.11	Policy	<p><i>The activities associated with developing and establishing decisions, directions, and precedents which act as a reference for future decision making, as the basis from which the agency’s operating procedures are determined (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i></p> <p>See also GDS 30: 13.17 STRATEGIC MANAGEMENT – Policy</p>			
1.11.1		Master copy of policies relating to early childhood service-specific matters, eg enrolment, code of practice, behaviour management, uniforms, etc.	PERMANENT	<ul style="list-style-type: none"> • Waiting list policy • Hat policy 	<p>Copies of these policies are sent to Central Office and the Education Office.</p> <p>Additional copies should be destroyed in accordance with Normal Administrative Practice.</p>
1.11.2		Supplementary records relating to the development of policies for early childhood service-specific matters.	TEMPORARY Destroy 5 years after last action		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.12	Property	<i>The activities associated with managing early childhood service property.</i>			
		See also GDS 30: 1 ASSET/PHYSICAL RESOURCE MANAGEMENT			
1.12.1		Records relating to the use of early childhood facilities and/or grounds by non-departmental organisations and community groups for significant historical and/or community events and programs.	PERMANENT		
1.12.2		Applications to request the use of early childhood facilities and/or grounds by non-departmental organisations and community groups where approval is given.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Applications from non-departmental/community groups 	
1.12.3		Applications to request the use of early childhood facilities and/or grounds by non-departmental organisations and community groups where approval refused.	TEMPORARY Destroy 2 years after last action	<ul style="list-style-type: none"> Applications from non-departmental/community groups 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.13	Reporting	<p><i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigations (taken from Keyword AAA).</i></p> <p>See also GDS 30: 13.22 STRATEGIC MANAGEMENT – Reporting</p>			
1.13.1		Consolidated record of day-to-day events in the life of the early childhood service, usually compiled by the Director.	PERMANENT	<ul style="list-style-type: none"> • Reflection and Review Books • Diaries • Journals 	
1.13.2		Records relating to other reporting activities of the early childhood service.	TEMPORARY Destroy 7 years after action completed	<ul style="list-style-type: none"> • Annual financial statements • Annual budgets • Sponsorship/ partnership records • Triennial review reports • Audit reports 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.13.3	Reporting (cont'd)	Statistics, abstracts and returns prepared on a term, annual or other periodic basis.	TEMPORARY Destroy 2 years after last action	<ul style="list-style-type: none"> Annual Census Data Collection Submission Summary Preschool Data Collection Submission Summary Report 	Data is also captured and maintained by DECD Corporate.
1.14	Reviewing	<i>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i>			
1.14.1		Records relating to reviews conducted of individual early childhood service operations and management. Includes assessments against the National Quality Framework.	PERMANENT	<ul style="list-style-type: none"> Review Report files maintained by a site Assessments undertaken by Regulatory Authorities 	
1.14.2		Records relating to requests by early childhood services or facilities for name changes.	PERMANENT		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.15	Rostering and Routines	<i>The activities associated with the rostering of educators and staff and establishing class routines.</i>			
1.15.1		Records relating to educator and staff time management and staff rosters.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Educator and staff playground duties and rosters • Educator and staff diaries • Communication/Memo books 	
1.15.2		Records relating to the compilation of routines.	TEMPORARY Destroy 2 years after last action		
1.15.3		Copies of class routines.	TEMPORARY Destroy 2 years after last action		
1.16	Site Photographs	<i>The management and preservation of the pictorial history of early childhood services.</i>			
1.16.1		Photographs of heritage listed early childhood service buildings.	PERMANENT		Where possible relevant information (ie date, name, photographer, etc) should be listed.
1.16.2		Photographs depicting substantial construction work carried out at the early childhood service.	PERMANENT		Substantial relates to construction to the value of \$250,000 or more. Where possible relevant information (ie date, name, photographer, etc) should be listed.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.16.3	Site Photographs (cont'd)	Photographs depicting substantial restoration or enhancement of early childhood facilities, including grounds.	PERMANENT		Substantial relates to restoration or enhancement to a value of \$100,000 or more Where possible relevant information (ie date, name, photographer, etc) should be listed.
1.16.4		Photographs depicting minor construction work carried out at the early childhood service.	TEMPORARY Destroy 10 years after date of photograph		Minor relates to construction costing less than \$250,000 Where possible relevant information (ie date, name, photographer, etc) should be listed.
1.16.5		Photographs depicting minor restoration and enhancements of early childhood facilities, including grounds.	TEMPORARY Destroy 10 years after date of photograph		Minor relates to restoration or enhancement costing less than \$100,000 Where possible relevant information (ie date, name, photographer, etc) should be listed.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.16.6	Site Photographs (cont'd)	Photographs of early childhood facilities and grounds.	TEMPORARY Destroy 10 years after date of photograph		Where possible relevant information (ie date, name, photographer, etc) should be listed.
1.16.7		One photograph per decade of early childhood service buildings, grounds and amenities.	PERMANENT		All other photographs to be disposed of in accordance with 1.17.1 – 1.17.6 and NAP. Where possible relevant information (ie date, name, photographer, etc) should be listed.
1.16.8		Photographs containing subject matter unable to be identified.	TEMPORARY Destroy 3 months after last action or school closure		If after school closure this will be the responsibility of Records Management Services, DECD.
1.17	Staff Performance	<i>The management of performance by educators and staff at the early childhood service level. Includes carers.</i>			
1.17.1		Records relating to managing performance where under performance is not an issue.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.17.2	Staff Performance (cont'd)	Records relating to the management of under performance by an educator or staff member where a case does not proceed or performance improves without requiring formal action.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.17.3		Records relating to the management of under performance by an educator or staff member where a case receives formal supervision and performance improves without requiring further action.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.17.4		Records relating to the management of under performance by an educator or staff member where administrative action is taken based upon a performance evaluation and performance improves without requiring further action.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.17.5	Staff Performance (cont'd)	Records relating to the management of under performance by an educator or staff member where administrative action is taken and subsequent action is taken pursuant to the Education Act or the educator resigns.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
1.17.6		Records relating to other cases of under performance by an educator or staff member not covered by items 1.18.1-1.18.5 above.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.18	Stores and Equipment	<p><i>The activity of acquiring, supplying, maintaining, repairing and disposing of items of early childhood service equipment and consumable items.</i></p> <p>See also GDS 30: 1 ASSET/PHYSICAL RESOURCE MANAGEMENT for records relating to general equipment and consumable items</p>			
1.18.1		Records relating to the control of issuing and returning toys, books and literacy kits.	TEMPORARY Destroy 7 years after action completed	<ul style="list-style-type: none"> • Clearance forms 	
1.19	Visits	<p><i>The activities involved in arranging visits by organisations or individuals to early childhood services or facilities.</i></p> <p>See also GDS 30: 3.12 COMMUNITY RELATIONS – Visits</p>			
1.19.1		Records relating to visits to the early childhood service by VIPs or other eminent persons, eg royalty, Governor, Governor-General, Prime Ministers, Premiers, Government Ministers, famous sports people, entertainers, artists and writers.	PERMANENT	<ul style="list-style-type: none"> • Visitor Books where names of VIPs have been recorded • Visitor Registers where names of VIPs have been recorded 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 1: ADMINISTRATION/GOVERNANCE					
1.19.2	Visits (cont'd)	Records relating to visits by other persons or organisations external to the early childhood service.	TEMPORARY Retain until 31 December 2023 retention subject to a review at that date	<ul style="list-style-type: none"> Visitor Books Visitor Registers 	
1.19.3		Records relating to musical and theatrical groups performing in early childhood sites or facilities.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Communications from performance groups Applications from sites or facilities requesting a performance take place 	
1.20	Works and Services	<i>The process of managing early childhood service and facility buildings.</i>			
1.20.1		Records relating to investigations and evaluations into works and services for use in educational facilities.	TEMPORARY Destroy 10 years after action completed		
1.20.2		Records relating to requests for information relating to works and services, including installations and operating costs.	TEMPORARY Destroy 2 years after last action		
1.20.3		Records relating to early childhood service transportation operations, i.e. buses/taxis.	TEMPORARY Destroy 7 years after action completed		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
2	CURRICULUM	The planning, development, implementation and evaluation of curriculum.			
2.1	Evaluation	<i>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i>			
2.1.1		Curriculum and subject evaluation reports created by individual early childhood services or facilities.	TEMPORARY Destroy 7 years after action completed	<ul style="list-style-type: none"> • Reports and documents created by early childhood services or facilities for their own use • Copies of reports and submissions prepared for Central Office 	
2.2	Implementation	<i>The activities associated with carrying out or putting into action plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i>			
2.2.1		Records relating to the registration of activity programs.	PERMANENT	<ul style="list-style-type: none"> • Program registers 	
2.2.2		Records of activity programming.	TEMPORARY Destroy 2 years after superseded	<ul style="list-style-type: none"> • Educators/carers class programs • copies of activity programs 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 2: CURRICULUM					
2.3	Policy	<i>The activities associated with developing and establishing decisions, directions, and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i>			
2.3.1		Master copy of early childhood service-based curriculum policy strategies, including assessment and teaching policy strategies.	PERMANENT		Additional copies should be destroyed in accordance with Normal Administrative Practice.
2.3.2		Supplementary records relating to the development of early childhood service-based curriculum, assessment and teaching policy strategies.	TEMPORARY Destroy 5 years after last action		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
3	PUBLICATIONS	The production of works by early childhood services or facilities for distribution.			
3.1	Production	<i>The process involved in producing material into an end result or output, for example a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding, etc (taken from Keyword AAA: A Thesaurus of General Administrative Terms).</i>			
3.1.1		Master copy of the early childhood service’s annual report and/or context statements.	PERMANENT		An additional two copies should be deposited in accordance with Legal Deposit requirements.
3.1.2		In-house publications documenting significant events and activities at the early childhood service, including those of historical and cultural importance.	PERMANENT	<ul style="list-style-type: none"> • Yearbooks • Magazines • Newsletters • Language books • Community-focused publications 	Retain 1 copy of each publication permanently for transfer to State Records. Where relevant ensure a copy is lodged under the terms of “Legal Deposit” – See page 12 of this schedule. All other copies can be disposed of when no longer required.
3.1.3		Records relating to the production of publications in-house, eg drafting, distribution and production.	TEMPORARY Destroy 5 years after last action		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 3: PUBLICATIONS					
3.1.4	Production (cont'd)	Copies of other publications produced by the early childhood service.	TEMPORARY Destroy 2 years after last action		Two copies should be deposited in accordance with Legal Deposit requirements . Booklets, drawings or other works produced by children are not 'official records' and therefore do not need to be disposed of in accordance with this disposal schedule.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
4	CHILD MANAGEMENT	The function of managing individual children throughout their attendance at an early childhood service.			
4.1	Activities	<i>The activities associated with managing children’s activities, including community involvement.</i> See also below item 4.5 CHILD MANAGEMENT - Awards See also GDS 30: 5 EMPLOYEE MANAGEMENT and GDS 30: 13 STRATEGIC MANAGEMENT for administrative records relating to Pupil Free days			
4.1.1		Records of significant involvement by parents and communities in the activities of the early childhood service that may include activities of historical or cultural importance.	PERMANENT	<ul style="list-style-type: none"> Records of parent leadership of unique activities or events Records of exceptional effort by parents in supporting activities or events 	
4.1.2		Records relating to requests for exemption from particular activities by religious groups that are approved.	PERMANENT		
4.1.3		Group photographs, including photos of all children enrolled for year and staff members.	PERMANENT		Where possible relevant information (ie date, name, photographer, etc) should be listed.
4.1.4		Group photographs unable to be identified.	TEMPORARY Destroy 3 months after last action or school closure		If after school closure this will be the responsibility of Records Management Services, DECD.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.1.5	Activities (cont'd)	Records relating to fundraising events for various charities or other community initiatives that involve the participation of children. See also Item 1.7.6	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Financial records Activity Plans 	
4.1.6		Records of involvement of parents / communities in relation to children's activities, including pupil free days.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Circulars notifying of events Correspondence and attendance acceptances 	
4.1.7		Records relating to permissions or consent given by parents/caregivers for children to attend or participate in various activities held off-site where further action may be required due to significant incidents (a significant incident is considered to be anything recorded in IRMS).	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Permission notes Swimming/activity consent forms [ED006] Consent forms for educational excursions 	Note: IRMS stands for Incident and Response Management System.
4.1.8		Records relating to permissions or consent given by parents/caregivers for children to attend or participate in various activities held off-site where no further action is required.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Permission notes Swimming/activity consent forms [ED006] Consent forms for educational excursions 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.1.9	Activities (cont'd)	Records relating to permissions or consent forms for children to engage or participate in routine activities.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Permission notes • Consent forms 	This may include annual consent forms sent to parents/caregivers regarding permission to photograph child, use the internet, etc.
4.1.10		Records relating to requests for exemption from particular activities by religious groups that are not approved.	TEMPORARY Destroy 5 years after last action		
4.1.11		Records relating to investigations into safety of equipment, e.g. playground equipment.	TEMPORARY Destroy 8 years after use of equipment ceases	<ul style="list-style-type: none"> • Reports • Photographs • Playground checklists • Safety Checklist 	
4.1.12		Records relating to general enquiries and investigation into liability of an early childhood service on outings.	TEMPORARY Destroy 8 years after action completed		
4.1.13		Records relating to offers by outside organisations to an early childhood service for excursions, etc where the offer is accepted.	TEMPORARY Destroy 8 years after use of facility ceases		Refer also to Item 4.1.13 and 4.1.14.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.1.14	Activities (cont'd)	Records relating to offers by outside organisations to an early childhood service for excursions, etc where the offer is not accepted.	TEMPORARY Destroy 2 years after last action		Refer also to Item 4.1.12 and 4.1.14.
4.1.15		Other records relating to visits undertaken by children of the early childhood service, including excursions.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Excursion records • Advice to parents/care givers • Costs and approval letters • Administrative and travel details • Requests for approvals for early childhood services to attend or participate in activities • Photographs 	
4.1.16		Photographs of individual children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		Where possible relevant information (ie date, name, photographer, etc) should be listed.
4.1.17		Photographs of individual children unable to be identified.	TEMPORARY Destroy 3 months after last action or school closure		If after school closure this will be the responsibility of Records Management Services, DECD.



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.2	Admissions	<i>The activities connected with admission of, enrolment and transition, including census and legal measures associated with the management of individual children.</i>			
4.2.1		Admission records created before the commencement of the central database, which register details of the admission of individual children including personal and enrolment details.	PERMANENT	<ul style="list-style-type: none"> Enrolment books 	
4.2.2		Admission records, including history of changes, either managed separately or contained in the central database, which register details of the admission of individual children, including personal and enrolment details.	PERMANENT		Early childhood services are responsible for printing out yearly admission reports from the Early Years' System (EYS).
4.2.3		Forms which support admission of children into an early childhood service.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Enrolment forms/returns, Form P, Form I, Form O, Form C Admission forms Occasional care forms Enrolment Update forms 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.2.4	Admissions (cont'd)	Records of requests for changes to personal information either managed separately or contained in the central database.	TEMPORARY Destroy 1 year after last action		
4.2.5		Records of routine enquiries relating to enrolment and admission and the provision of routine information.	TEMPORARY Destroy 8 year after action completed		
4.3	Assessment/ Examination/ Achievement	<i>The activities associated with managing and monitoring child assessment and achievement at an early childhood service.</i> See also below item 4.4 CHILD MANAGEMENT - Attendance and item 4.7 CHILD MANAGEMENT - Cases			
4.3.1		Records of assessment and achievement at an early childhood service for <u>individual indigenous children where an education program or education facility is specifically directed and provided to Aboriginal and Torres Strait Islander children</u> . Includes records created before the commencement of the central database, records not contained in the database and/or records contained in the central database.	PERMANENT	<ul style="list-style-type: none"> • Achievement records • Progress reports • Observation reports • Central Database 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.3.2	Assessment/ Examination/ Achievement (cont'd)	Records of assessment and achievement at an early childhood service created before the commencement of the central database or not contained in the database for individual children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Summative Reports Individual Learning Plans Progress Reports Individual Education Plans 	
4.3.3		Records of assessment and achievement held by early childhood services or facilities and also contained in the central database, e.g. EYS.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Central Database 	
4.3.4		Copies of child assessment reports and certificates provided to parents/care givers.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Formative & summative reports Progress Reports Statement of learning Learning Story Development record 	
4.3.5		Records used in assessing children.	TEMPORARY Destroy 3 years after last action	<ul style="list-style-type: none"> Developmental Assessments 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.3.6	Assessment/ Examination/ Achievement (cont'd)	Records relating to system wide assessments.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Standardised achievement tests Skills tests 	
4.4	Attendance	<p><i>The activities associated with managing child absences and attendance.</i></p> <p>See also above item 4.3 CHILD MANAGEMENT - Assessment/ Examination/Achievement and below item 4.9 CHILD MANAGEMENT - Cases (Child Record Folders)</p>			
4.4.1		Records relating to attendance for <u>individual indigenous children where an education program or service is specifically directed and provided to Aboriginal and Torres Strait Islander children</u> . Includes records created before the commencement of the central database, records not contained in the database and/or records contained in the central database.	PERMANENT	<ul style="list-style-type: none"> Attendance registers Roll books Certificates of attendance Notice of non-attendance [ED170] Report of unsatisfactory attendance [ED171] 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.4.2	Attendance (cont'd)	Records relating to attendance stored on the central database.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Attendance registers Attendance sheets Roll books Certificates of Attendance 	
4.4.3		Individual child attendance records held by early childhood services either managed separately or contained in the central database.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Daily Attendance Sheets Weekly Attendance Sheets Booking and Attendance Reports Absence Reports Weekly Attendance Summary Reports 	
4.4.4		Correspondence relating to absenteeism.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.5	Awards	<i>The activities associated with awards won by children.</i> See also above item 4.1 CHILD MANAGEMENT - Activities			
4.5.1		Records relating to awards received by individual children or the whole class.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
4.6	Behaviour	<i>The activities associated with behaviour management of children.</i>			
4.6.1		Master copy of policies created at the individual early childhood service level relating to child behaviour.	PERMANENT		Additional copies should be destroyed in accordance with Normal Administrative Practice.
4.6.2		Supplementary or facilitative records relating to the development of policies relating to child behaviour development by the early childhood service	TEMPORARY Destroy 5 years after last action		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.6.3	Behaviour (cont'd)	Records of significant events, cases, activities or vandalism.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Records of contact & correspondence between the site and other parties involved including external agencies Behavioural plans Review panel reports Behavioural reports 	
4.6.4		Records of routine behaviour management events, cases or activities.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Records of admonitions and associated correspondence Behavioural reports Behaviour diary 	
4.6.5		Records relating to the provision of information concerning behaviour within the early childhood service.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Circulars and correspondence 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.7	Cases (Child Record Folders)	<p><i>The activities involved in maintaining personal information about individual children for a range of child management activities.</i></p> <p>See also above item 4.3 CHILD MANAGEMENT - Assessment/ Examination/Achievement and item 4.4 CHILD MANAGEMENT - Attendance</p>			
4.7.1		Case files of individual <u>indigenous children where an education program or site is specifically directed and provided to Aboriginal and Torres Strait Islander children.</u>	PERMANENT	<ul style="list-style-type: none"> • Folders created that relate to a specific child 	
4.7.2		Cases files of individual children.	<p>TEMPORARY Retain until 31 December 2023, retention subject to a review at that date</p>	<ul style="list-style-type: none"> • Folders created that relate to a specific child 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.8	Financial Assistance	<i>The activities associated with providing financial assistance to individual children.</i>			
4.8.1		Records relating to provision of financial assistance to individual children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Fee adjustments • Social Justice Fund recipients • Proof of financial hardship • Recipients of Commonwealth assistance 	
4.8.2		Records relating to the registration of financial assistance provided to children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Register of children and or families receiving the Child Care Benefit or Rebate on an electronic data system or otherwise 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.9	Health and Safety	<i>The activities associated with managing children’s health, safety, welfare and wellbeing.</i>			
		See GDS 30: 14 WORK HEALTH & SAFETY for records relating to employee and visitors WHS			
4.9.1		Reports of children’s accidents, injuries and incidents, including records held in the central reporting system and records created before commencement of the central electronic reporting system.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Site copies of Accident and hazards reports [ED155 or IRMS reports] • Site copies of Incident reports (IRMS reports) 	Hard copy of accident/incident report must be printed from IRMS and retained according to disposal action.
4.9.2		Records relating to the registration of accidents, injuries, incidents or illness.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Accident registers • First aid registers • Infectious diseases registers 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.9.3	Health and Safety (cont'd)	Records relating to suspected abuse sustained at home and in which the early childhood service takes action or becomes involved.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Reports • Correspondence with FAYS, SAPOL, etc 	
4.9.4		Records concerning health and hygiene matters created at the early childhood service level, including dental health checks, vaccinations/immunisations and administration of medication.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		
4.9.5		Records relating to the registration of vaccinations and immunisations.	TEMPORARY Destroy 60 years after last entry	<ul style="list-style-type: none"> • Registers 	
4.9.6		Records providing summary health data relating to vaccination / immunisation programs.	TEMPORARY Destroy 7 years after action completed		
4.9.7		Records relating to a child's medical or psychiatric condition, including referrals, interventions, recommendations and plans.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> • Medical / psychiatric reports • Guidance and Speech Pathology • Health Management Plans 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.9.8	Health and Safety (cont'd)	Records relating to the interagency referral process for individual children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Interagency referral process child records 	
4.9.9		Records relating to the maintenance of information to assist child management during the period of enrolment.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Emergency contact forms/cards/contact update forms Confidential Information Cards Child information forms 	
4.9.10		Records created at the early childhood service level relating to preventative measures taken in the management of child health and safety.	TEMPORARY Destroy 7 years after action completed		
4.9.11		Copies of Central Office records relating to child health and safety, including preventative measures.	TEMPORARY Destroy 3 months after superseded	<ul style="list-style-type: none"> Site copies of reports held in the central reporting system 	



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.10	Out of Hours Care	<i>The activities associated with providing care facilities to children outside of site hours. Includes vacation care.</i>			
See also other entries under item 4 CHILD MANAGEMENT					
4.10.1		Records relating to the registration of children attending Out of Hours Care.	PERMANENT	<ul style="list-style-type: none"> Sign-in books 	
4.10.2		Records relating to programs and activities devised and implemented for children attending Out of Hours Care.	TEMPORARY Destroy 7 years after superseded	<ul style="list-style-type: none"> Activity plans 	
4.10.3		Records relating to the observation of children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date		



Item No.	Function/Activity	Description	Minimum Disposal Action	Record Examples	Requirements/Remarks
FUNCTION 4: CHILD MANAGEMENT					
4.11	Special Education Programs	<p><i>The activities associated with education programs specifically directed and provided to children with learning difficulties or physical disabilities.</i></p> <p>See GDS 30: 1 ASSET/PHYSICAL RESOURCE MANAGEMENT for records relating to changes/modifications to facilities to accommodate children with disabilities</p> <p>See also other entries under item 4 CHILD MANAGEMENT</p>			
4.11.1		Records relating to the management of individual children with learning difficulties or physical disabilities.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Negotiated Education Plans Referrals Assessments Diagnostic Reports 	
4.11.2		Records relating to the provision of off-site care including the use of respite accommodation.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Respite Forms 	
4.11.3		Records relating to the observation of children.	TEMPORARY Retain until 31 December 2023, retention subject to a review at that date	<ul style="list-style-type: none"> Observation Reports 	