PROCEDURES FOR MAINTAINING AND KEEPING RECORDS
2013

PREAMBLE
In response to a directive from the Catholic Schools Office, class rolls and student record cards must be kept indefinitely until further notice. Normally, however, the following procedures are followed:

1. **Class Rolls and Absent Notes**
   - It is a legal requirement that student (class attendance) rolls be consistently and accurately maintained.
   - Rolls recording all enrolments and attendance details must be kept for seven years after the child turns 18, i.e. 25 years of age.
   - Absent notes must be kept with class rolls for a period of seven years after the child turns 18, i.e. 25 years of age.

2. **Student Results**
   - Copies of student reports and/or records of student achievement must be kept for a period of seven years after the child turns 18, i.e. 25 years of age.

3. **Accident Reports**
   - Detailed injuries sustained at the school by a child, which could give rise to a legal claim in the future, must be kept for a period of seven years after the child turns 18, i.e. 25 years of age.

4. **WHS Incidents**
   - If a staff member or student is injured at school, they may have seven years after the incident in which to file a claim. Consequently details must be kept for a period of seven years or, in the case of children, until they reach the age of 25.

5. **Excursion Notes**
   - Excursion details and notes must be kept if these relate to an allegation or accident.
   - These are kept for a period of seven years after the child turns 18, i.e. 25 years of age.

6. **School Policies**
   - All policies, including superseded policies, must be kept and archived.

7. **Teacher Programs**
   - The following parts of the teaching programs must be retained by the school for seven years after the child turns 18, i.e. 25 years of age:
     - Class philosophy.
     - Timetable.
     - Time allocation for each Key Learning Area.
     - IP plans.
     - Yearly program overviews.
     - KLA organisation statements.

8. **Record Cards**
   - Record Cards are passed from St Patrick’s School to other Maitland-Newcastle Catholic schools to which students transfer.
   - Record Cards are passed from St Patrick’s School to Catholic schools in other Catholic dioceses, in accordance with the Privacy Policy 2002 and Standard Collection Notice.
   - St Patrick’s School retains all other record cards for seven years after the child turns 18, i.e. 25 years of age.