

Variation 11 of the Victorian public school disposal schedule has dropped! As a reminder, this is the retention schedule that public schools in Victoria should be using to assess what they can lawfully destroy.

Here is a summary of the important changes that you need to be aware of:

Record Type	Old Retention	New Retention	Examples of Records
Student Attendance	1-7 Years	Retain Until Notified	Attendance Rolls (ONLY PRE 2006 ROLLS FROZEN) Absence Notes School Bus Attendance Rolls Student and Staff attendance at OHSC Sign In/Out Registers Visitor Logs
Suspension and Welfare	Exit + 1	Retain Until Notified	Notice of Suspension Notice of Expulsion Expulsion Reports Welfare: First Aid, Injury and Accident Reports, Counselling Reports
Student Support Data	2 Years	Retain Until Notified	Disability & Impairment submissions (NCCD's)
Student Support Services	30 Years - PERM	Retain Until Notified	Integration / Welfare Student Files

CONTINUES ON NEXT PAGE

As a reminder, the following documents should be retained as per DET advice in June 2019. **As of 01/01/2022 This freeze is still in place.**

Record Type	Old Retention	New Retention	Examples of Records
Camps and Excursion	1-7 Years	Retain Until Notified	Consent / Permission Forms Attendance Excursion Administration Planning Records Incident Reports / Registers
Student Wellbeing	Exit + 1	Retain Until Notified	First Aid Injury Reports Counselling Files

As DET has not established how long these records need to be kept for, we suggest only running destruction on your **FINANCE** records at this point in time. If you have resultant space issues please get in touch – as an APROSS accredited storage provider we can now store school records at our secure facility.