

# Record Retention Schedule

## FOR RECORDS HELD IN SCHOOLS

This '*Retention and Disposal Schedule for Records Held in Schools*' fact sheet was compiled by P&Cs Qld in December 2024, with support from the Queensland State Archives and the Department of Education, based on the [Education and Training Sector Retention and Disposal Schedule](#) and the [General Retention and Disposal Schedule](#).

The retention period for financial records refers to the years after the financial year to which the record relates or until an audit has been conducted, whichever is the later.

The retention period for all other records refers to the number of years that have elapsed since the date of the latest document on the file.

Care should be taken with 'working notes', especially when they are notes of interviews which were used as evidence upon which final reports were based. In these instances, it may be necessary to keep the 'working notes' as well as the final report.

### **Proactive Protection of Vulnerable Persons - Relevant Records**

Public authorities must ensure complete and reliable records are created to document all aspects of incidents, allegations, disclosures and investigations related to the proactive protection of vulnerable persons. These records must be properly managed, protected and retained over time. A Vulnerable Person is defined as:

- a Child or Children; or
- an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason

### **Document Destruction**

P&Cs are required to securely destroy documents. Discuss secure waste management with your Principal and, if required, seek quotes from secure waste management suppliers.

NOTE: the Principal must provide written approval prior to the P&C entering into a service agreement/contract.

### **Out of School Hours Care (OSHC)**

If your P&C operates an OSHC, see the additional requirements as specified in the OSHC section.

## General P&C Operations

Document	Retention Period	Remarks
Constitution	until superseded	
Minutes	DO NOT DESTROY	Retain indefinitely
Agenda Papers	10 years	Destroy 10 years from date of last action
Member Register & Volunteer Register	DO NOT DESTROY	Retain indefinitely
Office Bearers	until superseded	Retain the Executives details on the Member Register for historical records
Membership Forms	until superseded	Retain the Member details on the Member Register for historical records
Audits	7 years	Destroy 7 years from date of last action
Agreements, Contracts and insurance Policies	7 years	Destroy 7 years after the expiry or termination of the agreement or contract
Insurance Claims and Compensation	7 years	<p>Destroy 7 years after settlement of claim</p> <p>Claims include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● personal injury</li> <li>● property damage</li> <li>● workers' compensation claims</li> </ul>
Annual Operation Plan	3 years	Destroy
Performance, Planning and Review	3 years	Destroy 3 years after date of assessment

## General P&C Operations (continued)

Document	Retention Period	Remarks
Compliance	7 years	<p>Destroy 7 years after last action</p> <p>Records relating to initiatives to measure or improve operations in order to be compliant with mandatory or optional standards.</p> <p>Records relating to compliance breaches. These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● industrial relations breaches</li> <li>● workplace health and safety breaches</li> <li>● privacy breaches</li> </ul>
Events	5 years	<p>Destroy 5 years after last action</p> <p>Records relating to events organised by, or with input from the P&amp;C</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● reports</li> <li>● photographs</li> <li>● winning raffle ticket stubs</li> <li>● guest lists</li> </ul>
Marketing	5 years	<p>Destroy 5 years after last action</p> <p>Records relating to the planning and management of marketing campaigns to raise publicity for events or services</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● brochures, flyers, posters</li> <li>● promotional photos and social media posts</li> <li>● marketing plans</li> </ul>
Student Representation, Awards or Bursaries	7 years	<p>Destroy 7 years after announcement date, includes unsuccessful applications</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● applications</li> <li>● nominations</li> <li>● notification of outcome</li> <li>● ongoing recipient correspondence</li> <li>● successful applications that do not proceed or are abandoned</li> </ul>

## P&C Employees and Volunteers

Document	Retention Period	Remarks
Volunteer Workers	7 years	Destroy
WorkCover Queensland Records	7 years	Destroy 7 years after settlement of claim
Position Descriptions		Retain as long as required
Recruitment and Selection	7 years	Records relating to shortlisted applicants - destroy 7 years after recruitment is finalised  Records relating to unsuccessful applicants - destroy 7 years after recruitment is finalised
Salary and Wage Records	7 years	Destroy 7 years after the financial year to which the records relate  Records that document the payment of salaries and wages. Records may include, but are not limited to: <ul style="list-style-type: none"> <li>● Employer superannuation contribution records</li> <li>● pay histories</li> <li>● salary advice</li> <li>● payroll adjustments</li> </ul>
Payroll Authorisations	7 years	Destroy 7 years after authorisation superseded or cancelled  Records may include, but are not limited to: <ul style="list-style-type: none"> <li>● payroll deduction authorisations</li> <li>● superannuation contribution authorisations</li> </ul>
Salary and Wage Supporting Documentation	2 years	Destroy 2 years after last action  Records may include, but are not limited to: <ul style="list-style-type: none"> <li>● payment summaries, e.g. group certificates</li> <li>● tax file number declarations</li> </ul>

## P&C Employees and Volunteers (continued)

Document	Retention Period	Remarks
Workplace Agreements and Awards	7 - 10 years	<p>Includes enterprise bargaining</p> <p>Successful agreements - destroy 10 years after expiry of the agreement or award</p> <p>No agreement - destroy 7 years after negotiations cease</p>
Leave	7 years	Applications for leave forms can be destroyed 7 years from the date of last action.
Leave Form Duplicates	2 years	Destroy
Employee Performance	7 years	<p>Destroy 7 years after last action</p> <p>Records relating to the assessment, evaluation and review of an employee's work performance</p>
Employee Service History	80 years from date of birth or 7 years from date of separation, whichever is later	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● appointment and cessation records</li> <li>● contracts</li> <li>● leave history</li> <li>● medical reports</li> <li>● terms of employments</li> <li>● successful applications and resumes</li> <li>● outcomes of disciplinary matters</li> </ul>
Employee Complaints	7 years	Destroy 7 years after last action

## P&C Employees and Volunteers (continued)

Document	Retention Period	Remarks
Employee Misconduct	2 - 15 years	<p>Investigations of employee misconduct by external bodies - destroy 15 years after last action</p> <p>Internal investigations of employee misconduct - destroy 7 years after last action</p> <p>Allegations of employee misconduct where no investigation is required e.g. the allegation is declared frivolous or vexatious - destroy 2 years after last action</p>
Rehabilitation Programs	55 years	<p>Destroy 55 years after last action</p> <p>Records relating to the workplace rehabilitation of employees following injury or illness. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Correspondence and reports from medical and allied health professionals</li> <li>● medical certificates</li> <li>● return to work agreements and plans</li> </ul>
Employee Separation	7 years	<p>Destroy 7 years after last action</p> <p>Records relating to an employees resignation, retirement, redundancy, termination, dismissal</p>
Kilometric Allowance Records	1 year	Destroy

## P&C Finance

Document	Retention Period	Remarks
Cash Books	7 years	Destroy
Cash Register Summary Sheets & Strips	7 years	Destroy
Receipts/ Receipt Books	7 years	Destroy
Bank Deposit Books	7 years	Destroy
Bank Statements	7 years	Destroy
Petty Cash/ Postage Books/ Dockets	7 years	Destroy
Cash Sale Document	7 years	Destroy
Financial Reports	7 years	Destroy
Budget	7 years	Destroy
Payment/ Expenditure Vouchers	7 years	Destroy
Cheques: Paid, Cancelled, and Butts	7 years	Destroy
Bank accounts and loans	7 years	<p>Destroy 7 years after account is closed</p> <p>Records relating to the establishment and ongoing management of bank accounts and loans</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● applications</li> <li>● approvals</li> </ul>
Purchasing Orders	7 years	Destroy

## P&C Finance (continued)

Document	Retention Period	Remarks
Invoice Books	7 years	Destroy
Order Books	7 years	Destroy
Stocktake Sheets	7 years	Destroy
General Ledger/ Journals/ Reconciliation Statements	7 years	Destroy 7 years after the financial year to which the records relate
School Banking	5 years	Destroy
Asset Management	7 years	<p>Financial records relating to assets. Destroy 7 years after the financial year to which they relate</p> <p>Records relating to the acquisition, hire, maintenance and disposal of moveable assets. Destroy 7 years after last action. These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● registration</li> <li>● testing</li> <li>● maintenance</li> </ul>
Debts, Overpayments and Material Losses	7 years	<p>Destroy 7 years after the financial year to which the records relate</p> <p>Includes records of debt recovery and write-offs</p>
Taxation	5 years	<p>Destroy 5 years after last action</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● BAS</li> <li>● GST records</li> <li>● Payroll tax records</li> <li>● tax payment records, including PAYG</li> </ul>
Grant Funds - Successful	7 years	<p>Destroy 7 years after last action</p> <p>Records relating to successful applications for grant funding</p>

**P&C Finance (continued)**

<b>Grant Funds - Unsuccessful</b>	<b>2 years</b>	<b>Destroy 2 years after last action</b>  <b>Records relating to unsuccessful applications for grant funding</b>
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## Out of Hours Care (OSHC)

Document	Retention Period	Remarks
<p>Registers of Approved Early Childhood Education Providers and Services</p>	<p>DO NOT DESTROY</p>	<p>Registers maintained in accordance with the <i>Education and Care Services Act 2013 (Qld)</i>, the <i>Child Care Act 2002 (Qld)</i> and any other predecessor legislation for:</p> <ul style="list-style-type: none"> <li>● approved education and care services</li> <li>● approved providers</li> <li>● certified supervisors</li> </ul> <p>Entries in the registers may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● address of each education and care service premises</li> <li>● licence transfers</li> <li>● name of each approved provider</li> <li>● name of each certified supervisor</li> <li>● name of each service</li> <li>● rating levels for each service</li> <li>● supporting information</li> <li>● suspensions/cancellations</li> </ul>
<p>Licence Applications - Early Childhood Services Granted or Refused</p>	<p>45 years</p>	<p>Destroy 45 years after business action is completed.</p> <p>Records relating to licences granted or refused under the <i>Education and Care Services Act 2013 (Qld)</i>, the <i>Child Care Act 2002 (Qld)</i> and any other predecessor legislation which includes, but is not limited to, licences for:</p> <ul style="list-style-type: none"> <li>● executors as approved provider</li> <li>● provider approval</li> <li>● service approval</li> <li>● supervisor certificate</li> </ul> <p><b>NOTE:</b> this excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● amendments</li> <li>● applications and supporting documentation</li> <li>● assessments</li> <li>● certificates</li> <li>● copies of provider approval</li> <li>● criminal history</li> <li>● information requests</li> <li>● notices of decisions</li> <li>● renewals/reassessments</li> <li>● replacement licences (lost, stolen, destroyed or damaged)</li> </ul>

		<ul style="list-style-type: none"> <li>● responses against refusals</li> <li>● transfers</li> <li>● waivers</li> <li>● Working with Children checks</li> </ul>
Licences - Early Childhood Services Suspended or Cancelled	45 years	<p>Destroy 45 years after business action is completed</p> <p>Records relating to the suspension or cancellation of licences under the <i>Education and Care Services Act 2013 (Qld)</i>, the <i>Child Care Act 2002 (Qld)</i> and any other predecessor legislation</p> <p>Licences include, but are not limited to, licences issued for:</p> <ul style="list-style-type: none"> <li>● provider approval</li> <li>● service approval</li> <li>● supervisor certificate</li> </ul> <p>NOTE: this excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</p> <p>Records may include, but are not limited:</p> <ul style="list-style-type: none"> <li>● applications, responses and supporting documentation</li> <li>● assessments</li> <li>● notices of decisions</li> <li>● notices to parent/guardian</li> <li>● show cause notices</li> </ul>
Licences - Out of Hours Care	45 years	<p>Destroy 45 years after business action is completed</p> <p>Records relating to the establishment and operation of out of hours care services in accordance with the <i>Education and Care National Law (Qld) Act 2011</i> and any other predecessor legislation</p> <p>NOTE: this excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● applications for licencing and accreditation</li> <li>● Commonwealth subsidies</li> <li>● funding arrangements</li> <li>● refusals</li> <li>● use of facilities and premises agreements</li> </ul>

## Out of Hours Care (OSHC) (continued)

Document	Retention Period	Remarks
Monitoring - Education and Care Services	45 years	<p>Destroy 45 years after business action is completed.</p> <p>Records relating to the routine assessment, rating, notifications and required actions for compliance of an education and care service</p> <p>Reports may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● cancellation of prohibition notices</li> <li>● compliance directions</li> <li>● compliance notices</li> <li>● emergency action notices</li> <li>● monitoring forms</li> <li>● notices to parent/guardian of removal of child</li> <li>● notices of decisions</li> <li>● photographs, film, audio recordings</li> <li>● power of entry forms/documentation</li> <li>● program assessment results</li> <li>● prohibition notices</li> <li>● quality improvement plans</li> <li>● seized items listing</li> <li>● show cause notices</li> <li>● warrants</li> </ul>
Records Relating to the Provision of Out of Hours Care for Children	45 years	<p>Destroy 45 years after business action is completed.</p> <p><b>NOTE:</b> this excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● admission agreements</li> <li>● attendance records</li> <li>● registers of children's attendance which document the arrival &amp; departure time of the child, parent/guardian details, emergency contacts</li> <li>● enrolment details</li> <li>● excursions and other parent/guardian authorisations</li> <li>● health and medical requirements</li> <li>● information about a parenting order or parenting plan in accordance with the <i>Family Law Act 1975 (Cth)</i></li> <li>● Family Assistance Office assessment notices and correspondence</li> <li>● statement of child care usage forms</li> <li>● personal development plans and programs</li> </ul>

## Out of Hours Care (OSHC) (continued)

Document	Retention Period	Remarks
<p><b>Incident Reports - ROUTINE.</b></p> <p>Records relating to non-serious incidents at a child care provider premise.</p>	45 years	<p>Destroy 45 years after business action is completed</p> <p>Routine incidents may include, but are not limited to, events where a child is:</p> <ul style="list-style-type: none"> <li>● injured</li> <li>● becomes ill or suffers a physical or emotional trauma which may require basic first aid and does not require further medical attention</li> </ul> <p><b>NOTE:</b> this excludes records which capture details relevant to incidents, allegations, disclosures, or investigations of abuse relating to vulnerable persons</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● briefings</li> <li>● incident forms</li> <li>● investigation reports</li> <li>● monitoring forms</li> <li>● notices to parent/guardian</li> <li>● notifications of incidents</li> </ul>
<p><b>Incidents, allegations, disclosures and investigations of abuse - VULNERABLE PERSON</b></p>	100 years after creation of record	<p>Records relating to the proactive protection of vulnerable persons including:</p> <ul style="list-style-type: none"> <li>● allegations of abuse</li> <li>● disclosure of abuse</li> <li>● incidents of abuse</li> <li>● investigations of abuse.</li> </ul>

## School Council

Document	Retention Period	Remarks
School Council Records	DO NOT DESTROY	Records relating to school councils may include, but are not limited to: <ul style="list-style-type: none"><li>● approvals of plans and policies</li><li>● election documentation</li><li>● minutes</li><li>● school council constitution</li><li>● setting up and closing down a school council.</li></ul>

## Swim Club

Document	Retention Period	Remarks
Swim Club Records	DO NOT DESTROY	Records relating to swim club may include, but are not limited to: <ul style="list-style-type: none"><li>● participant attendance records</li><li>● volunteer register</li><li>● incident reports - routine</li></ul>