

Approved Panel of Provider Records Management fact sheet

A guide on Deed requirements for approved providers

What are the State Government's record keeping requirements?

The *State Records Act 1997* sets out requirements for official government records as set out in Operations Records Disposal Schedule (Item 1.2.1, RDS 2014/01).

The most appropriate way to ensure that official records for young people are stored permanently is for them to be forwarded to the student's school of enrolment.

What is required of my organisation?

The Deed of Agreement, which your organisation has signed with the Minister, specifies that the Minister owns all documents associated with the provision of services under the Deed and also specifies that records are to be provided each time a service for a young person concludes. In order to meet this requirement of the Deed it is requested that all records be forwarded to the student's school of enrolment.

What records are required to be forwarded?

All records are required for all students, including but not limited to young people under the Guardianship of the Minister and Aboriginal students. Please ensure that nothing is removed from the files, including post-it notes or loose sheets of paper, as these are also considered to be records.

What about digital records?

If you have any digital records in your online database, they will need to be printed and provided as well. If your organisation prefers to provide a digital copy of these records, it is also acceptable, as long as it is able to be forwarded securely on a portable hard drive.

Are copies to be retained by my organisation?

There are no restrictions under the Deed of Agreement in you keeping copies of records as required to meet your own organisation's record keeping responsibilities.

Where do I send the records?

It is requested that you forward all records for those young people who are no longer receiving a service to the DECD School of enrolment. This has to be done within four weeks of cessation of services.

You may forward the records by post, courier or deliver them in person.

Please ensure that boxes are clearly labelled and contents are listed on the box.

