RECORD KEEPING POLICY

AIM
To ensure true and accurate records are kept.

IMPLEMENTATION

Leadership will:
- Review and implement this policy.

Admin will:
- Ensure that parents / guardians and staff are informed of the need for collection of information (Refer to Confidentiality Policy) and that records are kept to comply with legislation.
- Ensure the following information is kept on site for the duration of time the records must be kept:
  - Enrolment, attendance, receipts, CCB: 3 years
  - Families assessment notices: 3 years
  - Accounting: 7 years
  - Tax: 7 years
  - Bank statements: 7 years
  - Insurance: 7 years
  - EFTPOS slips: 1 year
  - Children’s Incident/ Accident/ Medication/ Illness: Until the child is 25
  - Child information/records: Centre Decision
  - Governing Council meeting minutes: Life of Centre
  - Wages and Superannuation: Indefinitely
  - Staff records e.g. sign in/out sheets: 7 years
- Ensure records are stored in locked cabinets.
- Ensure files are archived on-site at regular periods (end of term, end of year) or when they are no longer needed (child leaves site etc.)
- Ensure files are stored in accordance with DECD archiving procedures including off-site archiving. Information pertaining to record management can be found at http://www.decd.sa.gov.au/rmp/pages/cg0000941/RMServices/

EVALUATION:
This policy is viewed to be working effectively when:
- Records kept comply with legislation and record keeping time frames are checked regularly for changes.

Procedure Form:
Records and documents required to be kept

National Quality Standards:
7. Leadership and Service Management
7.3.3. Records and information are stored appropriately to ensure confidentiality and are available from the service and are maintained in accordance with legislative requirements.
### Record of Policy Adoption and Amendment:

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Details</th>
<th>Author</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>January 2011</td>
<td>Policy adopted.</td>
<td>Ocean View CC Policies</td>
<td>Governing Council</td>
</tr>
</tbody>
</table>
| 2.0     | June 2012 | Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including:  
- NQF regulations  
- Inclusion as an attachment the Records and documents to be kept (Reg 183 pg 117) | K Cook | Policy Review Committee |
| 2.1     | Nov 2014 | Layout changed | P Murray |
|         | March 2016 | Added information from Governance Policy about storing records |

**Last Review:** November 2016  
**Review:**  
To be reviewed bi-annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.  
**Source:**  
*Child Care Management Service Handbook 2011 Resource*  
*Network SA- record retention requirements in LDC*  
*ACECQA – Records and documents required to be kept (Regulation 183 pg 117 of the guide)*