Records Management Policy and Procedures

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Threshold Standard	7.3 (3)
Responsible person	CEO
Appendix A:	Full list of amendments

1. Introduction

The Adelaide Central School of Art ('the School') is responsible for creating, maintaining and securing official records and for providing access to them and disposing of them appropriately.

All official records need to be captured in the School's approved records management system for the function to which they relate. For example, student records are captured in the Student Management System; financial records are captured in the financial system.

2. Purpose

This policy and supporting procedures have been established to ensure the School complies with legal and administrative requirements for managing official records relating to its business as a provider of higher education and that staff are aware of their responsibilities in relation to official records and student information.

3. Scope

This policy applies to all employees of the School and to any other party acting as a representative of the School. It applies to all official records created and received as a result of transactions, teaching and learning, student administration and student services including hard copy and electronic records, emails and data in computer systems such as the Student Information System database.

4. Definitions

Official record: Official records are any records made or received by any person in the course of their exercise of official functions of the School. This includes records in any format; for example, paper, electronic, audio, video, film, but excludes temporary drafts, copies or records included in the library or art gallery not otherwise associated with the School's functions.

5. Policy

5.1 The Adelaide Central School of Art is committed to complying with legislative and other external requirements regarding

- the responsible management of records to ensure information is accessible, properly captured, maintained, stored, and disposed of; and
- access to its records.

5.2 The School will ensure that appropriate records of its business are kept.

5.3 The School's records will only be used for the School's purposes.

5.4 The records will be maintained and stored in a way that makes them accessible for the required period of time.

5.5 Records will be disposed of only as directed by the Chief Executive Officer (CEO).

5.6 Individual staff members are responsible for managing records which they create or maintain in the course of their work in accordance with this policy.

5.7 Information about students will only be collected when necessary to carry out a particular function or administrative activity.

5.8 When information is collected for a particular purpose, it will not normally be used for any other purpose.

5.9 Student information will be treated as confidential and available only to School staff with a demonstrated need for this information in order to carry out their duties.

5.10 Student records of enrolments, progression, completions, and the award of qualifications will be accurately maintained in the student management system and tertiary credentials digital platform.

5.11 Student information will not be disclosed to external third parties except:

- to government agencies which under legislation have the right to receive the information;
- in response to a court order; and
- with permission of the student whose information is requested by a third party.

5.12 Students are entitled to view their personal file held by the School upon request to the Academic Administration Manager including their record of attendance, progress, assessment, and their financial record showing charges, payments, balance etc.

6. RESPONSIBILITIES

6.1 The Chief Executive Officer (CEO) of the School is responsible for ensuring that this policy and procedures are implemented.

6.2 All staff are responsible for the security of records they create, maintain or receive.

7. PROCEDURES

7.1 Staff are required to keep appropriate, accurate records to document their decisions and actions for which the School may be held accountable, and to incorporate those records in systems as required by the CEO.

7.2 Staff will document their decisions and student-related business activities at the time they occur or as soon as practicable after the event to which they relate, and the record of decisions and actions will be incorporated into the School's formal records system and storage arrangement to protect them from unauthorised access, alteration, deletion or loss.

7.3 Current and non-current records will be stored in such a way that they can be accessed and retrieved upon demand.

7.4 The School will store all official records taking into account the protection provided by the storage area and system, the sensitivity of the records and the required retention period for the record.

7.5 Staff will securely maintain records to prevent unauthorised access, alteration or removal.

7.6 The CEO will maintain a register showing the retention period required for categories of documents in accordance with requirements of the AQF, legislation and government agencies and their requirements for routine reporting of student-related data.

7.7 The Academic Administration Manager will provide students who request access to their personal file with the opportunity to view their file under staff supervision.

7.8 If, on viewing their file, a student believes that it includes inaccurate information, the student must provide evidence to support their belief to the CEO who will then consider the matter and direct the Academic Administration Manager to amend the file, if appropriate, or to annotate the file to record the student's view.

8. RELATED DOCUMENTS

- Australian Qualifications Framework (AQF) 2nd Edition 2013, AQF Qualifications Register Policy
- Australian Government Privacy Act 1988 and Information Privacy Principles
- Adelaide Central School of Art A002 *Conferral and Graduation Policy*
- TEQSA Higher Education Threshold Standards 2021

AUTHORISATION

Approved Adelaide Central School of Art Board of Governors 27 May 2024

APPENDIX A: Policy Amendments

1. Minor amendment (position title change for Academic Administrator to Academic Administration Manager). August 2016.
2. Amendment made to Item 8 (Related Documents) to include 2021 TEQSA Higher Education Standards. May 2024. Template updated.
3. Amendment made to Item 8 (Related Documents) to include A002 Conferral and Graduation Policy replacing the Qualifications Documentation and Verification Policy