

Public Recordkeeping Statement

Commitment to Public Record Office Victoria (PROV) Standards

Caroline Chisholm Catholic College is committed to responsible, transparent and compliant management of public records. We follow the requirements of the Public Record Office Victoria (PROV) Recordkeeping Standards and the Public Records Act 1973 (Vic) to ensure public records are properly created, protected, and preserved.

Child Safety and Wellbeing Records

We create, maintain and dispose of child safety and wellbeing records in accordance with the Public Record Office Victoria (PROV) Recordkeeping Standards. All records are managed to meet the minimum retention periods and other compliance requirements set out by PROV, ensuring secure, accurate and accountable recordkeeping throughout their lifecycle.

Creating and Keeping Accurate Records

The College documents key decisions, actions and activities and ensure these records are captured in secure, approved systems. This includes documents, emails, digital files, and other forms of communication.

Protecting Records

The College safeguards records from loss, misuse, or unauthorised access. Sensitive information is handled in accordance with privacy and security requirements.

Access and Transparency

Records are maintained so they can be located and used when needed for College accountability, legal purposes, or community access (where appropriate).

Retention and Disposal

We only destroy records when legally permitted to do so under PROV Retention and Disposal Authorities (RDAs). Records of permanent value are transferred to PROV for long-term preservation.

Training and Awareness

All staff, contractors and volunteers receive induction and ongoing training in recordkeeping responsibilities.

Training will include system use, retention and disposal rules, obligations, and security practices

Our Responsibilities

- **All staff** are responsible for creating and capturing records of their work.
- **Leadership and POL staff members** ensure their teams understand and follow good recordkeeping practices.
- **The OH & S Committee** provides training, advice, and oversight to support compliance.

Continuous Improvement

We regularly review our recordkeeping practices to ensure they remain effective and consistent with PROV standards. This policy will be reviewed at least every two years or when changes to PROV standards, legislation, or if College requirements occur.