


School Records Management Program Pilot



Education
and Training

A top-down view of a cluttered desk with various office supplies. In the center, a white sheet of paper is held up by two hands, displaying the text "What's new and what's coming?". The desk is covered with items including a large iMac, a tablet, a laptop, a keyboard, a mouse, a calculator, a pen holder with pencils, a cup of coffee, a smartphone, a pair of glasses, a spiral notebook, and several crumpled pieces of paper. A person's hand is visible typing on a keyboard in the bottom left, and another person's hand is visible typing on a laptop in the top right. The overall scene suggests a busy, collaborative work environment.

What's new and
what's coming?

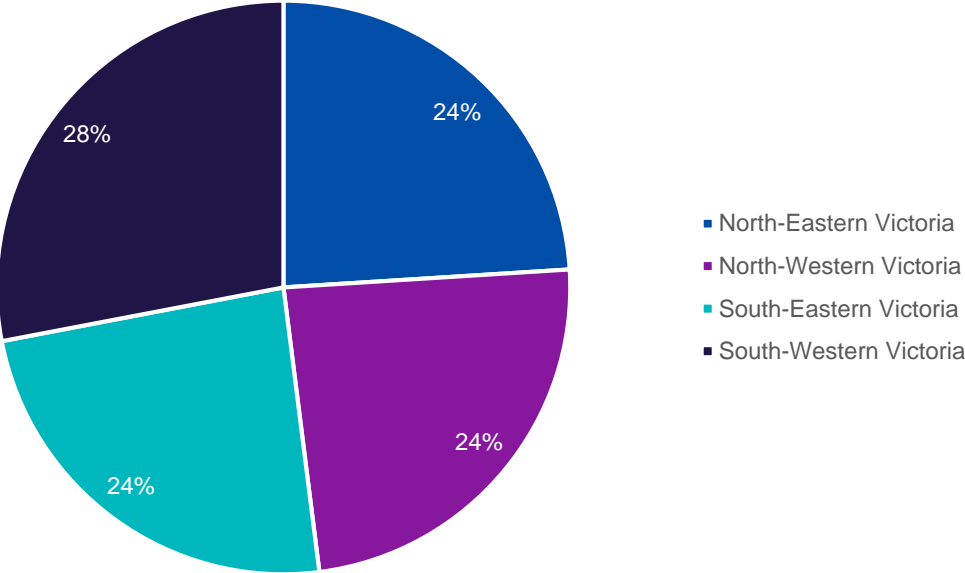
What we set out to achieve

- Improve the records management practices of schools and reduce risks associated with poor practices
- Build a strong understanding of the records risks and challenges within different types of schools
- Develop a support model for schools that is scalable and user friendly
- Digitise historic records and transfer physical records to State Archives
- A new Records Management Policy for schools, supported by clear and easy to follow guidance
- Support schools to compliantly dispose of records

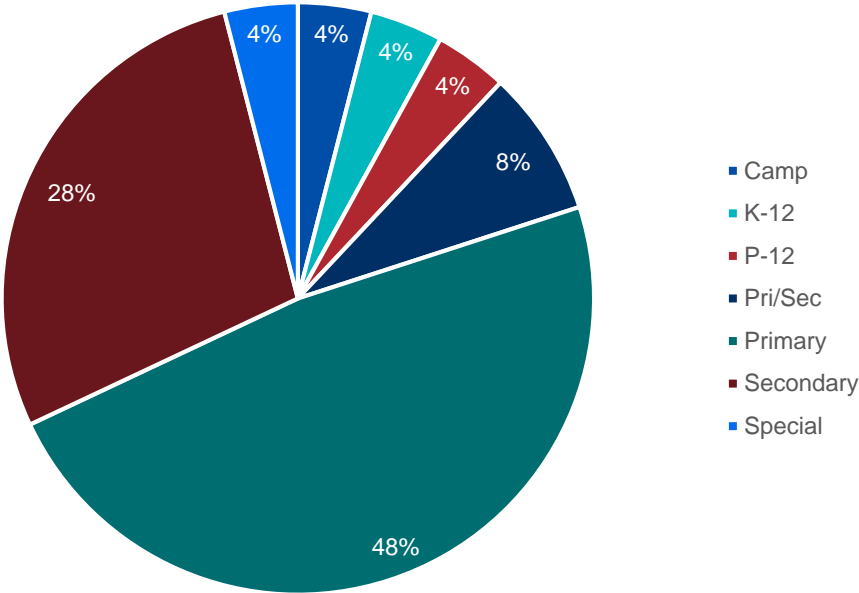


SELECTING PILOT SCHOOLS

Regional Representation



School Type Representation



What we found

- 82% of pilot schools were confident in their current records management practices
- The management of finance records is consistently strong
- Schools are mostly good at keeping records, but need support to know what they can dispose of
- Our guidance needs to be clearer, with less records jargon
- Historic records held across schools are an amazing resource
- Most schools face challenges in hardcopy records storage



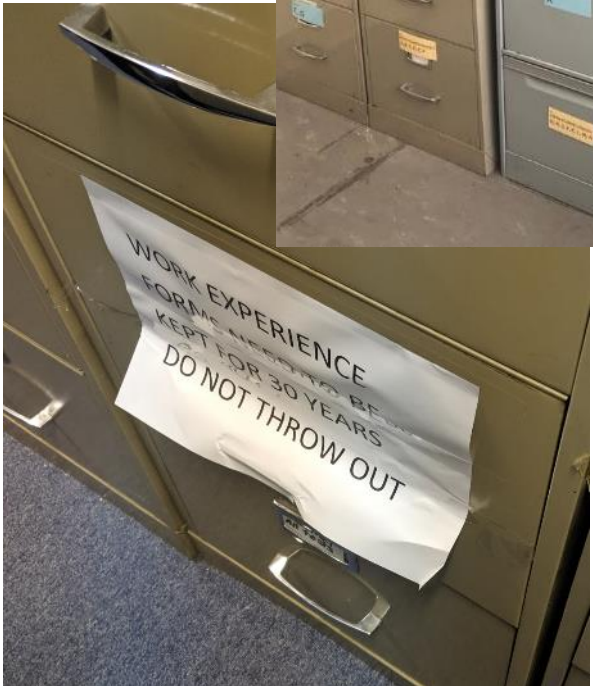
Office space and cupboards



Safes and filing cabinets



Stationery and utility rooms...and more filing cabinets



Under stairs and in attics

