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**From:** DoE Mail  
**Sent:** Tuesday, 31 July 2007  
**To:** DL All School Principals; DL All Assistant and Campus Principals; DL All Schools; DL All Corporate (new); DL All School Council Presidents; DL School Services Officer A-H; DL School Services Officer I-P; DL School Services Officer Q-Z; DL All Business Managers; DL TSP All Technicians; DL School Technicians; DL All HRMS Users; SDL OHS Reps; DL Learning Technology Co-ordinators  
**Subject:** B29-2007 DoE MAIL Bulletin for week ending 3 August 2007

## Department of Education – Victoria

For all schools and principals, business managers and SSO administrative staff

### **S260-2007 New Retention and Disposal Authority for Records of Common Administrative Functions**

#### **Main Points**

- On the 31 May 2007 the Auditor-General of Victoria, Mr Des Pearson, launched the new *General Retention and Disposal Authority for Records of Common Administrative Functions* (PROS 07/01). All schools are obliged to use this new retention and disposal authority (RDA) when disposing of common administrative records.
- PROS 96/13 General Disposal Schedule for Common Administrative Records can no longer be used.
- The new RDA is a rather large document but schools will usually only need to refer to the Financial Management and Personnel Management sections. To assist schools, archives and records management staff have compiled a list of the most commonly used temporary records and included the relevant reference to the new RDA (See link below).

#### **Actions Required**

- Download the new RDA (PROS 07/01) from the Public Record Office Victoria website: <http://www.prov.vic.gov.au/records/dispschl.asp>
- Access a list of common temporary records in schools at: <http://www.education.vic.gov.au/management/governance/archivesandrecords/schoolrecordstemp.htm>

#### **Critical Dates**

- N/A

#### **Additional Information**

- Schools should continue to use PROS 01/01 *General Retention & Disposal Authority for School Records* for school specific records. It is also available from <http://www.prov.vic.gov.au/records/dispschl.asp> .
- If you have any records management related queries please contact Graeme Tucker on 9637 3306 or email [archives.records@edumail.vic.gov.au](mailto:archives.records@edumail.vic.gov.au) or visit [http://www.education.vic.gov.au/management/governance/archivesandrecords/schools\\_recordmanage.htm](http://www.education.vic.gov.au/management/governance/archivesandrecords/schools_recordmanage.htm).

**Colin Twisse**

General Manager

Commonwealth/State and External Relations Division