

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: FA364

This authority covers records documenting the function of children's education and care

This functional retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

State Archives Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no FA364

SR file no 15/0182

Scope This functional retention and disposal authority covers records documenting the function of children's education and care.

Public office Australian Children's Education and Care Quality Authority

Approval date 08/05/2015

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this functional retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998* (NSW). Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of State Records with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. The State Records Authority ('State Records') reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Records any information which affects the retention of the records covered by the authority.

State Records' decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Records' functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Records and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. Advice on sentencing can be obtained from State Records. See *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see also the *General Retention and Disposal Authority – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

Disposal action

Records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Records when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Records regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Records' control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Records recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office must not permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Records.

Administrative change

This functional retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Records for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Records to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

State Records must approve any amendment to this authority. Public offices that use the authority should advise State Records of any proposed changes or amendments to the authority.

State Records recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Records and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

Contact Information

State Records
PO Box 516
Kingswood NSW 2747

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Authority number: FA364

Dates of coverage: Open

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No	Function/Activity	Description	Disposal Action
1.0.0	EDUCATION & CARE QUALITY ASSURANCE	<p>The function of guiding the implementation and management of quality standards and requirements for children's education and care.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> BOARDS AND COMMITTEES for records relating to the development of issues papers for consideration and resolution by committees and working groups.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> COMMUNITY RELATIONS - CONFERENCES for records relating to conferences arranged and hosted by, or attended by the Authority.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> COMMUNITY RELATIONS - ENQUIRIES AND PUBLIC REACTION for records relating to enquiries and complaints about the Authority's services and activities, including enquiry and complaint registers.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> COMMUNITY RELATIONS - MEDIA RELATIONS for media releases and statements issued by the Authority.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> FINANCIAL MANAGEMENT - CONTRACTING-OUT for records relating to the procurement of services by an external contractor or consultant, including managing associated performance of work.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> GOVERNMENT RELATIONS - SUBMISSIONS for records relating to submissions provided at the request of government bodies, such as submissions to inquiries by the Productivity Commission.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> GOVERNMENT RELATIONS - ADVICE for records relating to requests for advice from Ministers and government agencies, and associated responses provided by the Authority.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> GOVERNMENT RELATIONS - REPORTING for records relating to reports to Ministers and government agencies, including bi-annual reports against the Multilateral</p>	

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - AUTHORISED OFFICER TRAINING</i>			
		<p>Implementation Plan (MIP), National Partnership Agreement (NPA) annual performance reports, and other reports (as required) to the Ministerial Council, Ministers or regulatory authorities.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> PUBLICATION - PRODUCTION for records relating to contributions to external journals, magazines, papers etc. about the Authority's functions and activities.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> STRATEGIC MANAGEMENT - AGREEMENTS for record relating to the establishment and review of agreements for funding under the National Partnership Agreement (NPA).</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> STRATEGIC MANAGEMENT - LEGISLATION for records relating to issues papers, recommendations and policy proposals in relation to new or amended laws and regulations.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> STRATEGIC MANAGEMENT - PROCEDURES for records relating to guidance and standard procedures for handling complaints and enquiries.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> STRATEGIC MANAGEMENT - REVIEWING for records relating to assistance provided by the Authority in reviewing the National Partnership Agreement (NPA).</p>	
1.1.0	AUTHORISED OFFICER TRAINING	<p>The activity associated with the development and delivery of training, assessment and support materials for officers engaged in the assessment and monitoring of education and care services.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - EDUCATION & AWARENESS for records relating to general information provided to and communications with regulatory authorities and authorised officers, including regulatory authority updates.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> BOARDS & COMMITTEES for records relating to the establishment and meetings of</p>	

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - AUTHORISED OFFICER TRAINING</i>			
		<p>committees and working groups set up in relation to managing authorised officer training, such as the Training Working Group (TWG).</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> TECHNOLOGY & TELECOMMUNICATIONS for records relating to the development, maintenance and administration of e-learning system hardware and software, including setting up user accounts and log-ins and systems support services.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - RESEARCH & EVALUATION for de-identified data about authorised officers, including test results which are used to support the Authority's research and evaluation activity.</p>	
1.1.1		<p>Final versions of qualification determinations, training plans, strategies and training and support materials for officers undertaking education and care services assessment and monitoring activities.</p> <p>Note: For final versions of training and support materials for where updates are only minor in nature (e.g. updated graphics, fonts, references, minor content amendments not reflective of changes in requirements or approaches), see entry below.</p>	Required as State archives
1.1.2		<p>Records relating to the development, review and update of qualification determinations, training strategies, plans, priorities and training and support materials. Includes drafts, records of consultation processes and feedback. Also includes final versions of training and support materials where updates are minor in nature (e.g. updated graphics, fonts, references, minor content amendments not reflective of changes in requirements or approaches).</p>	Retain minimum of 5 years after superseded or no longer in use, then destroy
1.1.3		<p>Details of officers engaged or authorised to carry out education and care services assessment and monitoring activities, including results of training and assessments undertaken or completed by them.</p>	Retain minimum of 5 years after authorised officer ceases to be active, then destroy

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - AUTHORISED OFFICER TRAINING</i>			
1.1.4		Records relating to routine arrangements for the delivery of training, including: <ul style="list-style-type: none"> • training invitations and notices • training calendars • venue and facility bookings • catering arrangements • attendance lists • routine notifications of test results and issue of certificates. 	Retain until administrative or reference use ceases, then destroy
1.2.0	CONSISTENCY AUDITS	The activity associated with conducting audits to monitor and evaluate implementation of education and care quality frameworks, standards, processes and requirements.	
1.2.1		Reports documenting the outcomes or findings of audits to monitor and evaluate implementation of education and care quality frameworks, standards, processes and requirements. Records include final versions of audit reports and associated submission approvals, covering letters, briefs and memos.	Required as State archives
1.2.2		Records documenting the conduct of audits to monitor and evaluate implementation of education and care quality frameworks, standards, processes and requirements, including: <ul style="list-style-type: none"> • audit scoping documents and approvals • audit plans and schedules • data and information collected from regulatory authorities such as copies of policies and procedures • results of meetings, discussions and consultations with regulatory authorities • drafts distributed for review and comment and associated feedback and comments 	Retain minimum of 5 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - RATING ASSESSMENTS & REVIEWS</i>			
		<ul style="list-style-type: none"> records documenting the analysis of trends and monitoring of consistency. 	
1.3.0	RATING ASSESSMENTS & REVIEWS	<p>Activities associated with reviews and assessments of education and care services quality ratings. Includes rating assessments carried out by the organisation as well as reviews of regulatory authority assessment ratings.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - PROCEDURES & GUIDES for procedures and guides relating to rating assessment and review processes, criteria, etc.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> PERSONNEL AND STAFF DEVELOPMENT - EMPLOYMENT CONDITIONS for records relating to conflicts of interest between the Authority's staff (decision makers) and services requesting Excellent Ratings.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> STRATEGIC MANAGEMENT - POLICY for policies relating to service rating assessments and reviews.</p>	
1.3.1		Minutes of Ratings Review Panel meetings.	Required as State archives
1.3.2		<p>Records supporting the assessment of education and care services against rating criteria. Includes excellent rating assessments and reviews of regulatory authority ratings.</p> <p>Records include:</p> <ul style="list-style-type: none"> applications (including withdrawn) and associated supporting documentation application receipt acknowledgements liaison and correspondence with applicants, including requests for further information records of site visits, including site visit request forms, delegate approvals and visit reports 	Retain minimum of 10 years after action completed, then destroy

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<i>EDUCATION & CARE QUALITY ASSURANCE - RATING ASSESSMENTS & REVIEWS</i>			
		<ul style="list-style-type: none"> • requests for, advice and submissions received from regulatory authorities relating to applications and associated feedback from applicants • cover briefs, decision summaries and notifications to applicants of the outcome (successful or unsuccessful). 	
1.3.3		Supplementary information and documentation received from education and care services which does not support rating applications or inform outcomes or review decisions.	Retain until administrative or reference use ceases, then destroy
1.3.4		Routine reports relating to education and care services rating assessments and reviews such as statistical reports on ratings awarded, rating reviews received and processed and weekly statistics provided for internal information and updates.	Retain minimum of 2 years after action completed, then destroy
1.3.5		Records relating to the nomination, appointment, remuneration and termination of members to rating review panels. Includes: <ul style="list-style-type: none"> • nominations • results of background checks • letters of appointment • conflicts of interest declaration forms • induction records • records of member remuneration and separation. 	Retain minimum of 10 years after member's term expires, then destroy
1.3.6		Records relating to the development of induction and other training materials for review panel members, including final versions of session plans, presentations, presenter notes and handouts.	Retain minimum of 5 years after superseded or no

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - RATING ASSESSMENTS & REVIEWS</i>			
			longer in use, then destroy
1.3.7		<p>Records relating to routine arrangements associated with nominating, inducting and training review panel members, including:</p> <ul style="list-style-type: none"> • distribution of invitations requesting nominations for membership • notices and invitations for induction and training • venue and facility bookings and catering arrangements for induction and training. 	Retain until administrative or reference use ceases, then destroy
1.4.0	INFORMATION, EDUCATION & AWARENESS	<p>The activity associated with developing and reviewing communications materials and information resources which aim to keep stakeholders informed, aware and educated on matters relating to children's education and quality care.</p> <p>Note: includes delivering programs to improve the quality of children's education and care services.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - PROCEDURES & GUIDES for records relating to the development of procedures and guides to assist the understanding and implementation of requirements and best practice.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> COMMUNITY RELATIONS - MEDIA RELATIONS for media releases and statements.</p>	
1.4.1		<p>Final versions of communication and engagement plans and strategies relating to children's education and care quality.</p> <p>Note: includes final versions of quality support programs such as guides, service workbooks, rating certificate templates, strategies, project plans, workshops learning & training and support materials for education and care services.</p>	Retain minimum of 10 years after action completed, then destroy

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<i>EDUCATION & CARE QUALITY ASSURANCE - INFORMATION, EDUCATION & AWARENESS</i>			
1.4.2		Records relating to the development of communication and engagement plans and strategies. Includes drafts distributed for review and associated comments and feedback. Note: includes the development, review and delivery of quality support programs, activities and services, e.g. quality improvement and service support plans, self-assessments, evidence summaries, case notes.	Retain minimum of 5 years after action completed, then destroy
1.4.3		Final versions of reports, advice, newsletters and updates provided to stakeholders which notify and inform of changes to education and care quality legislation, regulations or standards and/or provides a summary of the state of the sector and education and care quality outcomes. Includes snapshot reports and external newsletters prepared by the organisation providing information and advice to stakeholders, including families, on children's education and care quality.	Required as State archives
1.4.4		Final versions of advice and updates provided to stakeholders which do not provide notification of changes to education and care quality legislation, regulations or standards and/or does not form the official/primary means of notification. Includes information sheets, frequently asked questions, 'myth busters', posters, advice and updates posted to the ACECQA blog or social media, and broadcast email communications to State and Territory representatives regarding system releases and upgrades.	Retain minimum of 3 years after action completed, then destroy
1.4.5		Records relating to routine and or ad hoc meetings with regulatory authorities, approved providers or other stakeholders for the purposes of discussing issues and providing information, advice and updates. Includes meeting agendas and minutes.	Retain minimum of 5 years after action completed, then destroy
1.5.0	NATIONAL REGISTRATION	The activity associated with collecting and maintaining data received from jurisdictions regarding children's education and care services. See EDUCATION & CARE QUALITY ASSURANCE - INFORMATION, EDUCATION & AWARENESS for records relating to updates, advice and	

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - NATIONAL REGISTRATION</i>			
		<p>notifications sent to users about national registration systems, such as notifications of system issues, upgrades and releases.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - INFORMATION, EDUCATION & AWARENESS for advice and updates sent to families, educators, approved providers and regulatory authorities, including regular reports and updates which provide snapshots of statistics contained within the national registration database.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> BOARDS AND COMMITTEES for records relating to committees and working groups set up to discuss and resolve issues in relation to national registration systems.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> TECHNOLOGY & TELECOMMUNICATIONS for records relating to the development, maintenance and administration of the information technology systems hardware and software, including help desk and support services.</p>	
1.5.1		Details of approved children's education and care services, approved providers and certified supervisors, including details of assessment ratings and waivers, as recorded and captured in national registration databases.	Retain in agency
1.5.2		National registers of approved education and care providers, services, and Certified Supervisors.	Retain minimum of 25 years after action completed, then destroy
1.6.0	PROCEDURES & GUIDES	<p>The activity associated with the development and review of procedures and guides to assist the understanding and implementation of requirements and best practice.</p> <p>See General Retention and Disposal Authority <i>General retention and disposal authority for administrative records created and maintained by national bodies</i> STRATEGIC MANAGEMENT - Procedures for operational procedures for core functions</p>	

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - PROCEDURES & GUIDES</i>			
1.6.1		Final versions and records supporting the development of procedures, guides and criteria to assist understanding and implementation of education and care quality requirements and best practice. This includes procedures developed for use by the organisation concerning quality assessment and rating processes as well as procedures, guides, etc., developed for use by stakeholders. Includes drafts released for stakeholder review and comment and summaries of stakeholder feedback.	Required as State archives
1.7.0	QUALIFICATIONS ASSESSMENT	<p>The activity associated with determining and assessing qualifications required to be held by childhood educators.</p> <p>Note: includes assessing qualifications and skills for skilled migration purposes.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - AUTHORISED OFFICER TRAINING for records relating to authorised officer training, including the determination of qualification standards.</p> <p>See EDUCATION & CARE QUALITY ASSURANCE - PROCEDURES & GUIDES for records relating to procedures and guides relating to the assessment of qualifications, including criteria for assessment.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> GOVERNMENT RELATIONS - Reporting for records relating to reporting on skilled migration visa applications.</p>	
1.7.1		<p>Advice and notifications provided to applicants detailing the outcome of assessed qualifications.</p> <p>Note: includes assessing skills.</p>	Retain minimum of 85 years after date of birth or minimum of 10 years after action completed, whichever is longer, then destroy

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION & CARE QUALITY ASSURANCE - QUALIFICATIONS ASSESSMENT</i>			
1.7.2		<p>Records relating to the assessment and approval of an individuals' qualifications for equivalence with approved qualifications. Includes:</p> <ul style="list-style-type: none"> • applications and supporting documentation • application receipt acknowledgements • assessor notes and comments • correspondence and liaison with applicants during application processing • records of decisions and associated decision approvals • requests for and results of reviews of decisions. <p>Note: includes assessment of an individual's qualifications and skills for skilled migration.</p>	Retain minimum of 10 years after action completed, then destroy
1.7.3		<p>Records relating to the assessment of educational institutions or registered training organisations qualifications and training programs. Includes:</p> <ul style="list-style-type: none"> • applications and supporting documentation • application receipt acknowledgements • assessor notes and comments • correspondence and liaison with applicants during application processing • outcome report detailing how the organisation's program has met the qualification assessment guidelines • memos seeking application approvals • requests for and results of reviews of decisions. 	Retain minimum of 10 years after action completed, then destroy
1.7.4		Supplementary information and documentation provided by individuals and organisations which does not support qualification assessment applications or inform outcome decisions.	Retain until administrative or reference use

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<i>EDUCATION & CARE QUALITY ASSURANCE - QUALIFICATIONS ASSESSMENT</i>			
		Note: includes program and skills assessment.	ceases, then destroy
1.7.5		Records relating to the processing of applications for qualification assessment from educational institutions, registered training organisations or individuals which are either withdrawn or closed prior to a decision outcome. Includes: <ul style="list-style-type: none"> • applications and supporting documentation • application receipt acknowledgements • assessor notes and comments • correspondence and liaison with applicants during application processing. Note: includes assessing programs or skills.	Retain minimum of 5 years after action completed, then destroy
1.7.6		Records documenting invitations to educational institutions or registered training organisations (domestic and overseas) to apply and/or reapply for qualification assessment. Includes distribution lists and the associated template letter.	Retain minimum of 5 years after action completed, then destroy
1.7.7		Details of approved qualifications for educators e.g. qualifications lists published on the organisation's web site. This includes details of currently approved qualifications as well as any formerly approved qualifications.	Retain minimum of 85 years after action completed, then destroy
1.7.8		Routine reports relating to qualifications assessments such as statistical reports on the number of qualifications assessed.	Retain minimum of 2 years after action completed, then destroy
1.8.0	RESEARCH & EVALUATION	The activity associated with research and evaluation to support core obligations, business activities and operations.	

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<i>EDUCATION & CARE QUALITY ASSURANCE - RESEARCH & EVALUATION</i>			
		<p>See General Retention and Disposal Authority <i>National Bodies</i> BOARDS AND COMMITTEES for records relating to establishment and meetings of research committees such as the Research Advisory Committee (RAC).</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> FINANCIAL MANAGEMENT - CONTRACTING-OUT for records relating to the contracting out of services, such as contracting out the distribution and management of surveys.</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> GOVERNMENT RELATIONS - Reporting for reporting to Ministers on implementation of the scheme</p> <p>See General Retention and Disposal Authority <i>National Bodies</i> STRATEGIC MANAGEMENT - Agreements or GOVERNMENT RELATIONS - Agreements for records relating to agreements or joint ventures for research</p>	
1.8.1		Final versions of strategies and plans which identify research and evaluation priorities and actions.	Required as State archives
1.8.2		Records relating to the development of frameworks, strategies and plans for research and evaluation priorities and actions. Includes drafts, records of consultation processes and feedback.	Retain minimum of 5 years after superseded or no longer in use, then destroy
1.8.3		Final versions of reports which document the findings, outcomes and/or recommendations of research and evaluation projects or studies either undertaken or commissioned by the organisation.	Required as State archives
1.8.4		<p>Records relating to the conduct of research and evaluation projects or studies. Includes:</p> <ul style="list-style-type: none"> • survey templates, results summaries, statistical models, data sets, etc., used to support research and evaluation 	Retain minimum of 10 years after action completed, then destroy

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<i>EDUCATION & CARE QUALITY ASSURANCE - RESEARCH & EVALUATION</i>			
		<ul style="list-style-type: none">• drafts reports and associated comments and feedback. Also includes discontinued research.	