

### **Records created or received between 1900 and 1950**

- Programs, photographs, certificates, transcripts and other records documenting milestone events (e.g. laying of school foundation stone, jubilee or centenary commemorations, visits by Heads of State etc.)
- Files containing correspondence, reports and papers relating to major events or developments (e.g. establishment or closure of school, detailed investigation or substantial criticism of teachers, students or school facilities, programs and policies)
- Lesson Registers, Programme Registers and other records documenting the particulars of lessons to be taught, and respective dates and periods of time for lesson presentation
- Maps, plans and drawings produced for purposes of design, construction or renovation of school structures, buildings and grounds
- Photographs of teachers, students, school buildings and grounds where the school or locality can be identified (this does not include photographs loaned to schools by teachers, students, parents etc.)
- Admission Registers documenting particulars of the enrolment of students
- Records documenting the assessment of students' existing or potential levels of attainment in particular subjects, including assessment records of student completing sixth grade
- Records documenting the results, for a particular class or grade of students, of half-yearly, end-of-year and other examinations
- Attendance records where no admission registers or records exist for the period concerned
- Punishment Books and Registers
- Statistics, abstracts, returns and other reports prepared on a term, annual or other periodic basis (e.g. Annual Return of Infectious and Contagious Diseases, Age-Grade Distribution of Pupils (Return), Class Size Return, Attendance Return, and Distribution of Studies Abstract)
- Observation Books, Inspection Reports and other records documenting comments, observations and recommendations made by Inspectors of Schools
- Visitor Books or Registers where the names of VIPs and other eminent persons have been recorded (e.g. royalty, Governors, Governors-General, Prime Ministers, Government Ministers, famous sports people, entertainers, artists and writers)
- Visiting Clergy Books or Registers

### **Records created or received after 1950**

- Admission registers