

# Student Records Archiving Policy

## Purpose

The purpose of this policy is to ensure that student records are retained, archived and disposed in accordance with the Standards for RTO (SRT0) 2015 and National Code 2018.

## Scope

This policy applies to student records and documents related to the students enrolled at RGIT.

## Responsibility

The Student Administration Services Manager is responsible for the implementation of this policy and to ensure that staffs are aware of its application and procedures.

## Requirements

- a. RGIT will ensure that archiving of student files meets both the internal requirements of the Institute and external legislative obligations.
- b. All electronic copies of Student results, Qualifications and Statements of Attainment are retained for a minimum of thirty (30) years from the date of completion.
- c. All administrative files of completed, withdrawn and cancelled student will be stored within the institute for a period of two years after which the files will be disposed of responsibly.
- d. All completed student assessments are to be retained for a minimum of six months from the date of completion (or for the duration as required by the regulatory authority) after which they are disposed of responsibly. Where training and assessments are conducted under a HESG contract, such records are retained for 2 years from the date of completion.
- e. All records of student attendance or evidence of participation are to be retained for a minimum of six months from the date of completion of the term after which they are disposed of responsibly, except where training and assessments are conducted under a HESG contract, such records are retained for 2 years from the date of completion.

## Method

1. All hard copies of student administration files will be archived for a period of two years after the students ceased to be enrolled.
  - At the end of each term printouts from RTO Manager are used to identify completed student files which are to be archived by the Student Administration in coordination with Compliance.
  - Accounts and Administration departments will ensure that withdrawn and cancelled student files are archived on a continuous basis.
  - All archived files will be kept on a register and archive numbers assigned.
  - All files will be stored in numerical order.
2. After expiry of the minimum retention duration, hard copies of student records (such as administration files, assessments, attendance records) will be disposed of responsibly.
  - The Student Administration in coordination with Compliance will be responsible for the disposal.
  - A register of all student files to be disposed are kept and maintained prior to disposal.
3. Electronic copies of results will be backed up daily and kept for a period of 30 years.

## Review History

# Student Records Archiving Policy

Revision	Date	Description of modifications
1	June 2008	Original
2	June 2009	No changes made
3	January 2010	Minor formatting
4	December 2011	Annual Review
5	December 2012	Overall editing and update
6	June 2018	Reviewed and formatted into new document template
6.1	August 2018	Minor updates
6.2	June 2020	Updated footer

**Reference:** Standard 6 of the SRTOs 2015 and Standard 6- National Code 2018