



COOLUM BEACH
CHRISTIAN COLLEGE

College Record Retention Periods Procedure

(Independent / Christian Colleges – Queensland Guide)

Purpose:	The purpose of this College Record Retention Periods Procedure is to ensure that all College records are created, maintained, stored, and disposed of in a consistent, secure, and compliant manner. This procedure supports the College's commitment to good governance, accountability, privacy, and legislative compliance by establishing clear retention timeframes for different categories of records. It aims to protect the integrity of College information, safeguard sensitive data, and ensure records are available when required for operational, legal, financial, or historical purposes.	
Scope:	This procedure applies to all College staff, leadership, board members, contractors, and volunteers who create, receive, manage, or dispose of records on behalf of the College. It covers records in all formats, including but not limited to physical documents, electronic files, emails, databases, photographs, audio recordings, and archived materials. The procedure applies to student records, personnel records, financial documents, governance records, compliance documentation, and any other records generated through College operations. All records must be managed in accordance with applicable legislation, regulatory requirements, and College policies. Failure to comply with this procedure may result in disciplinary action and/or legal implications.	
Status:	Approved	Supersedes: New
Authorised by:	College Leadership	Date of Authorisation: March 2026
Review Date:	Annually	Next Review Date: March 2027
Policy Owner:	College Leadership	

Student Records (High Risk – Retain Conservatively)

Record Type	Retention Period
Enrolment applications & contracts	75 years after date of birth
Student master file (summary record)	Permanent
Academic reports & assessment	75 years after date of birth
Attendance records	7 years after student leaves
Behaviour, discipline, suspensions	7 years after student leaves (<i>longer if serious</i>)
Student wellbeing / counselling	7–25 years depending on severity
Health & medical records	7 years after last action
Learning support / NCCD documentation	7–25 years
Child protection & mandatory reporting	Permanent / Never destroy
Incident reports involving students	25 years
Excursions & consent forms	7 years
Complaints involving students	25 years

Christian school guidance: Where records involve **pastoral care, allegations, or safeguarding**, retain for the **longest applicable period**.

Staff & Volunteer Records

(Including ministry, chaplaincy, and service roles)

Record Type	Retention Period
Staff personnel files	75 years after DOB or 7 years after separation
Contracts & position descriptions	7 years after separation
Payroll & superannuation	7 years
Leave records	7 years
Performance & conduct records	7–25 years
Professional development	7 years
WWCC / Blue Card records	7 years after engagement ends
Volunteer records	7 years
Chaplain / pastoral worker records	25–75 years depending on content
Staff complaints & investigations	25 years

Child Safety & Pastoral Care (Critical)

Record Type	Retention Period
Child protection reports	Permanent
Safeguarding investigations	Permanent
Allegations (substantiated or not)	Permanent
Student risk & safety plans	25 years
Mandatory reporter training records	7 years
Child Safe audits & reviews	7 years

Best practice: Never destroy child-safety-related records without **legal advice and written authority**.

Governance & Ministry Records

Record Type	Retention Period
Board / Council minutes	Permanent
Constitution & governing documents	Permanent
Policies & procedures (superseded)	7 years
Strategic plans	7 years after expiry
Risk registers	7 years
Complaints & grievance files	25 years
Church / denomination correspondence	Permanent (key decisions)

Financial & Fundraising Records

Record Type	Retention Period
Financial statements (final)	Permanent
Audit reports	7 years
Invoices & receipts	7 years
Fees, billing & concessions	7 years
Donations & fundraising records	7 years
Scholarship & bursary records	7–25 years
Asset registers	7 years after disposal

Facilities, WHS & Compliance

Record Type	Retention Period
Building plans & approvals	Permanent
WHS incidents	25 years
Risk assessments	7 years
Fire & evacuation records	7–25 years
Insurance policies & claims	7 years after finalisation
Contractor compliance	7 years

ICT & Digital Records

Record Type	Retention Period
Email records	Retain by content category
System access logs	2–7 years
CCTV footage	30–90 days (<i>longer if incident</i>)
Student/staff databases	As per record type
Backups	Not records unless used as evidence

Disposal & Compliance Notes

- Disposal **must be authorised** and recorded
- Maintain a **Records Disposal Register**
- Suspend disposal if records relate to:
 - complaints
 - investigations
 - legal action
 - child safety matters