

Records Management & Retention Policy

Approved:

For review:

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Bosco Catholic Education Trust Mission Statement



Records Management and Retention Policy

Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
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Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Management of the Organisation					







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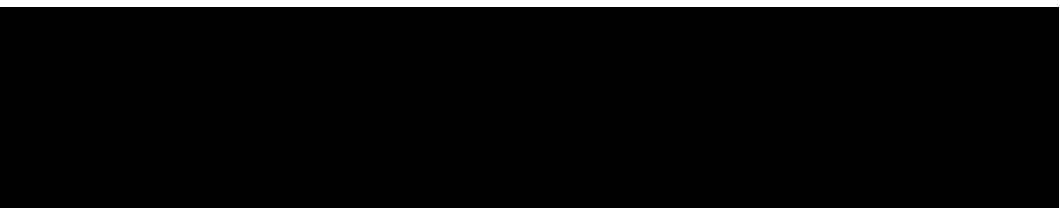






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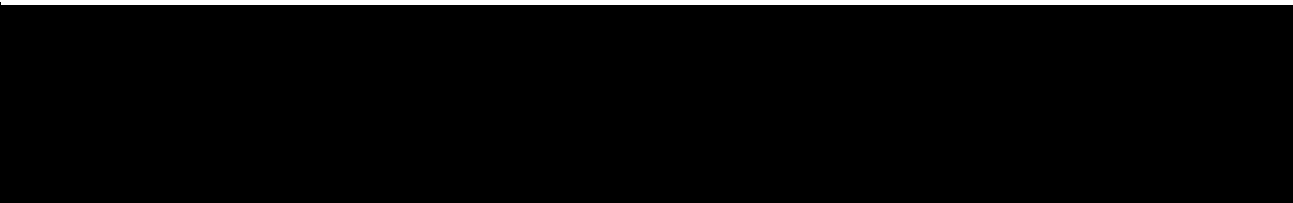






Financial management











Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
Pupil Management					





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Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
School Support Organisation					



Ref	Basic file description	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record	Personal information
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