WHY SHOULD MY SCHOOL HAVE THE RRDS?

We are all aware of the importance of good recordkeeping. Records are a key part of an organisation’s memory. The documents, files, photographs, audiovisual material, and digital content we create and manage hold evidence of legislative and financial compliance and create connections with the past.

Changes to legislation, revised and new industry standards, changed community expectations, and findings and recommendations from government inquiries into institutions with a duty of care for children, such as the Royal Commission into Institutional Responses to Child Sexual Abuse, have all affected the landscape in which we work. The Records Retention and Disposal Schedule is designed to help promote good governance in organisations. It provides clear guidance on how long you need to keep your school’s records and recorded information, in all formats and technological environments, whether for specific periods of time or indefinitely as part of your school’s archives.

WHO IS IT FOR?

It is ideal for those who work with risk management, compliance requirements, records management and archives within non-government schools.

WHERE CAN MY SCHOOL PURCHASE A COPY?

You can purchase the RRDS via our website.


HOW MUCH DOES IT COST?

ASA-Member price: $95.00  |  Non-member price: $135.00

WORKSHOPS

The ASA delivers workshops to help schools better understand the principles and influences (such as the Royal Commission) behind the RRDS as well as implementing the RRDS at a whole of organisation level.

Upcoming workshops will have an emphasis on compliance and risk and good front-end recordkeeping.

Workshop schedules for 2019 are published on the ASA website as announced and interested schools can join the mailing list to receive advance notice. To join the mailing list, simply complete the form on the RRDS - 2nd Edition page of our website (accessed from the Learning & Publications dropdown menu).

For more information visit our website or contact [office@archivists.org.au](mailto:office@archivists.org.au) with any questions.