

What records do I need to keep?

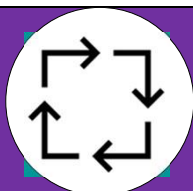
A record is any form of information, both created or received, that provides evidence of the decisions and actions of the department.

Examples includes things that...



...capture a decision

- trial selection notes
- agenda, minutes and related papers
- Transfer of Duties forms
- application forms
- permission forms
- authorisations
- consent
- behaviour and code of conduct



...capture action taken

- Internal / external advice
- Drafts submitted for form consultation or approval
- substantial feedback or comments
- recommendations
- legal agreements
- instructions
- accident / incident reports



... are created, received or kept

- induction certification
- parent confirmation emails
- team lists
- COVID sheets
- training attendance
- complaints
- permits
- playing time registers
- check-in sheets
- team contact lists
- regional convenor reports
- team manager reports
- checklists (student info)



...are found in all formats and within applications

- emails
- text messages
- spreadsheets
- word documents
- EMT
- Meet Manager files
- PDFs
- other electronic files or databases
- paper forms, letters, lists, etc.

Examples of things that do NOT need to be kept

Calendars, telephone lists, check lists (no student info), duplicates, copies or scans of original records made, personal emails or phone messages

