



RECORD KEEPING PROCESSES

Community Resource Database

2016

Objective	<ul style="list-style-type: none"> Record keeping processes in line with the school's privacy policy.
Key Activities	<ul style="list-style-type: none"> Explore appropriate record keeping processes with the school. All relevant correspondence and documentation between stakeholders to be retained and electronically filed at the school. Explore iCloud program for storage. Determine key people to have access to data.

Explore appropriate record keeping processes within the school.

The following correspondence and documentation will be retained and filed electronically:

- Email communication from teachers to Class Representatives seeking support,
- Email communication between Community Resource Database Co-ordinators and parents/contacts,
- Copies of the purchasing process – how we invited and evaluated quotes (including working papers), what quotes were received, what dealings/discussions took place, what the result was and how it was communicated,
- Copies of invoices,
- Letters to sponsors outlining sponsorship arrangements,
- Copies of receipts ,
- Copies of thank you letters and acknowledgment of Certificate of Appreciation sent.

All relevant correspondence and documentation between stakeholders to be retained and electronically filed at the school.

- Electronic filing system established at the school.
- Explore iCloud Program for storage so that it can be accessed by Database Co-ordinators and WNPS staff.
- Hard copies of documents to be retained and filed by Database Co-ordinators.

Determine key people to have access to the data at all times.

The following people will have access to data:

- Community Database Co-ordinators
- School Leadership team – Principal and Vice-Principal.
- WNPS Office Administration staff.