Record Keeping TIMEFRAMES

An approved provider must keep the documents set out in the table below at the service premises if they relate to:

* the operation of the service in the previous 12 months
* any staff member employed or engaged by the service in the previous 12 months
* any child educated and cared for at those premises in the previous 12 months.

The documents must be kept in a secure place and in a manner that is readily accessible by an authorised officer.

The following table describes what records and documents must be kept and for how long. Reasonable steps must be taken to make sure the documents are accurate.

| Type of Record | Responsibility | Timeframe |
| --- | --- | --- |
| **Record-keeping obligations under the Education and Care Services National Regulations** |
| Evidence of all current insurance policies, including public liability **Note:** Does not apply if the insurance is provided by a state or territory government | Approved provider | OngoingAvailable for inspection at service premises |
| Quality improvement plan | Approved provider | Ongoing, to be revised annually |
| Child assessments or evaluations for delivery of the educational program | Approved provider  | Until the end of 3 years after the child’s last attendance |
| Incident, injury, trauma and illness record | Approved provider | Until the child is 25 years old |
| Records identified as relevant to child safety and wellbeing (including child sexual abuse) | Approved provider | For at least 45 years from the date the record was created |
| Medication record | Approved provider | Until the end of 3 years after the child’s last attendance |
| Child attendance record | Approved provider | Until the end of 3 years after the last date on which the child was educated and cared for by the service |
| Child enrolment record | Approved provider | Until the end of 3 years after the child’s last attendance |
| Death of a child while being educated and cared for by the service | Approved provider | Until the end of 7 years after the death |
| Record of service’s compliance history | Approved provider | Until the end of 3 years after the approved provider operated the service |
| For centre-based services, regular transportation of children records | Approved provider Nominated supervisor | Until the end of 3 years after the last date on which the child was educated and cared for by the service |
| Staff record | Approved provider | Until the end of 3 years after the staff member works for the service |
| Record of replacement of early childhood teacher or suitably qualified person | Approved provider | Until the end of 3 years after the staff member works for the service |
| Record of access to early childhood teachers or suitably qualified person | Approved provider | Until the end of 3 years after the staff member works for the service |
| Record of educators working directly with children | Approved provider | Until the end of 3 years after the staff member works for the service |
| Record of volunteers and students, full name, address and date of birth details, days and hours in attendance, and Working with Children Check/Working with Vulnerable People check, or teacher registration details | Approved provider | Until the end of 3 years after the volunteer or student attended the service |
| Record of responsible person in day- to-day charge, including nominated supervisors placed in day-to-day charge | Approved provider | Until the end of 3 years after the staff member works for the service |
| **Record-keeping Obligations under Fair Work**  |
| Time and wage records have to be:readily accessible to a Fair Work Inspector (FWI) legible in English | Approved provider | 7 years |
| **General*** employer’s and employee’s name
* employer’s ABN (if any)
* employee’s commencement date
* whether the employee is full-time or part-time
* whether the employee is permanent, temporary or casual.
 | Approved provider |
| **Pay*** pay rate paid to the employee
* gross and net amounts paid
* any deductions from the gross amount paid
* details of any incentive-based payment, bonus, loading, penalty rate, or other monetary allowance or separately identifiable entitlement paid.

**Pay slip obligations*** issued to each employee
* within 1 working day of pay day, even if an employee is on leave
* in electronic form or hard copy
* to be written in plain and simple English.
 | Approved provider |
| **Hours of work*** any penalty rates or loadings paid to employees for overtime hours worked, including:
* the number of overtime hours worked by an employee during the day
* when the employee started and finished the overtime hours
* the hours an employee works if the employee is a casual or irregular part-time employee who is paid based on time worked
* a copy of the written agreement if an employer and employee have agreed to an averaging of the employee’s work hours.
 | Approved provider |
| **Leave*** any leave taken
* how much leave an employee has
* If an employee is able to cash out annual leave, the employer has to keep:
* a copy of the agreement to cash out the amount of leave
* a record of the rate of payment for the amount of leave cashed out and when the payment was made.

Under many awards, if an employer agrees for an employee to take annual leave in advance, the employer has to keep a copy of the agreement. The agreement has to say the amount of leave taken and the day the leave starts. Check your award to see what obligations might apply to you. | Approved provider |
| **Superannuation contributions*** amount paid
* pay period
* date(s) paid
* name of super annuation fund
* reason the employer paid into the fund (e.g., a record of the employee’s super annuation fund choice and the date they made that choice).
 | Approved provider |
| **Individual flexibility agreements*** If an employer and employee agree to an individual flexibility agreement under an award or registered agreement, a record must include both:
* a copy of the written agreement
* a copy of any notice or agreement to terminate the flexibility agreement.
 | Approved provider |
| **Guarantee of annual earnings*** the guarantee
* the date the guarantee was cancelled (where applicable).
 | Approved provider |
| **Ending employment/Termination records*** how the employment was terminated, for example, by agreement, notice, summarily, or in some other way (specifying details)
* the name of the person who terminated the employment.
 | Approved provider |
| **Transfer of business**Where there has been a transfer of business, the old employer has to give the new employer records of any transferring employee. The new employer also has to ask for employment records from the old employer for any transferring employee who becomes an employee within three months of the sale. | Approved provider |
| Reimbursements of work-related expenses | Approved provider |
| Workers compensation insurance for each employee | Approved provider |
| Resumes and job applications | Approved provider |
| Contracts of employment | Approved provider |
| Performance reviews | Approved provider |
| **Record-Keeping Obligation for Incorporated Associations** |
| Financial statement submitted to members at the Annual General Meeting (AGM) | CoM | 7 Years |
| Certificate signed by a Committee of Management (CoM) member about the financial statement submitted to members at the AGM |
| The original of any document that the association has lodged with CAV (including documents lodged electronically) |
| Financial records including:* invoices
* receipts
* cheques
* documents that record the above (including bank statements)
* working papers and other documents that explain how you prepare your financial statements.
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| Meeting minutes | 7 years |
| Operational records. |
| Registers of members |