

# State Archives and Records Authority of New South Wales

## **Functional Retention and Disposal Authority: FA404**

This authority covers records documenting the function of provision and regulation of childcare services

This retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.



**State Archives and Records Authority of New  
South Wales**

**Functional Retention and Disposal Authority**

**Authority no** FA404

**SR file no** 18/0452

**Scope** This retention and disposal authority covers records documenting the function of provision and regulation of childcare services.

**Public office**

## **About the Functional Retention and Disposal Authority**

### **Purpose of the authority**

The purpose of this retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to



State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to en

**Functional Retention and Disposal Authority  
Provision and regulation of childcare services**

Authority number: FA404

Dates of coverage: Open

No.	Description of records	Disposal action
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**1.0.0 EARLY CHILDHOOD EDUCATION AND CARE**

## Provision and regulation of childcare services

Authority number: FA404

Dates of coverage: Open

No.	Description of records	Disposal action
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*EARLY CHILDHOOD EDUCATION AND CARE- Provision of childcare services*

	<p>authorisations</p> <ul style="list-style-type: none"> <li>x an incident, illness, injury or trauma suffered by a child (see entry above for allegations of child abuse)</li> <li>x attendance of staff, educators, volunteers, students and visitors</li> <li>x planning for and approval to conduct excursions, incursions, etc.</li> </ul> <p><b>Note:</b> see the <i>General retention and disposal authority: administrative records - PERSONNEL - Employee service history</i> for records of the recruitment and employment of employees, volunteers, students etc</p>	<p>standards and guidelines, then destroy</p>
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1.1.3	<p>Records relating to applications to the regulator to provide or operate a child-care service by or on behalf of the organisation. Records include applications, supporting documentation, reports of inspections and associated correspondence. Includes unsuccessful applications.</p>	<p>Retain in accordance with the relevant legislative requirements and/or national standards (including the 2010-2012 standards)</p>
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## **Provision and regulation of childcare services**

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