**Employee Responsibility**

**Record keeping**

A record serves an essential administrative, legal and historical purpose.

Records may be class rolls, student assessment records, emails, electronic documents, digital image and audio recordings, correspondence, files, forms, plans, drawings, notes, photographs and films.

All employees have a responsibility:

- to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- to capture or store records in the Department’s records systems in line with the [DET Records Management Procedures](#) and the [State Records Act 1998](#).

You must not destroy records without appropriate authority.

Managers have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the particular school, institute or educational facility.

Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.