

## **Records management policy**

The School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

1. Scope
  2. Responsibilities
  3. Relationships with other policies
- Appendix Retention Schedule

### **1 Scope of the policy**

- 1.1 This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions; also by any agents, contractors, and consultants acting on behalf of the school.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained, in hard copy or electronic format, eg paper documents, scanned documents, emails which document business activities and decisions, audio and video recordings, text messages, notes of telephone or video conferencing conversations, electronic documents, spreadsheets, presentations etc.
- 1.3 The school archive is maintained as a resource to help inspire and equip current staff and students to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of school-life among many generations; and to serve as a research resource for all interested in the history of the school and the community it serves.

### **2 Responsibilities**

- 2.1 The governing body of the school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The person with responsibility has been delegated to the Headteacher.
- 2.2 The Business Manager, who has day to day responsibility for operational management in the school, will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. S/he will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 The school will manage and document its record disposal process in line with the Records Retention Schedule. This will help it ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (- subject access requests (SARs).
- 2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
  - 2.4.1 Manage the school's records consistently in accordance with the school's policies and procedures;
  - 2.4.2 Properly document their actions and decisions;
  - 2.4.3 Hold personal information securely;

- 2.4.4 Only share personal information appropriately and do not disclose it to any unauthorised third party;
- 2.4.5 Dispose of records securely in accordance with the school's Record Retention Schedule.

### **3 Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

## **Appendix: Retention Schedule**

This schedule contains retention periods for the different record series created and maintained by the School in the course of its business. The schedule refers to all information regardless of the medium in which it is stored. Some retention periods are governed by statute. Others follow best practice guidance. Every effort has been made to ensure that these retention periods are compliant with the requirements of the [General Data Protection Regulation \(GDPR\)](#) and the provisions of the Data Protection Act 2018 (DPA 2018), and the Freedom of Information Act 2000.