



Adopted Date: May 2018

Review Date:





The school has a corporate responsibility to maintain these records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the school's Head Teacher. The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion.

Members of staff are expected to manage their current record keeping using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The guidelines follow those set out in the Records Management Toolkit for schools version 5 (updated in 2016), and can be found on the Information and Records Management Society's website or by following the below link to the pdf on our website:

<https://croftymat.org/key-information/policies/>

There are a number of benefits from the use of a complete retention schedule:

Managing records against the retention schedule is deemed to be 'normal processing' under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided members of staff are managing record series using the retention schedule they cannot be found guilty of unauthorised tampering with files once a freedom of information request or data subject access request has been made.

Members of staff can be confident about shredding information at the appropriate time. Information which is subject to freedom of information and data protection legislation will be available when required.

The school is not maintaining and storing information unnecessarily.

Old accounting and personnel records, and some other records, will be archived until being disposed of. Archived records will:

Be treated as being as confidential as current records.

Not necessarily be as accessible as current records, but will still be retrievable.

Have adequate storage made available or may be kept electronically.

Before deciding on whether records will be stored electronically or on microfilm the school will consider:

Whether the records may need to be kept in the original format (for legal reasons).

Whether the medium chosen to archive the records has an acceptable lifespan for records that will have to be retained for a very long time.

Where records are archived electronically, whether there will have an adequate means for accessing and printing the record.

When the period of retention has expired, and there is no other reason to keep them, the records may be disposed of. The records will be destroyed by shredding paper, cutting up CDs and similar items, dismantling, and destroying hard drives. Non-sensitive papers will be bundled and disposed of to a waste paper recycling merchant. A list is kept of records, which have been destroyed. This list includes:

The file reference.

The file title or a brief description.

The number of files and date range.

The name of the authorising officer.

The date the file was destroyed.