

# Records Management Policy



Dane Royd Junior & Infant School

'I want to smile every time I come here,' sums up what pupils think of this outstanding school.  
OfSTED Report



**Lead Personnel:** Data Protection Officer

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# **Dane Royd Junior and Infant School Records Management Policy**

Dane Royd Junior and Infant 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 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.

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

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

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 electronically.

A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

## **2. Responsibilities**

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.

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 way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

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

This policy has been drawn up within the context of:

- Freedom of Information Policy;
- Privacy Notice;
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

## **4. School Closures and Record Keeping**

When a school closes, the school will have records which will need to be assessed and either:

- Securely disposed of; or
- Stored securely until they reach the end of the statutory retention period; or
- Transferred to another organisation, or
- Transferred to the appropriate County Record Office.

It is the responsibility of each Local Authority to manage the records of closed schools until they have reached the end of their administrative life and to arrange for their disposal when required.

There may be a number of different reasons why schools close which may affect where school records need to be stored.

- If the school has been closed and the site is being sold or reallocated to another use then the LA should take responsibility for the records from the date the school closes.
- If two schools have merged and function as one school, it will be necessary for the new school to retain any records originating from the two schools for the appropriate time.

## **5. Safe Disposal of Records**

In each organisation, local records managers must ensure that records that are no longer required for business use are reviewed as soon as possible under the criteria set out so that only the appropriate records are destroyed.

The local review will determine whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained by the organisation for research or litigation purposes.

Refer to the Retention Guidelines at the end of this policy.

Whatever decisions are made they need to be documented as part of the records management policy within the organisation.

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs should be cut into pieces
- Hard Disks should be dismantled

Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

Members of staff should record at least:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files and date range
- The name of the authorising office
- The date action take

Following this guidance will ensure that the school is compliant with the Data Protection Act 1998 and the Freedom of Information Act 2000.

## **6. Transfer of Records**

Where records have been identified as being worthy of permanent preservation arrangements should be made to transfer the records to the County Archives Service. The school will contact the local record office if there is a requirement to permanently archive the records, and the records will continue to be managed via the DPA 1998 and the FoIA 2000.

## **7. Transfer of Information**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

## **8. Retention Guidelines**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

This retention schedule contains recommended retention periods for the different record series created and maintained by Dane Royd Junior and Infant School in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule will be reviewed on a regular basis.