



School Policy 36 - Document Retention

This policy was last reviewed by Governors on 16th March 2016.

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee.

The person in the school who prepares the text of this policy for the Governors is the School Business and Development Manager. It will next be reviewed in March 2017.

Introduction

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:

Rationale (scope)

Responsibilities

Relationships with other policies

Rationale

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and are thereafter retained (for a set period) to provide evidence of its transactions or activities. Such records may be created or received (and then stored) in hard copy or electronically.
- 1.3 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the local authority archives centre.

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 Head Teacher.
- The person responsible for records 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. 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.

Principles

1. Relationship with other policies

This policy has been drawn up within the context of the Freedom of Information Policy, Data Protection Policy and with other legislation or regulations (including audit and equal opportunities) affecting the school. This policy excludes staff and pupil leaver details on SIM's Net Management Information System which are not able to be deleted.

2. Retention Guidelines Summary Table

| | Basic File Description | Data Protection Issue | Retention Period | Action at end of admin life of record |
|---|-------------------------------------|-----------------------|---------------------------|---------------------------------------|
| 1 | Child Protection Files | Yes | DOB +25 years | Secure disposal |
| 2 | Staff Personal Files | Yes | Termination + 7 years | Secure disposal |
| 3 | Annual Appraisal/Assessment Records | Yes | Current year + 5 years | Secure disposal |
| 4 | Health & Safety -Adults | Yes | Date of incident +7 years | Secure disposal |
| 5 | Health & Safety -Children | Yes | DOB +25 years | Secure disposal |
| 6 | Incident Reports | Yes | Current year + 20 years | Secure disposal |
| 7 | Risk Assessments | Yes | Current year + 3years | Secure disposal |
| 8 | Finance | Yes | Current year + 6 years | Secure disposal |

Review, Monitoring and Evaluation

The Governors are responsible for the annual review of this policy at their March meeting. Within the school the Headteacher and School Business and Development Manager oversee the monitoring of the policy's effectiveness.

Date: September 2016

Approved by Governors:

Revision date: 03/17