

## **Records Management and Retention Policy**

### Background

Section 46 of the Freedom of Information Act 2000 requires schools to follow a Code of Practice on managing their records. Under section 7 of the Code of Practice on the Management of Records, it states that:

‘Authorities should have in place a records management policy, either as a separate policy or as part of a wider information or knowledge management policy.’

This policy statement has been extracted from the model action plan for developing records management compliant with the Lord Chancellor’s Code of Practice under Section 46 of the Freedom of Information Act 2000 Model Action Plan for Schools. This policy has been approved by the governing board and forms part of the publication scheme.

The Federation 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 each 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:

### Scope

### Responsibilities

### Relationships with existing policies

#### 1.

#### Scope of the policy

##### 1.1

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

##### 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 electronically.

##### 1.3 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. This should be done in liaison with the Cheshire County Archives Service.

#### 2.

### Responsibilities

2.1 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 of the School.

2.2 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 timely.

2.3 The person responsible for records management in the school will liaise with the Local Authority when appropriate.

2.4 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.

2.5 Documents having reached their scheduled destruction age must be cross checked with any litigation or complaints procedures or ombudsman or OFSTED etc. and if any of these apply the documents should not be destroyed.

2.6 The school will make reference to the Records Management Society of Great Britain's Retention Guidelines for Schools. (This retention schedule contains recommended periods for the different record series created and maintained by schools in the course of their business)

### 3 Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy / GDPR

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

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