SCHOOL RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE

Senior Leader Responsible: Mr J Wright
Date of approval by Governors:
Next review date:

School Records Management Policy

The schools within the Omega Multi-Academy Trust recognise that by efficiently managing their records, they will be able to comply with their 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. The School has adopted the Information Management ToolKit for Schools created by the IRMS (Information and Records Management Society) and adheres to its principles and guidance. A print copy of the retention schedule is attached as Appendix 1 to the hard-copy of this policy. A full copy of the ToolKit is available on the School website.

The policy 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 schools in the course of carrying out their 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.

2.Responsibilities
2.1 Each school within the academy 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 within each school is the Head teacher.

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 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.

2.3 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. Recording Systems
Information created by the school must be managed against the same standards regardless of the media in which it is stored.

3.1 Maintenance of Record Keeping Systems

I.   It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).
II. Applying retention periods is straightforward provided files are closed on a regular basis.
III. Once a file has been closed, it should be moved out of the current filing system and stored either in a record room in the school or in another appropriate place until it has reached the end of the retention period.
IV. Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules:

   • All personal information should be kept in lockable filing cabinets which are kept locked when the room is unattended;
   • Personal information held on computer systems should be adequately password protected. Information should never be left up on a screen if the computer is unattended;
   • Files containing personal or sensitive information should not be left out on desks over night;
   • Where possible sensitive personal information should not be sent by e-mail;
   • If files need to be taken off the premises they should be secured in the boot of a car or in lockable containers;
   • All computer information should be backed up regularly and the back-up should be stored off the site.

V.   Information contained in email, fax should be filed into the appropriate electronic or manual filing system once it has been dealt with.

4 The Safe Disposal of Information Using the Retention Schedule

4.1 Files should be disposed of in line with the attached retention schedule (see appendix). This is a process which should be undertaken on an annual basis during the month of August.

4.2 Where records have been identified for destruction they should be disposed of in an appropriate way. All paper records containing sensitive information both personal and policy, will be shredded before disposal using a shredder. Any other records will be placed in sealed confidential waste bags and securely disposed of on site by our confidential waste service provider. Electronic data will be archived and deleted appropriately at the end of the retention period. CD's/DVD's/floppy disks will be cut into pieces

 4.3 Electronic data should be archived on electronic media and 'deleted' appropriately at the end of the retention period.

5. Relationship with existing policies

This policy has been drawn up with 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.

6. Monitoring and Review
The Records Management Policy and Retention Schedule will be reviewed and updated as necessary every 2 years.

Signed _____ (Head teacher)