



Records Management Policy

(incorporating the Document Retention Policy)

What is the purpose of this policy? *This policy describes our overall approach to managing records.*
This must be read alongside the Data Protection Policy and Records Retention Schedules part 1 and 2

Who approved this policy? *The Governing Body*

Is this policy statutory? *No*

When was this policy written / reviewed? *December 2022*

When will this policy be reviewed next? *December 2023*

Document Retention Policy / Records management Policy

Hebden Bridge Schools Federation recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and contribute to the effective overall management of the schools / organisation.

Records provide evidence for protecting the legal rights and interests of the schools 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:

1. Scope
2. Responsibilities
3. Relationships with existing policies

1. Scope of the Policy

- This policy applies to all records created, received or maintained by staff and governors at the schools 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 schools' records will be selected for permanent preservation as part of the institution's archives and for historical research.

2. Responsibilities

- The HBSF has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The executive head teacher has overall responsibility for this policy
- 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 can be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy 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 schools' records management guidelines.

3. Relationships with Existing Policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- **Data Protection Policy**
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the schools.

4. Safe Disposal of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. We never put records in the dustbin or a skip.

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) and number of files.
- The name of the authorising officer and the date action taken.

This should be kept in an Excel spread sheet or similar suitable format.

5. 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 whenever possible. The lifespan of the media and the ability to migrate data where necessary should always be considered.

6. School Closures

Should one of the schools close, there will be records which will need to be stored until statutory retention periods are established.

It is the responsibility of the Local Authority to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There may be a number of different reasons why a school has closed and this may affect where the records need to be stored

- If the school has been closed and the site is being sold or reallocated to other use then the LA should take responsibility for the records from the date the school closes.
- If two schools merge onto one site and then function as one school, it is sensible to retain all the records relating to the two schools on the one site.
- If one or all of the HBSF schools close and subsequently becomes an Academy, the records relating to the current pupil intake will be transferred to the Academy, but all other records become the responsibility of the LA.

7. Retention Guidelines

The document retention guidelines (set out in the ***Data Protection Policy and Records Retention Schedules part 1 and 2***) have been issued by the Management Society of Great Britain 'Retention Guidelines for Schools'.

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 2010 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.