



St Faith and St Martin CE Junior School
Records Management and Retention Policy

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1. Policy Statement

St Faith and St Martin CE Junior School (SFSM) recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. This document provides the policy framework through which this effective management can be achieved and audited.

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

Records are defined as all those documents which facilitate the business carried out by SFSM 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 SFSM's records will be selected for permanent preservation as part of the school's archives and for historical research.

2. Responsibilities

SFSM has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment and in particular with Article 5 of the General Data Protection Regulation, which states that personal data shall be kept for no longer than necessary for the purposes for which it was processed. The school will ensure that records are kept for the time periods specified in the school's Records Retention Schedule. The school will put in place processes to either archive or destroy records (as appropriate) at the end of the specified time period.

The person with overall responsibility for this policy is the Headteacher.

The person responsible for records management in the school will give guidance to staff for good records management practice and will promote compliance with this policy.

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 procedures.

3. Relationship with Existing Policies

This policy has been created within the context of the following policies and should be in read in conjunction with:

- Freedom of Information policy;
- Data Protection policy;
- Records Retention Schedule;
- Records of Processing Activities Procedure;
- Other relevant legislation and regulations.

4. Record Retention Schedule

SFSM follows the Information and Records Management Society's Retention Guidelines for Schools.

The retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored, i.e. paper or electronic format.

Some of the retention periods are governed by statute. Others are guidelines following best practice. The retention periods are compliant with the requirements of Data Protection and Freedom of Information and are reviewed on a regular basis.

The retention schedule can be found here:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

St Faith and St Martin Church of England Junior School

Policy adopted on: 21 May 2018

Signed by:  Chair of Governors

Dated 21/5/18 J Hill