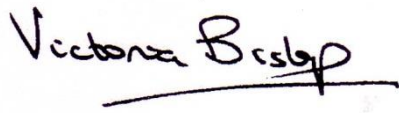


<b>Title</b>	<b>HAT School Records Management and Retention Policy</b>
<b>Reviewed</b>	<b>September 2018</b>
<b>Associated Policies</b>	<b>Freedom of Information policy</b> <b>Data Protection policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.</b>
<b>Originator</b>	<b>Colin Hinds</b>
<b>Approved</b>	



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The Trust 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:

- Scope
- Responsibilities
- Relationships with existing policies

## **1. Scope of the Policy**

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

Records are defined as all those documents which facilitate the business carried out by the Academy 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.

The Trust has adopted the retention guidelines which form part of the Information Records Management Society's "Information Management Toolkit for Schools" (attached at Appendix A).

A small percentage of the academies' records may be selected for permanent preservation as part of the Trust's archives and historical research.

## **2. Responsibilities**

All Trust academies have a corporate responsibility to maintain their records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Principal / Head of School.

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.

The Trust Data Protection Officer will undertake a regular audit of all Trust Academies to ensure that academies are compliant with data protection regulation and that best practice in records management is embedded in the culture of each Academy.

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 Trust's records management guidelines, as outlined at Appendix A.

### **3. Relationship 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 school.

This policy will be monitored by the Trust Data Protection Officer and reviewed annually.