



*Ash Villa School*

**RECORDS MANAGEMENT  
POLICY**

## RECORDS MANAGEMENT POLICY

Signed:  (Chair of Governors) Date: \_\_\_\_\_

Signed:  (Headteacher) Date: 10.5.18

This policy is next due to be reviewed in Spring Term 2018/19\*.

**\*This policy has been reviewed in the Spring Term 2017/18 as per the Ash Villa School policy review cycle. It is recognised that a further review will be required during the Summer Term 2017/18 to reflect the General Data Protection Regulations (GDPR) which are effective from 25 May 2018.**

This policy has been written in accordance with Section 6 of the Lord Chancellor's Code of Practice on the Management of Records under Section 46 of the Freedom of Information Act 2000. The policy will be reviewed annually.

Ash Villa School 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. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Disposal procedures

### Scope of the policy

This policy applies to all records created, received or maintained by staff of the school 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. The set period for which all records are kept will be determined by the guidance for schools, including a retention schedule, which can be accessed on the Information and Management Society website located at <http://www.irms.org.uk>.

Records Management Toolkit for Schools Version 5 February 2016 is the most recent schedule at time of the policy review. It is the responsibility of the Headteacher to ensure records are managed in accordance with the most current version of the schedule.

### Responsibilities

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 Headteacher.

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, in an appropriate and timely fashion.

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.

### **Relationship with existing policies**

This policy has been drawn up within the context of:

- the school's Data Protection policy and Freedom of Information policy and
- with other legislation or regulations (including audit, equal opportunities and ethics), affecting the school.

### **Disposal Procedures**

All records are considered as confidential and will therefore be disposed of accordingly. Papers and documents will be shredded.

