

# Records Management Policy

## Adoption Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

<b>Approval Body:</b>	<b>CEO</b>
<b>Adopted:</b>	<b>8 July 2021</b>
<b>Leadership Grp Responsibility:</b>	<b>Data Protection Officer</b>
<b>Review period:</b>	<b>Every 3 years</b>
<b>Date of next review:</b>	<b>July 2021</b>

**This is a Level 1 Policy against the Trust Governance Plan.**

This policy was adopted by the Trust Board, for implementation in Tenax Schools Trust on the date above and supercedes any previous policy on records management.

The Tenax Schools Trust and its schools 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 institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers scope, responsibilities and 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 school in the course of carrying out its 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.
- 1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

## **2. Responsibilities**

- 2.1 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 implementing this policy is the Headteacher.
- 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 Relationship with existing policies**

This policy has been drawn up within the context of:

Freedom of Information publication scheme, Data Protection policy and with other legislation or regulations affecting the school.

## **4 Recommended Retention Periods**

See separate Appendix for Record Retention Schedule

## **5 Disposal of Records**

It is important that schools dispose of records in a way that minimises the possibility of an information security breach. For example, all records containing personal information, or sensitive policy information should be made either unreadable or disposed of in a way

that they could not be reconstructed (i.e. it should not be possible to reconstruct shreds to make the document).

### **Appropriate disposal methods**

Physical records which contain personal information, sensitive policy information or commercially sensitive information should be shredded using a cross-cutting shredder. Ideally they should be shredded on the premises.

CDs / DVDs / Floppy Disks should be cut into pieces or alternatively can be put through the shredder. Most shredders have an attachment which will allow for the disposal of CDs and DVDs.

Audio / video tapes and fax rolls should be dismantled and shredded.

### **Certificate of Destruction**

If the school employs an external company to dispose of records, the company must supply the school with a certificate of destruction to document that the records have been disposed of. All the reputable companies are aware of this requirement and will usually offer a certificate of destruction as standard.