



RECORDS MANAGEMENT POLICY

The 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 institution. 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**

- 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 that 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 may 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 this policy is the Headteacher. The Headteacher will establish appropriate administrative procedures, including record retention guidelines.
- 2.2 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 manner.
- 2.3 Individual staff and employees will ensure that records for which they are responsible are accurate, and are maintained, accessed and disposed of in accordance with the school's arrangements.
- 2.4 Complaints from members of the public about freedom of information issues will be processed in accordance with the school's complaint procedures.
- 2.5 Charging – single copies of information will be provided free unless a request entails a lot of photocopying or postage charges. Members of the public requesting information will be informed of any charges as soon as they are known. Such charges that are levied will only be to cover costs involved in providing the information that has been requested.

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.