



**RECORDS MANAGEMENT POLICY  
MELLERS PRIMARY SCHOOL  
JANUARY 2017**

# Records Management Policy

The School 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**
- **Recording Systems**
- **Disposal of Records**

## 1. 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 or received, and then stored, in hard copy or electronically
- 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. This should be done in liaison with the local county archives centre

## 2. 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 Head of the School
- The person responsible for records management in the school will give guidance about 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
- 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 Policy
- Data Protection Policy
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

#### 4. Recording Systems

Information created by the school must be managed against the same standards regardless of the media in which it is stored.

- It is important that filing information is properly resourced and is carried out on a regular basis
- It is equally important that the files are weeded of extraneous information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing)
- Applying retention periods is straightforward provided files are closed on a regular basis.
- Once a file has been closed, it should be moved out of the current filing system and stored either in a record room in the school or in another appropriate place until it has reached the end of the retention period

Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules:

- All personal information should be kept in lockable filing cabinets which are kept locked when the room is unattended
- Personal information held on computer systems should be adequately password protected. Information should never be left up on a screen if the computer is unattended
- Files containing personal or sensitive information should not be left out on desks over night
- Where possible sensitive personal information should not be sent by email
- If files need to be taken off the premises they should be secured in the boot of a car or in lockable containers
- Teachers may carry data on memory sticks or other removable data carriers in order to access their files both at home and at school. Any data carried in this way must be encrypted using appropriate encryption software
- All computer information should be backed up regularly, this is done remotely by the LA
- Information contained in email, fax should be filed into the appropriate electronic or manual filing system once it has been dealt with

Signed: \_\_\_\_\_

Approved by the governing body:

24<sup>th</sup> January 2017