





# Blue Coat Church of England Academy

## Record Retention Policy

Date:		July 2020
Prepared by:		D.J. Smith
Ratified by the Governing Body on:		
	Signature	
Principal		D. J. Smith
Chair of Governors		Rev. H. Bishop
Review date:		July 2022

*Proverbs 2:11 "Discretion will protect you, and understanding will guard you."*

*Blue Coat Church of England Academy is an inclusive Christian learning environment, our school values underpin all of our policies: Wisdom, Endurance, Service, Kindness and Hope.*

## **Blue Coat Church of England Academy Record Retention Policy**

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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.

### **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 this policy is the Principal.

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 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.

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. Retention Period**

Our Retention Periods is informed by the IRMS Schools Toolkit available here:

<https://irms.org.uk/page/SchoolsToolkit>

<T:\Staff Handbook\Policies\Academy Policies\Non Statutory\Record Retention Schedule>