



# Mundella Primary School Policies

## Document Retention Policy

Date Created/Updated: August 2022

Date to be Reviewed: August 2024

Documents and records are an integral part of the School's activities. These documents and records need to be managed to ensure the right records are created and remain accessible, meaningful, safe and secure until they are no longer needed and can be disposed. This policy sets out the key principles the Schools expects its staff to follow to manage records consistently.

### **1. Introduction and Background**

Mundella Primary School has statutory duties to fulfil and consequently has to abide by the law, regulations and policy when doing so. Documents and records are created during the course of the School's activities and evidence the decisions, activities and transactions taken. Documents and records therefore have a significant value to the School and need to be managed, so that we can create, use or re-use the information held by the School to

- Make decisions
- Plan for strategic and operational change
- Deliver and evaluate the services we provide
- Demonstrate compliance with the law, regulation and policy
- Build trust with the public through transparency and accountability

Our documents and records are information assets and need to be fit for purpose and available to the right person at the right time for the right length of time. It follows these documents and records belong to the School, not the employee.

This policy sets out the key principles to manage School documents and records and is based on the principles of ISO15489 and the Lord Chancellor's Code of Practice for the Management of Records.

This policy applies to all staff and users authorised to handle information, documents and records for or on behalf of Mundella Primary School.

### **2. Policy Requirements**

Document and records management aims to apply consistent rules and standards to control the way its documents and records are created, maintained, stored and disposed, so that they can be:

1. Accurate, reliable and up to date
2. Easy to find, retrieve, re-use and understand
3. Safe from physical damage, loss or theft
4. Secure from unauthorised access, alteration or disposal
5. Destroyed when no longer needed

Mundella Primary School aims to apply these five principles to all the documents and records it processes, regardless of their age, format or location.

To comply with the principles, we must:

- Ensure our business processes and systems produce the right documents and records of
- sufficient quality
- Define business rules to manage key documents and records

- Store and manage documents and records in secure environments
- Keep documents and records in accordance with recommended retention rules
- Destroy documents and records containing non-public information securely (i.e. confidential waste, ICT sanitisation)
- Report the loss, damage or theft of documents and records that contain non-public information through our DPO

### **3. Policy Implementation**

- All staff and users are responsible for the documents and records they handle.
- DPO and SLT will monitor that relevant record keeping processes and procedures are in place and followed
- Data protection lead governor to address information governance issues identified
- Headteacher to ensure staff comply with this policy and the Financial Regulations Retention Schedule

Important Note – Exceptions to disposal

There are circumstances when the disposal of information, documents and records is delayed or suspended, for example:

- When information has been requested under information rights law (data protection, freedom of information), we should where possible make sure the information is available. It is an offence to alter, deface, erase or destroy information with the deliberate intention to prevent disclosure
- When information is determined to have significant historical interest, the documents and records may be added to the council's archive collections managed by Sheffield Archives
- When information is required as part of an investigation as evidence to council decisions, actions or transactions
- The Council has currently suspended the disposal of children's social care records because of the Independent Inquiry into Children's Sexual Abuse (IICSA). In July 2015, the then Chair of the IICSA wrote to all local authorities requesting that documents relating to children's safeguarding (cases, policies, procedures, etc.) be kept to support the Inquiry.

### **Document Retention Schedule**

Please read the [Data Retention Policy for Sheffield Schools 4 Jan 2019](#) document for details of the document retention schedule.