

Elmsett C. of E. V.C.P. School



Records Management Policy

**Adopted by the Governing Body at the full
committee meeting held on
11th June 2012**

Signed:

Stephen Robinson, Chair of Governors



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Records Management Policy

Contents:

1. Introduction	4
2. Scope of the policy.....	4
3. Responsibilities.....	4
4. Relationships with existing policies.....	4
5. Appendix 2 - Glossary	5
Introduction	5
Access Control.....	5
Accountability.....	5
Business recovery plan	5
Compliance.....	5
Data Protection	5
Disposal.....	6
File.....	6
Publication scheme.....	6
Record keeping.....	6
Records management	6
Retention schedule	6
Vital records.....	6
6. Appendix 3	7
Key sources of advice and further information	7
Standards and Codes of Practice	7
Professional Associations.....	7

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1. Introduction

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

2. Scope of the policy

2.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

2.2 Records are defined as all those documents which facilitate the business carried out by the school and which 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.

2.3 A small percentage of the school's records will be selected for permanent preservation as part of the institutions archives and for historical research.

3. Responsibilities

3.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with regulatory environment. The person with overall responsibility for this policy is the Head of the School.

3.2 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 timely.

3.3 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.

4. Relationships 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.

5. Appendix 2 - Glossary

Introduction

This glossary contains some general terms that are not explicitly referred to in the Model Action Plan but are useful for understanding the implementation of a records management programme.

Access Control

The protection of confidential information by the imposition of protective markings (such as *restricted*, *management in confidence*, etc).

Accountability

The principle that individuals, organisations and the community are required to account for others for their actions. Organisations and their employees must be able to account to appropriate regulatory authorities, to shareholders or members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice, and community expectations.

Business recovery plan

A document which sets out the measures to be taken to minimise the risks and effects of disasters such as fire, flood or earthquake, etc. and to recover, save and secure vital records should a disaster occur. It should include operational measures that enable the re-start of the business.

Compliance

Fulfilling legal and regulatory requirements.

Data Protection

Meeting the requirements of the Data Protection Act 1998 in keeping safe and protecting personal data about schools' employees, pupils and others with whom it may come into contact. For further information on requirements of the Act see www.informationcommissioner.gov.uk.

Disposal

A range of processes associated with implementing decisions about whether to keep records and for how long. These include the retention, deletion or destruction of records in or from record keeping systems.

File

An organised unit of records, accumulated during current use and kept together because they deal with the same subject, activity or transaction.

Publication scheme

Under section 19 of the FOI Act public authorities have to draw up a publication scheme by which they will proactively publish information. See guidance at www.informationcommissioner.gov.uk.

Record keeping

Making and maintaining complete, accurate and reliable evidence of transactions in the form of recorded information.

Records management

Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about activities and transactions in the form of records.

Retention schedule

A list of record series and collections which indicate how long they should be retained before being destroyed or transferred to an archival institution.

Vital records

Those records which are essential to the operation of the school and the continuation and/or resumption of operations following a disaster.

6. Appendix 3

Key sources of advice and further information

Standards and Codes of Practice

BS 7799 Code of Practice for information security management

PD 0008 Code of Practice for legal admissibility and evidential weight of information stored electronically

PD 0010 Principles of good practice for information management

BS ISO 15489:2001 Records Management (international and British standard)

Lord Chancellor's Code of Practise on the management of records under section 46 of the FOI Act 2000

Code of Practise on the discharge of functions of public authorities under Part 1 of the FOI Act 2000

National Archives: standards for the management of records (see www.nationalarchives.gov.uk)

Professional Associations

- Records Management Society of Great Britain

Woodside, Coleheath Bottom, Speen, Princes Risborough HP27 0SZ

Tel: 01494 488599 web: www.rms-gb.org.uk

- Society of Archivists

Prioryfield House

20 Canon Street, Taunton, TA1 1SW

Tel: 01823 327030 web: www.archivists.org.uk