

# Freedom of Information

## Records Management Policy

### Background

Section 46 of the Freedom of Information Act 2000 requires schools to follow a Code of Practice on managing their records. Under section 7 of the Code of Practice on the Management of Records, it states that:

“Authorities should have in place a records management policy, either as a separate policy or as part of a wider information or knowledge management policy.”

This policy needs to:

- be endorsed by senior management, for example at board level, and should be readily available to staff at all levels.
- provide a mandate for the records and information management function and a framework for supporting standards, procedures and guidelines.

The precise contents will depend on the particular needs and culture of the authority but it should as a minimum:

- a. Set out the authority’s commitment to create, keep and manage records which document its principal activities;
- b. Outline the role of records management and its relationship to the authority’s overall business strategy;
- c. Identify and make appropriate connections to related policies, such as those dealing with email, information security and data protection;
- d. Define roles and responsibilities, including the responsibility of individuals to document their work in the authority’s records to the extent that, and in the way that, the authority has decided their work should be documented, and to use those records appropriately;
- e. Indicate how compliance with the policy and the supporting standards, procedures and guidelines will be monitored.

### **Woodloes Primary School - School 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

#### 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. This should be done in liaison with the County Archives Service.

## 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 Head of the School.

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. 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.