



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

RECORDS RETENTION PROCEDURE

PURPOSE

To ensure that the school follows the legal requirements regarding the retention of school records, so that records are kept safely in a manner that protects the records and respects privacy. The procedure also outlines the Board's approach to the retention of records where there is flexibility on how long the records may be kept for.

The Board of Trustees is accountable for ensuring the school follows the guidance provided in the Ministry of Education's information pack "School Records Retention and Disposal"¹. The school's management are responsible for following the procedures and for ensuring that staff are aware of the requirements. The procedure should also be read in conjunction with the policy on Privacy of Information. See the appendix for a list of where records are filed.

ITEMS THAT NEED TO BE PERMANENTLY ARCHIVED

Items that need to be archived permanently will be sent to the Hocken Library. These items include:-

- Board of Trustee minutes

ITEMS WHERE THE BOARD HAS DISCRETION OVER DISPOSAL DATE

STUDENT RECORDS

- All records to be kept in accordance with Records and Retention schedule
- Student progress records (test results, reports, health records) will be destroyed one year after the student leaves unless there is good reason to believe that the student will return to the school.
- Students own work will be returned to the student.
- Test papers will be destroyed at the end of the year after which the test took place.

ROUTINE SCHOOL POLICIES PLANS AND PROCEDURES

- Once a school policy or procedure has been superseded by a new version then the old version can be disposed of
- Operational plans, annual plans can be disposed of after 5 years except for those which are reported on to the Ministry of Education
- Routine correspondence that does not fall into the "Records and Retentions Schedule" point 2.6 or 2.7 (ie significant, complaints, elections, closures) will be kept for 7 years and then destroyed

¹ Filed in the main school office filing cabinet and available on the MoE website

PERSONNEL RECORDS

- May be destroyed after 7 years unless required to be kept by the “School Records Retention and Disposal” Schedule

ACCOUNTING RECORDS

- May be destroyed after 7 years unless required to be kept by the “School Records Retention and Disposal” Schedule

All other areas where there is discretion for the Board of Trustees, the items ready for destruction will be decided on by the Board of Trustees.

EFFECTIVENESS REVIEW

This procedure will be reviewed according to the Board’s self -review timetable and the parent community will be informed of this.

Signed..... Date.....

Chairperson

Date to be reviewed :

Appendix – where records are filed - Primary school

Student records

Each student has a central file kept in the locked filing cabinet in the main office. The file should contain:-

- Mid year and end of year reports (these should also be filed electronically on the server)
- Enrolment form, copy of birth certificate
- Correspondence about time off, health and other matters
- Confidential matters

Assessment information is filed class by class in the Principal’s office and filed electronically on the server and on the Student Management System. Emergency contact details for staff and students are kept in a file in the main office.

Class records

- Planning – kept by the class teacher.
- Risk Analysis Management forms and permission slips – filed on the RAMs folder in the main office (during the expedition the teacher in charge will take a copy of the RAMs form for all helpers, and copies of the children’s contact details from the permission slips)

Personnel files

Each member of staff has a file kept in the principal’s locked filing cabinet. These contain contract information, records of absences, contractual changes, job descriptions etc

Access to records

Central filing cabinet in main office – all members of staff can access during office hours.

Principal's office filing cabinet – keys held by Management Team members.