

<p style="text-align: center;">Colyton Grammar School Records Management Policy</p>
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Rationale

The School recognises that by managing its records efficiently, 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.

Aims

1. To make it clear which records are covered by this policy
2. To ensure all staff have a clear understanding of their responsibilities under this policy
3. To ensure that the school's record keeping policies are both clear and transparent, and comply with the relevant legislation

Scope

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. 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 or received, and then stored, in hard copy or electronically.
3. A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

Responsibilities

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 Headteacher. Responsibility for the routine operation of the policy is delegated to the Business Manager.
2. The Business Manager will give guidance about good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely way. He/she will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
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 schools' records management guidelines.
4. The school has adopted the Record Retention Guidelines for Schools produced by the Information and Records Management Society, a copy of which is available on the school intranet or from the Business Manager

Conclusion

This policy provides a clear framework for the school in managing its records. The policy will be reviewed at least once every three years.

Related Policies

- Freedom of Information Act Policy
- Freedom of Information Act Publication Scheme