**TE TOTARA PRIMARY SCHOOL

POLICY: School Records - Retention/Disposal**

**Why do we have this policy and what is it for?**

The Public Records Act 2005 came into effect on 14 April 2005.  This legislation allows Archives New Zealand to more actively care for documents that are identified as important for New Zealand’s history.  This legislation covers all public records, including school records.

Schools need to keep records for certain periods of time to comply with legal requirements, for example education and tax legislation.  State and state integrated schools also have broader responsibilities to retain some school records for archival purposes, and cannot destroy or dispose of any school records without Archives New Zealand’s authorisation.  The School Records Retention/Disposal Schedule is the authorisation that Archives New Zealand has given.  It supports schools in their record keeping as it identifies the school records that can be discharged or destroyed, and those which must eventually be sent to Archives New Zealand.

**How will we do it?**

1. A copy of the Ministry of Education School Records Retention/Disposal of information is kept in the School Office.
2. Staff will comply with the Ministry of Education School Records Retention/Disposal information guidelines.
3. Only those with delegated authority may give approval for the disposal of school records.

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| **RECORD** | **ITEM** | **AUTHORISATION** |
| **Student** | Enrolment records, attendance records, admission and withdrawal records, progress reports relating to individual students, pastoral records and students own work. | **Principal** |
| **Governance** | Board minutes and agendas, charters, strategic plans and goal documents, annual reports, school policies, BOT election administration records, and BOT correspondence. | **Board of Trustees** |
| **Personnel** | Personnel records of staff and principals, payroll, salaries, leave, staff attendance, staff grievances and disputes, general recruitment administration, training and development, correspondence, and accident register. | **Principal / Board of Trustees** |
| **Finance** | Routine accounting records, loans and investments, budgeting and financial reporting, funding, insurance policies and claims, audit reports, and records of fraud and theft. | **Board of Trustees** |
| **Property and Administration** | Land ownership (POD), leases, occupancy licenses, equipment leases, building plans, property maintenance, disposal of major capital assets, stores, supplies, asset register, vehicle records, contracts, tender reports and documentation, routine administration, and teaching materials. | **Board of Trustees** |
| **Historical** | Photographs, major school publications, newsletters and circulars, newspaper clippings, documentation of significant school events, memorabilia. | **Principal/Board of Trustees** |

*Appendix: MOE & Archives NZ School Records Retention/Disposal Information Pack*

BOT Chair: …………………………………………… Principal: ……………………………………………

Date Reviewed: 20 June 2019 Review Date: June 2021