

Drifffield Church of England
(VC) Infant School



'Learn to let your light shine'

School Retention Policy

Approved by: Finance, Appointments & Personnel **Date:** May 2021

Last reviewed on: February 2025

**Next review due
by:** Spring 2026

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 and legislation

This policy has been drawn up within the context of:

- Data Protection policy
- Records Management and Data Quality Policy
- and with other legislation or regulations affecting the school including Freedom of Information Act 2000 and Data Protection Act 2018

4. Retention Guidelines

The School Retention Guidelines are to be read alongside this policy and have been updated in September 2024 by the Local Authority's Information Governance Section.

Retention Periods for Documentation

