



POLICY 6.2 (NAG 6)

RECORDS, RETENTION AND DISPOSAL POLICY

Rationale

The school has a responsibility to retain and dispose of its records consistent with the requirements of Public Records Act 2005 and any other relevant legislation.

Objective

1. To ensure that the school correctly discharges its legal responsibilities in relation to the Public Records Act 2005 and any other relevant legislation.

Procedures	Supporting Documents
6.2.1 Records Retention and Disposal	School Records Retention / Disposal Pack (MoE and Archives NZ) https://assets.education.govt.nz/public/Documents/School/Running-a-school/2016-SchoolRecordsRetentionDisposalv2.pdf

REVIEWED: March 2022

APPROVED: 24th March 2022

NEXT REVIEW DATE: March 2025

APPROVED BY: _____ DATE: ____/____/____ Presiding Member, BOT



RECORDS RETENTION AND DISPOSAL PROCEDURES

Procedures

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 guidelines set out in the Ministry of Education’s School Records Retention/Disposal Pack.
3. Only those with delegated authority may give approval for the disposal of school records.

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

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