



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: May 2022

NEXT REVIEW DATE: June 2025

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