



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

REVIEWED: March 2022

APPROVED: May 2022

NEXT REVIEW DATE: March 2025

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

6.2.1a RECORDS RETENTION AND DISPOSAL SCHEDULE

STUDENT RECORDS		
Item:	Location:	Timeframe:
Enrolment Record	eTap – stored digitally	Kept indefinitely via eTap
	Enrolment Folders – stored in Office and labelled	Keep for 7 years after the student has left the school
Other Enrolment Information	Details stored in eTap (vaccinations, House, ICT)	Keep for 7 years after the student has left the school
Daily Attendance Registers	Electronic register. Etap stored in the system since 2017, Prior is stored on Assembly Flashdrive kept in the safe. The access information stored in the office suspension files by the Office Administrator	Kept for 7 years after the last date of entry
Admission and Withdrawal Registers	Enrolments and Withdrawals registers are green ledgers stored and labelled in the office	Keep indefinitely
Student progress records	Reports are saved digitally by teachers. A hard copy is also printed for the student file which is stored by teachers. Student file is passed to new teachers throughout changes in year levels. The student file is sent to a new school if/when the student is enrolled elsewhere.	Keep as long as the school needs them
Punishment Records	All behavioural or incident related information is recorded and stored in eTap.	Keep indefinitely. May be sent to Archives NZ 10years after the last entry. Must be sent to Archives NZ after 25years.
Awards or honours	Tokomaru School Cups are all recorded in a blue book stored in the office. Best All Rounder and Academic Excellence awards are recorded here also, as well as on the Honours Board.	As long as the school needs them.
Student's own work	In classrooms / books / folders / walls	As long as the school needs them for school business or reference purposes, then return to student. Unclaimed work may be destroyed.

BOARD RECORDS		
Item:	Location:	Timeframe:
Minutes and agendas of BOT meetings, other records documenting BOT decisions	Digital versions on Drive and Server. Hard Copies of current year in the office and historical copies are archived.	Keep indefinitely

REVIEWED: March 2022

APPROVED: May 2022

NEXT REVIEW DATE: March 2025

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