

## **PROCEDURE 67: SCHOOL RECORDS RETENTION AND DISPOSAL**

### **Rationale**

The Public Records Act 2005 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.

Whareorino School needs to keep records for certain periods of time to comply with legal requirements such as tax and education legislation. State and state integrated schools also have broader responsibilities to retain some school records for archival purposes.

The Whareorino School Records and Retention / Disposal Schedule identifies the school records that can be discharged, destroyed, or disposed of, and those which must eventually be sent to Archives New Zealand.

This procedure is to be read in conjunction with Procedure 65 Data and Information Management.

### **Guidelines**

The retention/disposal schedule gives schools a clear process and authority about how long to keep school records, why they have to keep them, and what needs to happen to them when they are of no further use to the school. Whareorino School can save space and reduce administration costs by disposing of records as soon as they are no longer required. The schedule also allows records of long-term value to the school to be readily identified.

Schools cannot destroy or dispose of any school records without Archives New Zealand's authorisation except in accordance with the Schedule.

A Records Officer, appointed by the Board, is responsible for ensuring that the requirements of the Public Records Act are met, and that staff and board members are aware of their responsibilities. At Whareorino School the Records Officer is the School Administrator. The Records Officer is expected to work in a cooperative, collaborative manner, with the Principal and others, concerning school records.

The Whareorino School Records Retention/Disposal Schedule, recorded below, is an allowed variation of the Act, negotiated by the Ministry of Education with Archives New Zealand, and especially designed to meet the requirements of schools.

#### **Definition of school records**

- Most items created or received by the board, principal, or staff as part of school business, are school records.
- Formats include emails and electronic documents along with paper files, photos etc.

#### **Creating and maintaining school records**

- Significant verbal decisions need to be recorded.
- Records are to be kept in a school filing system.
- A list of school records is to be created.
- A key person is to be designated to co-ordinate the records process.
- Electronic records should be stored in the main electronic system and must be maintained in a readable format. Hard copies of important emails should be kept.

#### **Responsibilities for school records**

- The board has the ultimate responsibility for retention and disposal of school records but can delegate this to an appropriate person.
- The Ministry of Education schedule is the board's authority to legally destroy any school records.
- Personnel records need to be locked and access limited to authorised staff.

**There are six parts to the School Records Retention/Disposal Schedule:**

1. Student Records
2. Governance
3. Personnel
4. Finance
5. Property and Administration
6. Historical

**Reference:** <https://www.education.govt.nz/school/managing-and-supporting-students/archiving-and-disposing-of-school-records/>

### School Records Retention/Disposal Schedule:

	Record	Includes	Retain or Dispose
<b>Student Records</b>	Enrolment Record	<ul style="list-style-type: none"> <li>• Old E19/22A – sent to student’s new school on request</li> <li>• Other enrolment information</li> </ul>	<ul style="list-style-type: none"> <li>• Keep photocopy for 7 years after the student has left – may then be destroyed with BoT permission</li> <li>• Keep for 7 years after student has left – may then be destroyed with BoT permission</li> </ul>
	Attendance Registers	Old attendance registers	<ul style="list-style-type: none"> <li>• Keep for 7 years after last entry – may then be destroyed with BoT permission</li> <li>• Keep indefinitely if Admission and Withdrawal Register lost</li> </ul>
	Admission and Withdrawal Registers	<ul style="list-style-type: none"> <li>• Register book</li> <li>• SMS data</li> </ul>	<ul style="list-style-type: none"> <li>• Keep indefinitely</li> <li>• May be sent to Archives NZ after 10 years of date of last entry</li> <li>• Must be sent to Archives NZ 25 years after last date of entry</li> </ul>
	Students’ Progress Records	<ul style="list-style-type: none"> <li>• School record cards</li> <li>• Student work samples</li> <li>• Health records including psych reports</li> <li>• Legal records (eg: custody)</li> </ul>	<ul style="list-style-type: none"> <li>• Keep as long as school needs them for business purposes – may then be destroyed with BoT permission</li> <li>• Work samples may be returned to students</li> </ul>
<b>Governance</b>	Board Minutes	Minutes, reports to the Board	<ul style="list-style-type: none"> <li>• Keep indefinitely</li> <li>• Can be sent to Archives NZ after 10 years</li> <li>• Must be sent to Archives NZ after 25 years</li> </ul>
	Charters	Strategic Plans, 10YPP, annual plans, MOE funding documentation (staff and finance)	<ul style="list-style-type: none"> <li>• Keep indefinitely</li> <li>• Can be sent to Archives NZ after 10 years</li> <li>• Must be sent to Archives NZ after 25 years</li> </ul>
	Annual Reports	BOT Annual Report	<ul style="list-style-type: none"> <li>• Keep indefinitely</li> <li>• Can be sent to Archives NZ after 10 years</li> <li>• Must be sent to Archives NZ after 25 years</li> </ul>
	School Policies	Codes of Conduct, Health and Safety, Complaints, Treaty of Waitangi, etc.	<ul style="list-style-type: none"> <li>• Keep indefinitely</li> <li>• Can be sent to Archives NZ after 10 years</li> <li>• Must be sent to Archives NZ after 25 years</li> </ul>
<b>Personnel</b>	Personnel files	Payroll, salary information, leave and staff employment information, staff grievances and disputes, timesheets	<ul style="list-style-type: none"> <li>• Keep for 7 years after last date of employment – may then be destroyed with BoT permission</li> </ul>
	Serious Accident Register		<ul style="list-style-type: none"> <li>• Keep indefinitely</li> <li>• Can be sent to Archives NZ after 10 years of last entry</li> <li>• Must be sent to Archives NZ after 25 years</li> </ul>

<b>Finance</b>	Routine Accounting Records	Invoices, bank statements, term deposits, asset registers, receipts and receipt books, cheque books, IRD returns, cash books, ledgers	<ul style="list-style-type: none"> <li>Keep for 7 years – may then be destroyed with BoT permission</li> </ul>
	Routine Budgeting and Financial Report Records	Budgets, monthly reports	<ul style="list-style-type: none"> <li>Keep for 7 years – may then be destroyed with BoT permission</li> </ul>
	Insurance Policies	Policies and claims	<ul style="list-style-type: none"> <li>Keep for 7 years – may then be destroyed with BoT permission</li> </ul>
	Routine Audit Reports	Annual accounts	<ul style="list-style-type: none"> <li>Keep for 7 years – may then be destroyed with BoT permission</li> </ul>
<b>Property and Administration</b>	Land Ownership	Property Occupancy Document, Deeds of title, Certificate of title	<ul style="list-style-type: none"> <li>Keep indefinitely</li> <li>Can be sent to Archives NZ after 10 years of last entry</li> <li>Must be sent to Archives NZ after 25 years</li> </ul>
	Licences with other occupants of school property	Tennis club	<ul style="list-style-type: none"> <li>Keep for 7 years after termination of the licence – may then be destroyed with BoT permission</li> </ul>
	Equipment lease	Photocopiers, laptops, ICT equipment	<ul style="list-style-type: none"> <li>Keep for 7 years after termination of the licence – may then be destroyed with BOT permission</li> </ul>
	Major Building Plans	Major building projects or alterations, plans, project files, contracts with architects, builders etc	<ul style="list-style-type: none"> <li>Keep indefinitely</li> <li>Can be sent to Archives NZ after 10 years of last entry</li> <li>Must be sent to Archives NZ after 25 years</li> </ul>
	Minor Building Plans	Renovations, small projects, minor repairs	<ul style="list-style-type: none"> <li>Keep for 10 years after the year in which the work took place</li> </ul>
	Property Maintenance	Five Year Property Programme (5YP), guarantees, Warrants of Fitness	<ul style="list-style-type: none"> <li>Keep for 7 years after the date of the last action – may then be destroyed with BoT permission</li> </ul>
	Routine Contracts and Licences	Computer licences, copyright licences, security contracts, painting contracts	<ul style="list-style-type: none"> <li>Keep for 7 years after the year in which the contract ends – may then be destroyed with BoT permission</li> </ul>
	Tender Reports	Successful tender	<ul style="list-style-type: none"> <li>Keep for 7 years after the date of the last action – may then be destroyed with BoT permission</li> </ul>

C. Stevenson

PRINCIPAL

Dated: March 2022

