



# **Records Management Policy and Guidance**

Person responsible for policy: Chief Executive

Revised: July 2022

Review Date: July 2025

The Trust 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 organisation. Records provide evidence for protecting the legal rights and interests of the Trust and its schools, 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 permanent and temporary staff of the Trust and its schools in the course of carrying out their functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the Trust or school.

1.2 Records are defined as all those documents which facilitate the business carried out by the Trust and its schools 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 electronic format e.g. paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text messages, notes of telephone and Skype conversations, spreadsheets, Word documents, presentations etc.

## **2. Responsibilities**

2.1 The governing body of a school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually delegated to the headteacher of the school.

2.2 The person responsible for day-to-day operational management in the school will give guidance on 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 The Trust and its schools will manage and document their records disposal process in line with the Records Retention Schedule. This will help to ensure that they can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests “SARs”).

2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

2.4.1 Manage the school’s records consistently in accordance with the school’s policies and procedures;

2.4.2 Properly document their actions and decisions;

2.4.3 Hold personal information securely;

2.4.4 Only share personal information appropriately and do not disclose it to any unauthorised third party;

2.4.5 Dispose of records securely in accordance with the school’s Records Retention Schedule.

### **3. Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Information Governance Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

For guidance on records management including retention periods for documents, the Trust and its schools will refer to the [Information Management Toolkit for Schools 2019](#) produced by the Information and Records Management Society.

The information contained within the guidance section is not statutory, and has no legal status but is considered good practice by the River Learning Trust. The word ‘should’ therefore translates as ‘it is recommended as good practice’ rather than ‘must’.