

Records Management Policy

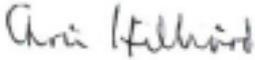
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<p>Signed:</p> 	<p>Signed:</p> 
<p>Chris Hilliard Chair of Governors</p>	<p>Jennie Giovanelli Headteacher</p>

Records Management Policy

The Collaborative Academies Trust and its member academies (collectively “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 Trust and its academies. Records provide evidence for protecting the legal rights and interests of the Trust, 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
- Retention of Records
- Relationships with existing policies

1. Scope of the policy

- 1.1. This policy applies to all records created, received or maintained by the Trust in the course of carrying out its functions.
- 1.2. Records are defined as all those documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

2. Responsibilities

- 2.1. The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Trust. The person with overall responsibility for its implementation is the Chief Executive Officer.
- 2.2. The day to day responsibility for records management in the Trust is the Operations Officer. He/she will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. He/she 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. Individual staff must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school’s records management guidelines.

3. Retention of Records

Records will be retained or disposed of appropriately in accordance with the Trust’s statutory obligations and having regard to the Retention Guidelines for schools published by the Information and Records Management Society.

These guidelines can be found at:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F669877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

4. Relationship with existing policies

This policy must be read and implemented in conjunction with the following policies:

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