



Records Management Policy

Approved by Governors: November 2016

Chair of Governors signature:

A handwritten signature in black ink, appearing to read "J.W. Watton", is written over a thin horizontal line.

1. Objectives

The objectives of the policy are to

- support efficient records management within the Trust,
- support organisational compliance with legislation and regulatory obligations,
- contribute to the effective management of the Trust,
- manage records in order that they can be used as an effective information source,
- support the objectives of the Trust by ensuring the procedures it follows to achieve those objectives are carried out efficiently and effectively, and in accordance with best practice.

2. Definition of the Trust's Records

2.1 A record is a document, regardless of format or medium, created or received, and maintained by the Trust, for the transaction of Trust business process or for legal or statutory compliance.

2.2 The Trust's records relate to any of its functions, whether administrative or academic.

2.3 They are the property of the Trust and subject to its overall control and will be created, maintained, processed and disposed of in accordance with its procedures and guidelines.

2.4 Records management directs and controls the creation, version, distribution, filing, retention, storage, security and disposal of records.

2.5 Effective records management systems enable the Trust to create, maintain and process records that allow it to:

- conduct business in an orderly, efficient and accountable manner,
- deliver core functions in a consistent and equitable manner,
- support and document policy formulation and managerial decision-making,
- provide consistency, continuity and productivity in management and administration,
- provide continuity in the event of disaster,
- meet legislative and regulatory requirements,
- provide protection and support in litigation, and in the management of risks,
- protect the interests of the organisation and the rights of Trustees, employees, pupils and students, and present and future stakeholders,
- support and document current and future research and development activities, developments and achievements, as well as historical research,

- provide evidence of business, personal and cultural identity, and
- maintain corporate, personal or collective memory.

3. Responsibilities and Institutional Framework

- 3.1 The Trust will, through the Leadership Team, ensure the creation and management of authentic, reliable, complete and usable records, capable of supporting the Trust's functions and activities for as long as they are required.
- 3.2 Directors, Principals and middle leaders have overall responsibility for the management of records generated by their activities, by ensuring that the records created, received and controlled within their Academy/Directorate, and the systems (electronic or otherwise) and procedures they adopt, are managed in a way which meets the aims of the Trust's records management policy.
- 3.3 The Trust's Chief Executive is responsible for drawing up guidance for good records management practice and promoting compliance with this policy and good practice in such a way as to ensure the easy, appropriate and timely usage and retrieval of information. The Chief Executive will liaise closely with Directors, Principals and middle leaders as appropriate.
- 3.4 Each Academy and Directorate will designate a member of staff to be its Records Coordinator, who will provide a key point of contact on records management and information compliance issues. Records Coordinators will be responsible for raising awareness in their Academy or Directorate, ensuring compliance, coordinating responses to relevant enquiries, maintaining systems, and coordinating off-site storage.
- 3.5 Each Academy and Directorate will have its own Records Retention Schedule (see Appendix A), identifying the records which it holds. The Records Retention Schedule will be reviewed regularly by Business Managers, in consultation with the Chief Executive. The Trust has adopted the model set out by the Records Management Society of Great Britain which has been specifically created for schools and academies and is accepted as best practice in England.
- 3.6 Clerks to local governing boards are responsible for ensuring that a full record of all committee business (including minutes, agendas and all supporting papers and reports - regardless of their format/medium of origin) is preserved for the correct length of time as specified in the Trust's Records Retention Schedule, and that any documents generated or received form part of the full and official record. Clerks should ensure that a hard copy agenda and supporting papers are distributed to all members if required. Copies of minutes, reports and papers may then be distributed and shared electronically. Members of committees should not hold copies longer than is recommended in the Trust's Records Retention Schedule and supporting guidance.
- 3.7 All employees, whether administrative or academic, must ensure that records for which they are responsible are complete and accurate records of the activities, which are created, maintained, processed and disposed of in

accordance with the Trust's records management policy and any other guidance which may be issued from time to time.

4. Relationship with Existing Policies and Legislation

4.1 This policy has been formulated within the context of the Trust's Strategic Aims set out within its Business Plan, its policies and guidelines, national legislation and professional standards for records management. It is intended to act as a framework to support standards and promote compliance with legislative and regulatory environments.

4.2 Compliance with this policy will in turn facilitate compliance not only with information-related legislation but also with other legislation or regulations affecting the Trust.

Key documents which have a direct impact on this policy are:

- Trust Policies and procedures
- Information Strategy
- Information Security & Assurance Policy
- Data Protection Policy
- Data Security Breach Policy
- Archiving Policy
- Records Management Policy
- Data Protection Policy
- Risk Management Policy

Relevant Legislation

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 1998
- Copyright, Design and Patents Act 1988
- Human Rights Act 1998
- Equality Act 2010

Appendix A- Records Retention Schedule