



Montgomery High School

Records Management Policy

Approved by the Personnel Committee under powers delegated by the Governing Body: 10/02/11

Review period:

3 years

1. Introduction

Montgomery High School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

2. Scope of the Policy

- 2.1. This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 2.2. Records are defined as all those documents which facilitate the business carried out by the school 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 electronically.
- 2.3. A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

3. Responsibilities

- 3.1. The school 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 Headteacher.
- 3.2. The persons with responsibility for records management, as identified in their job descriptions, will give advice for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- 3.3. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained, stored and disposed of in accordance with the school's records management guidelines (Records Management Society of Great Britain Retention Guidelines for Schools).

4. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.