



# Disposal of Records

## Schedule

### School Mission Statement

At Glen Craig Integrated Primary School we aspire to maximise the skills and talents of our pupils and staff in a respectful, happy, and caring environment, enabling them to become fulfilled and responsible citizens.

<b>Updated:</b>	<b>November 2023</b>
<b>Board of Governor Reviewed:</b>	<b>November 2023</b>
<b>Next review date:</b>	<b>November 2026</b>

## **Rights Respecting School**

At GlenCraig Integrated Primary School we are a Rights Respecting School and uphold the articles contained in the UN Convention on the Rights of the Child.

### **Purpose**

This disposal schedule identifies the disposal arrangements for all records created by GlenCraig IPS. The schedule complies with the requirements in the Public Records Act (NI) 1923 and by the Disposal of Documents Order (S.R. & O. 1925 No 167).

Any records in C2K MIS System (SIMS) are being managed by C2K. Minimum retention periods for these records in SIMS are being adhered to. It is not necessary for schools to delete specific items from the SIMS system at this time.

There are three categories of disposal: -

- ❖ Destruction
- ❖ Review
- ❖ Permanent preservation

### **Close**

Manual records should be closed as soon as they have ceased to be of active use other than for reference purposes. When a file is due to be closed the appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed, or whether it should be subject to the normal review procedures. Closing a file simply means that no further papers can be added but the file can be used for reference.

### **Minimum Retention Period**

The minimum retention period required for each type of record is calculated from the point the file is closed.

### **Destroy**

Where the disposal action is "Destroy" the records should be kept for the period stated and then destroyed by the school in accordance with the directions on recycling and shredding. A record must be maintained of the files that have been destroyed.

## **Review**

Where the disposal action is “Normal Review” the file will be subject to the normal review processes. The First Review of the file takes place 5 years from the date of the last paper on the file and should not be later than 10 years from the opening of the file. Records of long-term administrative use need not be brought forward for the First Review. This will be initiated by an appropriate official at the discretion of the school e.g., the principal. If required a second review would not be due until 20 years after the first review.

The review procedures are as follows: -

- ❖ A member of staff should carry out a first review of each file based solely on its administrative value.
- ❖ The reviewing officer makes a decision on the action to be taken with the file being reviewed.
- ❖ The reviewing officer should keep a record of files that he/she wishes to keep for administrative purposes. This first review monitoring procedure will help ensure that all types of files or file series have been covered in the disposal schedule or, if such files have been created since the disposal schedule was established, they can be added to a revised schedule.

## **Permanent Preservation**

Where the disposal action is “Permanent preservation” the record is exempt from the normal review procedures. In some cases, the Public Record Office will seek transfer of files that are marked for permanent preservation.

## **Archiving**

These are files that are to be retained permanently within school.

## **Commitment to Preserving Files/Records**

Glencraig Integrated Primary School declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody.

## **Roles and Responsibilities**

The School Principal is responsible for ensuring that records and information systems in their areas conform to this policy and to the requirements of legislation. All members of staff are responsible for documenting their actions and decisions in the records and for maintaining the records in accordance with good management practice.

The role of the principal is to ensure compliance with Records Management standards within their area of responsibility, and to coordinate activities aimed at ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

**Definitions of Records held by Glenraig Integrated Primary School in respect of its Functional Business Areas.**

There are **six main** functional business areas for which Glenraig IPS keeps records as follows: -

1. Management & Organisation
2. Legislation & Guidance
3. Pupils
4. Staff
5. Finance
6. Health & Safety

The records contained within these functional areas provide evidence and information about its business activities that are important for the efficient operation of the school

## School Disposal Schedule

### 1. Management & Organisation

Record	File Action	Min. Retention Period	Action After Retention
Board of Governors – general correspondence	Close at end of current school year	Current school year +6	Destroy
BOG Meetings Minutes (Master)	Close at end of current school year	Current school year +6	Offer to PRONI
BOG Meetings Minutes (inspection copies held by individuals)	Close at end of current school year	Date of meeting +3 years	Destroy
Senior Management Team – Meeting Minutes	Close at end of current school year	Current school year +6	Offer to PRONI
Staff Meeting Minutes	Close at end of current school year	Current school year +6	Destroy
School Development Plan	Retain whilst valid – close when superseded	Current school year +10	Offer to PRONI
Curriculum Policies etc.		Until superseded	Keep 1 copy of previous policies & destroy all others
Policy Statements (Data protection, Internet, Health & Safety, Child protection, Equality etc.)	Retain while current	Review regularly & retain previous version for 2 years after being replaced	Destroy
PTA – minutes & general correspondence	Close at end of current school year	Current school year +6	Destroy
Visitors Book	Close at end of current school year	Current school year +6	Destroy
Circulars to staff, parents & pupils	Close at end of current school year	Current school year +3	Destroy
Prospectus		Current school year +3	Destroy
Comments/complaints	Close at end of current school year	5 years after closing. Review for further retention in the case of contentious disputes	Determine on Review & destroy

Annual Report	Issued every academic year	+ 10 years after date of report	Offer to PRONI
School Fund	Close at end of current financial year.	Current financial year +6 years	Destroy
Copyright		During validity	ELB's may hold actual licences
Emergency Planning/Business Continuity Plan		Until superseded	Destroy

## **2. Legislation & Guidance from DE, ELB, CCMS, GBA, NICIE**

Record	File Action	Min. Retention Period	Action After Retention
Education NI Order		Until superseded	Destroy
Circulars, Guidance, Bulletins from DE, ELB etc.		During validity	Destroy
Correspondence re: Statistical Returns to DE, ELB etc.		Current financial school year +6	Destroy
DE Reports, Inspections		Until superseded	Destroy

## **3. Pupils**

Record	File Action	Min. Retention Period	Action After Retention
Pupil Admission Data	Close when register ceases to be used	10 years from the date Register ceased to be used	Destroy
Applications for enrolment	Close at end of school year in which application is received	3 years after enrolment	Destroy
Transfer applications (Transfer Forms)		3 years after enrolment	Destroy
Pupil Attendance Registers	Close when register ceases to be used	10 years from the date Register ceased to be used	Offer to PRONI (Public Records Office of NI)

Pupil Education Records – School/Progress Reports etc.	Close when pupil leaves school	Until pupil is 23 years old	Destroy
Special Education Needs	Close when pupil leaves school	Until pupil is 26 years old	Destroy
Safeguarding Records of concern	Retain in secure confidential storage	10 years after last entry on file	Destroy
Disciplinary Action (Suspension/Expulsion)/Offences – bullying	Close when pupil leaves school	Until pupil is 23 years old	Destroy
Disciplinary Action (Suspension/Expulsion)/Offences – bullying (Special Ed. Needs)	Close when pupil leaves school	Until pupil is 26 years old	Destroy
Timetables & Class Groupings		Teachers keep during validity of timetable	Destroy
Examination Results (Transfer & Standardised Tests)	Close at end of current academic year	Current school year +6	Destroy
School Meals Returns	Close at end of current financial year	Current financial year +6 years	Destroy
Free Meals Registers	Close at end of current financial year	Current financial year +6 years	Destroy
School Trips – Financial & Administration details	Close at end of current financial year	Current financial year +6 years	Destroy
School Trips – attendance/Staff Supervision etc.	Close on completion of trip	Current financial year +6 years. In the case of an incident involving a pupil retain until pupil is 23 yrs. old or 26yrs old for SEN pupil	Destroy
Drug Abuse		General reference material – keep whilst valid	Destroy when superseded
Reports of stolen/damaged items	Close at end of current academic year	Current financial year +6 years	Destroy
Medical Records – records of pupils with medical conditions and details for the administration of drugs when necessary.	Close when pupil leaves school	Until pupil is 23 years old or on the	Destroy

		case of a SEN pupil until 26 years old.	
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#### 4. Child Protection

Record	File Action	Min. Retention Period	Action After Retention
School's confidential Record of Child Abuse Complaints (Against staff)	Retain in secure confidential storage	Indefinitely (Minimum of 40 years)	Destroy
Pupil Child Protection Case Files	Retain in secure confidential storage	Until pupil is 30 years old	Destroy
Child Protection (Social Services investigation outcome was unfounded or malicious)	Retain in secure confidential storage	Until pupil is 30 years old	Destroy
Child Protection (Social Services investigation outcome was inconclusive, unsubstantiated or substantiated)	Retain in secure confidential storage	Until pupil is 30 years old	Destroy
If Social Services inform school that a child's name has been placed on the Child Protection Register	Maintain a record of this fact and associated documentation from Social Services on the child's file while he/she continues to attend. On transfer, the school should inform the new school and destroy all social services records. The record on the child's Child Protection file will remain until the child is 30 years old		Destroy
If Social Services inform school that a child's name has been removed from the Child Protection Register	On transfer to a new school, the school should destroy any child protection records on the child supplied by Social Services, including records of case conferences. The record on the child's Child Protection file will remain until the child is 30 years old		Destroy
Complaint against a member of staff			
<ul style="list-style-type: none"> <li>Staff members File</li> </ul>	Indefinitely unless totally exonerated		Destroy
<ul style="list-style-type: none"> <li>Child's CP File</li> </ul>	Until pupil is 30 years old		Destroy
<ul style="list-style-type: none"> <li>Record of Child Abuse Complaints</li> </ul>	Indefinitely		
Complaint to be pursued under the school's disciplinary procedures			

• Staff members File	5 years	Destroy
• Child's CP File	Until pupil is 30 years old	Destroy
• Record of Child Abuse Complaints	Indefinitely	

## 5. Staff

Record	File Action	Min. Retention Period	Action After Retention
Staff Personnel Records (including appointment details, training, staff development etc.)	Close when member of staff leaves school.	During validity +7 years after leaving employment	Destroy
Interview notes and recruitment records		Date of interview + 6 months	Destroy
Staff Salary Records	Close at end of current financial year	7 years after leaving employment	Destroy
Staff sickness Records (copies of Medical Certs)	Close at end of current academic year	Current academic year +6 years	Destroy
Substitute Teacher Records	Close at end of current academic year	Current academic year +6 years	Destroy
Substitute Staff Records – non-teaching	Close at end of current academic year	Current academic year +6 years	Destroy
Student Records – non-teaching (e.g., nursery assistant students & pupils from schools on work experience)	Close at end of current academic year	Current academic year +6 years	Destroy
Student Teachers on Teaching Practice – student teacher progress		Current academic year +6 years	Destroy
Procedures for Induction of Staff	Close at end of current academic year	Until superseded	Destroy
Staff/Teachers' Attendance Records	Close after leaving employment	7 years after leaving	Destroy
PRSD	Close at end of review period covered	7 years after leaving	Destroy

## 6. Finance

Record	File Action	Min. Retention Period	Action After Retention
Annual Budget	Close at end of current financial year	Current financial year +6 years	Destroy
Budget Monitoring	Close at end of current financial year	Current financial year +6 years	Destroy
Annual Statement of Accounts (Outturn Statement)	Close at end of current financial year	Current financial year +6 years	Destroy
Order Books, Invoices, bank Records, Till Rolls, Lodgement books etc.	Close at end of current financial year	Current financial year +6 years	Destroy
Postage Book	Close at end of current financial year	Current financial year +6 years	Destroy
Purchasing – tender information & prices		Until superseded	Destroy contract schedules when they expire
Audit Reports	Close at end of current financial year	Current financial year +6 years	Destroy

## 7. Health & Safety

Record	File Action	Min. Retention Period	Action After Retention
Accident reporting Adults	Close after last entry in book	Date of incident +7 years	Destroy
Accident reporting Children	Close after last entry in book	Until pupil is 23 years old or in the case of an SEN pupil until they are 26 years old	Destroy
Risk Assessments – work experience locations/pupils		7 years	Destroy
H & S Reports		15 years	Destroy
Fire Procedures		Until superseded	Destroy
Security System File		For the life of the system	Destroy

### Records Management Policy

Glencraig IPS 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 and audited. It covers: -

- ❖ Scope
- ❖ Responsibilities
- ❖ Relationships with existing policies

#### Scope

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

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.

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.

### **Responsibilities**

Glencraig IPS 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 Principal.

The person responsible for record management in Glencraig IPS will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Glencraig IPS's records management guidelines.

This policy has been drawn up within the context of: -

- ❖ The Freedom of Information Act 2000
- ❖ The Data Protection Act 1998

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