



St Gregory's Catholic Comprehensive School

Records Management Procedure

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

- Scope
- Responsibilities
- Relationships with existing policies

1 Scope of the procedure

This procedure applies to all records created, received or maintained by staff of the school 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 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.
- 1.3 A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

2 Responsibilities

- 2.1 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.
- 2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this procedure so that information will be retrieved easily, appropriately and in a timely manner.
- 2.3 Individual staff and employees 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 Relationship with existing policies

This procedure has been drawn up within the context of:

- Freedom of Information Act
- Data Protection Act
- Health, Safety, Security and Environment Policy

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