



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

# **Records Management**

**Author: Chief Executive Officer**

**Review Body: Castleman Academy Trust  
Finance and Audit Committee**

**Date Adopted: 16<sup>th</sup> May, 2019**

**Review Date: Summer 2020**

## **CASTLEMAN ACADEMY TRUST RECORDS MANAGEMENT POLICY**

The Trust and its Schools, recognise 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

Our policies refer to Senior Leaders. This can mean Executive Head Teacher, Head Teacher or Head of School.

### **1. Scope of the policy**

This policy applies to all records created, received or maintained by staff in all CAT schools 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 Trust's and school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

### **2 Responsibilities**

2.1 The Trust and its schools have a corporate responsibility to maintain records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the CEO for the Trust and for the individual Trust School, this responsibility lies with the Senior Leaders.

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 policy so that information will be retrieved easily, appropriately and timely.

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 Trust and the School's records management guidelines.

### **3 Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.
- Disaster Recovery Plan
- Privacy Notices
- General Data Protection Regulation

#### **4 Retention of documentation**

All documentation will be retained in line with the guidelines laid down in the Records Management Toolkit for Schools produced by the Information and Records Management Society, Version 5 – February 2016. <http://www.irms.org.uk/grkroups/public-sector/resources/134-records-management-toolkit-for-schools>

#### **5 Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the school's Equality Policy.