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DIOCESE OF SOUTHWELL & NOTTINGHAM

MULTI ACADEMY TRUST

Records Management Policy

Policy:	SNMAT Records Management Policy
Approved by:	SNMAT Board of Directors
Date:	March 2022
Review cycle:	3 yearly

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2022	16 March 2022	SKP	Lincoln Archives address added Review amended to every 3 years
2024	November 2024	JS	Addition of Appendix 1 with details of email retention for deleted items.

Records Management Policy

Introduction

SNMAT recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and contribute to the effective overall management of the organisation. Records provide evidence for protecting the legal rights and interests of the Trust and its academies, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

Scope of the policy

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

Records are defined as all those documents which facilitate the business carried out by the Trust/academy and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

A small percentage of the Trust's/academy's records may be selected for permanent preservation as part of the organisation's archives and for historical research. This should be done in liaison with the Nottinghamshire Archives/the Southwell and Nottinghamshire Diocesan Records Office, County House, Castle Meadow Road, Nottingham NG2 1AG and Lincolnshire Archives, St Rumbold Street, Lincoln LN2 5AB

Roles and Responsibilities

Board of Directors
SNMAT has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Board of Directors is ultimately accountable for this.

Local Governing Body
The responsibility for ensuring compliance in respect of maintaining records and record systems at each academy has been delegated to the Local Governing Body;

Principal/Headteacher
The responsibility for the day to day management of this policy has been delegated to the Principal/Headteacher of the academy.

The person responsible for records management in the academy will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

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.

Objectives

It is the policy of the Trust/academy to ensure that the guidance on managing records and retention periods as set out in the Information and Records Management Societies Records Management Toolkit for Schools is followed. This will include:

- Carrying out information audits to discover the information being held, created received and used;
- Managing records held so that they are retained for the appropriate length of time as advised by the Information and Records Management Society;
- Disposing of records that have reached the end of their administrative life securely and maintaining records of disposal;
- Encouraging good practice for managing e-mail;
- Including information security, both electronic and hard copy (not limited to paper files) on Business Continuity Plans.

Links with Other Policies

This policy has been drawn up within the context of:
- Freedom of Information Scheme
- Data Protection Policy
- ICT Policy
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the Trust/academy.

Guidance for Implementation

The guidance for the implementation of this policy is the Records Management Toolkit for Schools produced by the Information and Records Management Society.

Small quantities of confidential waste may be disposed of on site using an office shredder, which should be located in a secure area. Where larger quantities of confidential information need to be disposed of, a company specialising in the disposal of confidential waste should be used. Under no circumstances should confidential records be placed in rubbish bins or skips.

The person responsible for records management in the Academy is:	
The person responsible for disposing of confidential information within the required deadlines is:	

Review

This policy is reviewed every 3 years by the Trust in consultation with the recognised trade unions. The application and outcomes of this policy will be monitored to ensure it is working effectively.

Approved by the MAT Board of Directors – May 2025

Appendix 1 - GDPR & Records Management; E-mail Retention Schedule for Deleted Items

1. Currently, over **5.5 million** emails lie in deleted folders across the Trust and are liable to be searched and returned in the event of a Subject Access Request.

<u>Retention Schedule</u>

2. The schedule will be for 90 days, afterwhich emails in the deleted items folders will be permanently deleted.

<u>Training</u>

3. Responsibility to notify, train and monitor staff and progress should fall to the SLT Digital Lead and DSL as part of the school's overall Digital Strategy.

4. Staff should be encouraged to correctly store data in the relevant place for retention; i.e. if data has been recorded in SIMS, ScholarPack, Bromcom or CPOMS for example then emails should be deleted.

5. Staff should also receive training on best practice with email.