



School Records Retention and Disposal

RATIONALE

- To ensure that school records, which are important documents, are maintained
- To ensure that the school complies with the Public records Act of 2005

GUIDELINES

The school will follow out the agreed procedures as set out in the MOE School Records Retention/ Disposal Information Pack

The Chief Archivist has advised that from March 28th March 2019 records relevant to the Royal Commission of Inquiry into historical abuse may not be disposed of. These would include specific student records, staff records , Board minutes, investigations and complaints handling procedures, and school policy records. (Bot minutes, policies, are already covered under the disposal schedule. Any specific staff or student records which may be relevant to the Commission would be retained and must be sent to Archives NZ after 25 years or may be sent after 10 years).

In keeping with the guidelines of the MOE document the BOT would ensure it met its responsibility to the guidelines before destroying any documents. Any destroyed documents would be signed off by the Board with a note in the BOT minutes as to what they pertain to.

The Board will review the policy as part of its 3 year review cycle or earlier should the MOE or Government legislation direct any amendments or additions.

Approved

Board of Trustees Meeting 6/11/2013

Reviewed

7/ 5/ 2019

Chairpersons Signature