



Archiving Policy

Rationale:

The Board of Trustees is required to manage its records in accordance with the Public Records Act 2005 and the School Records Retention / Disposal Guidelines published by the Ministry of Education and Archives NZ.

The purpose of this policy is to outline process and authorisation about school records retention and what needs to happen when they are of no further use to the school.

Guidelines:

1. Electronic and paper enrolment records, financial records, school records as well as personnel records will be kept for seven years.
2. BOT permission will be sought annually to destroy expired records following the March roll return and to administer the retention, documentation and/or disposal of records and documentation as per the Ministry of Education and Archives NZ guidance schedule. This implementation is a requirement of the Public Records Act 2005.
3. Admissions and Disposal Records, Board Records, Historical Records and Accident Register will be sent to Archive NZ, in line with School Records Retention / Disposal Schedules.

Related documentation:

- School Records Retention / Disposal Guidelines
- Assessment Policy

Approved by: Sarah Gordon

Designation: BOT Chairperson

Date Approved: 5th May 2019

Review Date: May 2021