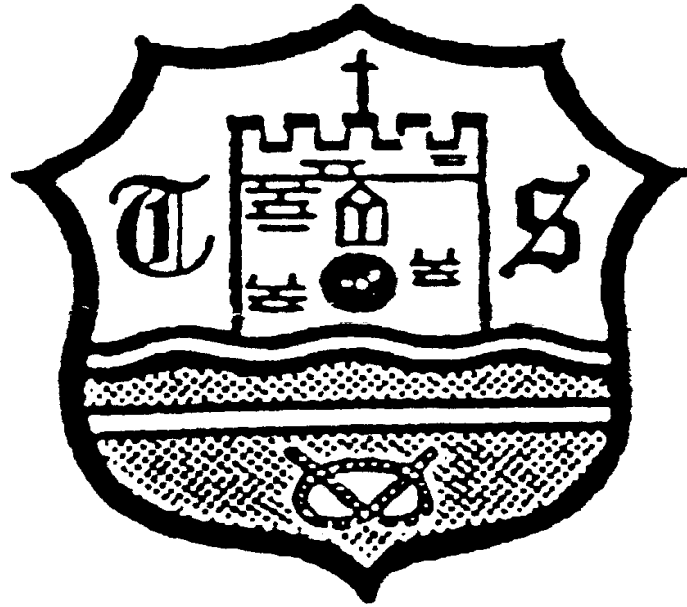


St Michael's CE (A)



Primary School

Retention Schedule Policy

Policy Adopted: Wednesday 9th May 2018

Policy Review: July 2018

The purpose of this policy is to detail the procedures for the retention and disposal of information to ensure that we carry this out consistently and that we fully document any actions taken if required. Unless otherwise specified the Retention Schedule Policy refers to both hard and soft copy documents.

The information in Appendix A (Information Management Toolkit for Schools Version 5), from pages 37-56, covers 8 main areas. These are

- Management of the School
- Human Resources
- Financial Management of the School
- Property Management
- Curriculum Management
- Extra-Curricular Activities
- Central Government and Local Authority

There are subheadings under each section to help guide us to the retention period we are looking for.

Records can be destroyed in the following ways:

- Non-sensitive information – can be placed in a normal rubbish bin
- Confidential information – cross cut shredded or removed by a company that provides certification for disposal of confidential materials.
- Electronic equipment containing information - destroyed so they will be permanently deleted from the system. Destruction of electronic records should render them non-recoverable even using forensic data recovery techniques.

At St Michael's CE (A) Primary School we use this document to ensure Governors are compliant with requirements and that they monitor the retention and disposal of information.

The policy should be reviewed annually or earlier if necessary.

Signed: Eunice Powell

Date: 9 May 2018