

**SCHOOL RECORDS**  
**Retention / Disposal Authorisation Procedure****RATIONALE**

The Public Records Act 2005 came into effect on 20 April 2005. This new legislation allows Archives New Zealand to more actively care for documents that are identified as important for New Zealand's history. This legislation covers all public records, including school records.

**PURPOSE**

Schools need to keep records for certain periods of time to comply with legal requirements, for example education and tax legislation. State and state integrated schools also have broader responsibilities to retain some school records for archival purposes, and cannot destroy or dispose of any school records without Archives New Zealand's authorisation. The School Records Retention/Disposal Schedule is the authorisation that Archives New Zealand has given. It supports schools in their record keeping as it identifies the school records that can be discharged or destroyed, and those which must eventually be sent to Archives New Zealand.

**PROCEDURE**

1. a copy of the Ministry of Education School Records Retention / Disposal of information is kept in the school office.
2. staff will comply with the Ministry of Education School Records Retention / Disposal information guidelines.
3. only those with delegated authority may give approval for the disposal of school records.

RECORD	ITEM	AUTHORISATION
<b>Student:</b>	Enrolment records, attendance records, admission and withdrawal records, progress reports relating to individual students, punishment records and students own work.	<b>Principal</b>
<b>Governance:</b>	Board minutes and agendas, charters, strategic plans and goal documents, annual reports, school policies, BOT election administration records, and BOT correspondence	<b>School Board</b>
<b>Personnel:</b>	Personnel records of staff and principals, payroll, salaries, leave, staff attendance, staff grievances and disputes, general recruitment administration, training and development, correspondence, and accident register	<b>Principal/School Board</b>
<b>Finance:</b>	Routine accounting records, loans and investments, budgeting and financial reporting, funding, insurance policies and claims, audit reports, and records of fraud and theft	<b>School Board</b>

<b>Property administration:</b>	<b>and</b>	Land ownership (POD), leases, occupancy licenses, equipment leases, building plans, property maintenance, disposal of major capital assets, stores, supplies, asset register, vehicle records, contracts, tender reports and documentation, routine administration, and teaching materials	<b>School Board/ Trust Board</b>
<b>Historical:</b>		Photographs, major school publications, newsletters and circulars, newspaper clippings, documentation of significant school events, former Department of Education filmstrips, memorabilia, and records related to a school's special character (integrated schools) or designated character (schools established under Section 156 of the Education Act 1989)	<b>Principal/ School Board/Trust Board</b>

This procedure was issued by the Principal November 2021.  
This procedure will be reviewed on / before November 2024.

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**PRINCIPAL**

11 November 2021  
**DATE**