South Bank Multi Academy Trust

Records Management Policy

Approved by Trustees:	January 2022
Version:	1.0
Review Timetable:	3 years
Renewal Date:	January 2025

1.   INTRODUCTION

1.1   This policy recognises that an effective records management programme is key to facilitating South Bank Multi Academy Trust's (SBMAT) compliance with the legal and regulatory obligations as defined in the Trust's Information Security policy.

1.2   This policy should be read in conjunction with the Trust's Information Governance policy Framework and in reference to the Trust's document retention schedule.

1.3   Records management is recognised by SBMAT as a core corporate function that supports the effective management of their schools. A records management programme ensures that authoritative evidence of the school's work is created, captured, managed and made accessible within the scope of the Trust's Information Governance policy Framework. This allows for improved accountability, transparency, continuity, decision-making, and better compliance with relevant legislation and regulations, as well as protection of the rights and interests of each school. [1]

2.   SCOPE

2.1   A record is defined as 'information created, received and maintained as evidence and as an asset by (the school)...in pursuit of legal obligations or in the transaction of business'.[2]

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[1] This policy has been formulated with reference to guidance and standards including the Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000; the International Standard ISO 15489-1: 2016 for Information and documentation – Records management; The National Archives Implementation Guide 3: Records Management Policy , 2010; The National Archives Model Action Plan for Schools, 2004; and the IRMS Information Management Toolkit for Schools version 5 – 01 February 2016.

[2] ISO 15489-1:2016

2.2 This policy applies to all records created, received or maintained by staff of the Trust in the course of carrying out its work, whether they are held electronically or in hard-copy. Records are retained as evidence for a set period determined by legal, regulatory and functional requirements.

2.3 A small proportion of records will be selected for permanent preservation and transferred to an archive.

3. RESPONSIBILITIES

3.1 Each school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Senior Information Risk Owner (SIRO) the school Headteacher.

3.2 The SIRO will act as the accountable person and a champion for records management. They will oversee records management policy and strategy and ensure that the necessary resources are made available and remedial action is taken when problems arise. They will give guidance for 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, and will support appropriate allocation of resources towards the school's records management programme, and will promote records management training for all staff.

3.3 The person with operational responsibility for the school's records management programme is the school Finance/Business Manager They will ensure that the programme is developed, manage its implementation and overall functioning, including the production of procedures and guidance, work with business units to determine vital records and develop and implement disposal policies and schedules, as well as facilitating programme reviews and improvements.

3.4 All staff (including temporary staff) must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's document retention schedule.

4. RELATIONSHIP WITH EXISTING POLICIES

4.1 This policy has been drawn up within the context of the Trust's Information Governance policy Framework. In particular it flows from the Trust's Information Security policy and helps to facilitate compliance with the requirements of the General Data Protection Regulation, Environmental Information Regulations 2004 (EIR) and Freedom of Information Act 2000 (FOIA), associated guidance and Codes of Practice issued under the legislation.