

School Records Retention / Disposal Procedure

Purpose

This procedure is to ensure that the retention and disposal of College records are based on our interpretation of the Ministry of Education School Records Retention / Disposal Information guidelines

Guidelines

The Public Records Act 2005 came into effect on 14 April 2005. This 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.

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.

A copy of the Ministry of Education School Records Retention / Disposal of information is available on line at www.education.govt.nz/assets/Documents/School/Running-a-school/2016-SchoolRecordsRetentionDisposalv2.pdf

Staff will comply with the Ministry of Education School Records Retention / Disposal information guidelines.

Each year records for disposal will be identified and checked against the Ministry of Education guidelines and will be destroyed in accordance with the guidelines.

Records will be destroyed by way of secure destruction.

A schedule will be provided annually to the Board of Trustees with details of the records that have been destroyed in the previous 12 months with assurances that we have meet the requirements of the guidelines.

Historically significant records will be retained and maintained at the discretion of the Principal as part of the Pakuranga College Foundation Trust initiative.

Reviewed: Term 2, 2022

Next Review Date: Term 2, 2025

Signed: 
Pakuranga College Board Presiding Member

Date: 3 June 2022