



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

Retention and Disposal of Records

Rationale

Schools have legislative obligations under the [Public Records Act 2005](#) to retain certain records for specified periods of time.

The Act sets out requirements for public sector organisations when:

- creating
- maintaining
- providing access to, and
- disposing of (for example, transferring or destroying) information and records.

In addition, state and state integrated schools are required to keep some types of records for archival purposes.

Schools are only permitted to destroy or dispose of school records with the authorisation of Archives New Zealand, which is conferred by the [School Records -](#)

[Retention and Disposal Schedule](#) (Ministry of Education/Archives New Zealand, 2022)
School Records Schedule.

Definitions

1. **Record** means information, whether in its original form or otherwise, including (without limitation) a document, a signature, a seal, text, images, sound, speech, or data compiled, recorded, or stored, as the case may be,—

1(a) in written form on any material; or

1(b) on film, negative, tape, or other medium so as to be capable of being reproduced; or copied by means of any recording device or process, computer, or other electronic device or process

2. **Cloud Services,**

3. **Disposal**, in relation to a public or local authority record, means -

2(a) the transfer of control of a record; or

2(b) the sale, alteration, destruction, or discharge of a record

4. **Electronic** records include electrical, digital, magnetic, optical, electromagnetic, biometric, and photonic

Requirements

5. School Staff will comply with the Ministry of Education School Records Retention/ Disposal information guidelines and schedule in relation to retention and disposal of records.
6. All records and identifying personal information retained by the school will be handled in accordance with the requirements of the [Privacy Act, 2020](#) and the school's Privacy Policy.
7. Records must be securely and safely filed/stored, especially confidential documents. Reasonable steps must be taken to ensure storage is fire-resistant and theft-proof.

8. Records must be accessible and stored in a manner that allows them to be located and retrieved if required.
9. Records identified for authorised destruction will be destroyed in a secure way.
10. Historically significant records will be retained and maintained as appropriate, at the discretion of the Principal, for school archival purposes. Records that may potentially be of national historical significance should be referred to Archives New Zealand.
11. Use of electronic databases and/or storage (including cloud and/or AI services) must be verified as fit for purpose, with sufficient security, reliability and back-up systems to ensure compliance with legislative requirements for retention and disposal of records.

Conclusion

Robust procedures will be maintained in order to ensure all legal obligations under the Public Records Act, 2015, the Privacy Act, 2015 and Ministry of Education/Archives New Zealand School Records Schedule are met.

Related Policies

- Privacy Policy
- Enrolment Policy

Signed:

Virginia Brown

Presiding Member

Policy review details

Version / date: Dec, 2024 (**V1.0**)

Review cycle: Triennial

Date for next review: Dec, 2027