



**Records Management  
and Retention Schedule**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule that lays down the length of time for which records need to be maintained and the action which is taken when they are of no further administrative use (what is destroyed, when it was destroyed and by whom). Highgate Wood School has adopted the **Information Management Toolkit for Schools** created by the IRMS (Information and Records Management Society) to inform our retention schedule and adheres to its principles and guidance.

Data Protection legislation requires that records are kept for no longer than necessary. The IRMS Toolkit provides advice on this and informs the school as to how long each type of record needs to be retained in law, where it might be judicious to retain records for a longer period, and how to destroy records that are no longer needed.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

Highgate Wood School recognises that by efficiently managing its records it is more easily able to comply with its legal and regulatory obligations as well as more effectively manage the records it stores and handles.

The retention schedule applies to all records created, received or maintained by staff at the school in the course of carrying out its functions.

For the mostpart school records are active and relate to the current student and staff body and the current activities of the school, however a proportion of the records relate to previous cohorts, functions and processes.

A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research. This is generally done in liaison with the Haringey Council. Where records are archived care is taken to ensure that the rights of data subjects are not compromised and that appropriate anonymization is adopted where required.

A full copy of the IRMS Toolkit is available on the school website and on application. It may also be accessed directly from the Information and Records Management Service website at <https://irms.site-ym.com/page/SchoolsToolkit>