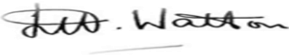




## **Archiving & Disposal Policy**

Approved by Governors: November 2016

Chair of Governors signature: 

## **1. Introduction**

- 1.1 The Archiving & Disposal Policy is subsidiary to the Records Management Policy, existing to clarify and ensure the implementation of archiving as set out in the Records Management Policy.
- 1.2 The Trust has an obligation, in line with the Records Management Policy, to implement and preserve good archiving procedures and processes.

## **2. Definition of Archives**

2.1 Some common definitions of archives are:

- Records that are preserved permanently (or for a fixed period) because of their enduring value.
- The building, room, or storage area where archival material is kept.

2.2 The Trust extends this to include records that are preserved semi-permanently, and those records which are stored where it is not feasible to include them in situ in the office environment.

## **3. Trust Archival Records**

- 3.1 The Trust's archival records are those records which are no longer current but which have been chosen to be preserved, for a specified length of time, or are required to be held by law or some other guidance.
- 3.2 These documents which must be held include financial accounts, personnel records, land and property titles and minutes of Trust meetings.

This list is not exhaustive.

- 3.3 Due to the importance of these records securely they must be kept in an appropriate and secure location and should therefore be entrusted to an organisation responsible for archival material such as the National Archives.
- 3.4 Other records that are eligible to become archives may need to be kept permanently because they are evidential, or for some other legal reason. They may be a historical record of the Trust. They may have a wider value to the Trust or to the communities in which we operate. Or they may have a business need value.
- 3.5 The Archives might consist of: the Trust's history since the 2012, minute books, correspondence of senior officers, building contract documents and financial records, past student records, research records of former staff and students, Trust publications, photographs and records of collaborations with outside bodies. There may be others.
- 3.6 These records may be original documents, often unique, and they may be irreplaceable. An archival record may be the only copy that exists.

3.7 Archival records could be in any format or medium. They can exist electronically, although the vast majority may well be in paper.

#### **4. Objectives and Responsibilities**

4.1 Each Academy and the Central Team will have its own Records Retention Schedule, identifying the records which it holds. The Trust has adopted the Records Management Society's model – "Retention Guidelines for Schools".

4.2 All records that are kept as archives will be included in the Records Retention Schedules.

4.3 For records to be accepted into any off-site physical storage system, they must be listed in a Records Retention Schedule and accurately filed.

4.4 All records placed in an off-site physical storage system will have a review date, when they will be referred to the person responsible for their storage. This will be with a reputable organisation with a suitable track record in off-site storage and retrieval.

4.5 The format or medium of archival records will be appropriate to the length of their retention, and to changes to technology, in terms of equipment or obsolescence. Archival documents by their nature will be permanent or semi-permanent, and so the medium chosen to store them should be long-lasting.

4.6 The Trust will adhere to data protection principles as set out in the Data Protection Act 1998, when storing and keeping personal data.

4.7 The Trust is aware of the obligations placed upon it by the Freedom of Information Act 2000 and other related legislation, when storing and keeping its archival records.

4.8 The Trust will be aware of its obligations to its students and staff, both past and present, when storing and keeping archival records.

4.9 The Trust will adopt appropriate and adequate security measures for storage of and access to archival records in whatever format, dependant on the record type.

4.10 There will be an adequate and appropriate allocation of resources by the Trust to maintain its archival records, specifically in terms of staff time, storage space and equipment.

4.11 Individual staff members will be responsible for the management of archival records in their local areas, with the advice and co-ordination of the Chief Operating Officer.

## **Other Policies**

Information Strategy

Data Security & Assurance Policy

Records Management Policy

Records Retention Schedules

Data Protection Policy

Risk Management Policy

NET Policies and Guidance

## **Legislation**

Freedom of Information Act 2000

Data Protection Act 1998

## **Helpful links:**

Information Commissioner – [www.ico.org.uk](http://www.ico.org.uk)

National Archives – [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)