


# Retention and Disposal Policy and Schedule

## Ellesmere Port Catholic High School



<b>Approved by:</b>	Mr J Coucill, Chair of Governors 
<b>Lead of Review:</b>	Mrs L Hughes, Data Manager
<b>Last reviewed on:</b>	August 2020
<b>Next review due by:</b>	July 2022

Our school is required by the Lord Chancellor's Code of Practice on Management of Record issued under Section 46 of the Freedom of Information Act 2000 to have and to implement a records retention and disposal schedule. This document sets out details about all the records created and kept by us or our commissioned partners, in such a way that decisions can be made about identifying and disposing of them on a routine and timely basis.

This retention and disposal schedule has been produced to establish the legal and regulatory requirements and needs on which record retention policies are based.

## **Scope**

This retention and disposal schedule applies to all documents defined as records – 'information created, received and maintained as evidence and information by an organisation or individual, in pursuance of legal obligations or in the transaction of business'.

The retention requirements listed here apply to all records irrespective of media and format, or the system(s) in which the records are held, and should be applied to all backups.

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, change of legislation or regulation, or legitimate business needs. Any divergence requires liaison with the schools Data Protection Lead and the Data Protection Officer.

## **Responsibilities**

The School Business Manager/Curriculum Manager/ Heads of Year (Information Asset Owners), Operational Managers and Team Leaders are responsible for ensuring:

- Record Retention policies are implemented in their unit/team, supported by written procedures.
- Recordkeeping systems and arrangements of records enable identification of records due for disposal.
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- Divergence from the Records Retention and Disposal Policy is authorised and the Data Protection Lead is notified of changes.
- Staff dispose of any records only in accordance with policies set out in this document.
- Records are disposed of appropriately considering their sensitivity, security classification and the media format(s) in which they are held in line.
- ICT equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Records of potential historic interest or research value are identified and transferred with agreement to Cheshire Archive Services.
- Evidence of disposal process is kept.

All staff are responsible for:

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this document (if authorised to do so)
- Ensuring that any proposed divergence from the policy is authorised.

Where records have been identified as being worthy of permanent preservation, the Cheshire Archive Offices should be contacted to discuss transfer of the records.

Cheshire Archive Offices  
Duke Street  
Chester  
CH1 1RL  
01244 972 574

### **Legal Requirements**

Each entry on the Retention Schedule is in line with specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before that are disposed of. Where records are not needed to comply with legal, financial or audit requirements, at the end of the retention period the records assessed to ensure changes in legislation, disputes and/or case reviews/enquiries/appeals do not require extended retention, Any changes in retention or appeals legislation will be recorded on the schedule. If there is no reason to extend the retention period, records must be confidentially destroyed.