



MARIST CATHOLIC SCHOOL

POLICY: Maintenance & Storage of records

Marist Catholic School needs to keep records for certain periods of time to comply with legal requirements such as tax and education legislation. State and state integrated schools also have broader responsibilities to retain some school records for archival purposes.

The School Records Retention/Disposal Schedule identifies the school records that can be discharged, destroyed or disposed of, and those which must eventually be sent to Archives New Zealand.

A retention/disposal schedule gives schools a clear process and authority about how long to keep school records, why they have to keep them, and what needs to happen to them when they are of no further use to the school. Marist Catholic School can save space and reduce administration costs by disposing of records as soon as they are no longer required. The schedule also allows records of long-term value to the school to be readily identified.

Schools cannot destroy or dispose of any school records without Archives New Zealand's authorisation except in accordance with the Schedule.

A records officer, appointed by the board, is responsible for ensuring that the requirements of the Public Records Act are met, and that staff and board members are aware of their responsibilities. At Marist Catholic School the records officer is the office manager.

The School Records Retention/Disposal Schedule is a variation of the Act, especially designed to meet the requirements of schools.