

# School Records – Retention and Disposal Schedule



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We **shape** an **education** system that delivers **equitable** and **excellent outcomes**  
*He mea **tārai** e mātou te **mātauranga** kia **rangatira** ai, kia **mana taurite** ai ōna **huanga***

# Contents

<b>Introduction</b>	<b>3</b>
<b>Discharging, destroying or transferring records to Archives New Zealand</b>	<b>5</b>
<b>Closing or Merging School Records</b>	<b>8</b>
<b>Effective records management systems</b>	<b>10</b>
<b>Digital Records</b>	<b>11</b>
<b>The Schedule: How to use the School Records Retention and Disposal Schedule</b>	<b>13</b>
<b>Class 1: Student records</b>	<b>14</b>
<b>Class 2: Governance Records</b>	<b>23</b>
<b>Class 3: Personnel Records</b>	<b>30</b>
<b>Class 4: Financial Records</b>	<b>36</b>
<b>Class 5: Property Records</b>	<b>41</b>
<b>Class 6: Administration Records</b>	<b>48</b>
<b>Class 7: Significant school events, milestones</b>	<b>54</b>
<b>Frequently asked questions</b>	<b>59</b>
<b>Self review</b>	<b>62</b>

## Introduction

All state and state integrated schools are required by the Public Records Act 2005 to create and maintain processes to develop and manage their school records.

This School Records Retention and Disposal Schedule gives schools and kura information about what they need to do to uphold the Public Records legislation. It includes information about how long to keep school records, why they must be kept for this period and what needs to happen to them when they are no longer of use to the school.

### What is a school record?

Most information you create or receive as part of school business are school records. This includes correspondence, accounts, school reports, minutes and class photographs. Items received for reference purposes from other educational institutions or associations, such as booklets and circulars, are not school records.

### All schools / kura have school records and a system for managing them

Many schools have a list of their school records that uses a simple numbering or alphabetical system.

- The list of school records should be accurate and clear.
- Use standard names for records that everyone understands.
- Records should be kept in a central school filing system rather than in several different systems.
- Regular filing will help ensure that records can be found when they are needed.
- Some schools use location cards to keep track of which staff member has taken out a paper file.

Most schools also have a process for how their system works – how records are lodged and borrowed, and documentation about how this is to take place.

### What are a school's responsibilities when it comes to the retention and disposal of school records?

Keeping everything for 7 years and then disposing of them seems to be a process that is ingrained in many people. This is not the legal situation for all school records.

Schools need 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 the responsibility of retaining records for archival purposes. The School Records - Retention and 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.

### How to read the School Records - Retention and Disposal Schedule

The Chief Archivist – Kaipupuri Mātua from Archives New Zealand has authority to approve a General Disposal Authority (DA / GDA) which details the disposal of business information and records that are common across organisations. DAs and GDAs are technical documents that detail records management processes.

In 2005 the Public Records Act required state and state integrated schools to have processes and procedures to manage their school records. The requirements for these processes are detailed in the School Records Information Pack (which includes the School Records - Retention and Disposal Schedule, which interprets DAs for schools). The Information Pack also includes tips and guidelines to support schools and kura with their records management.

The School Records - Retention and Disposal Schedule is primarily based on DA 699, which focusses on school records.

It also includes reference to:

- GDA 6 which is the General Disposal Authority for organisations to use when disposing of records created through business functions that are common to most organisations eg payroll and remuneration documents.
- GDA 7 which is the General Disposal Authority that provides guidance for staff when managing routine administrative and business processes common to most business functions eg disposal of routine operation and administration of information systems, including school website and social media.

All DA documents are broken down into Record Classes and these are numbered 1, 2, 3, etc.

For example, DA 699 Class 1.1 is **Old enrolment forms**.

Note that DA 699 only includes instructions for records that are particular to schools and not covered by other DAs. In order for the School Records - Retention and Disposal Schedule to be as useful as possible, we have included as many records as we can that a school may have, and referenced the different DAs.

## Discharging, destroying or transferring records to Archives New Zealand

If you have school records that are no longer required you may decide to destroy them, transfer them to Archives New Zealand, or discharge them.

### Destroying Records

The schedule identifies which school records can be disposed of by destroying them. Some schools will choose to retain records longer than the minimum retention period and others will destroy them as soon as they are legally able.

#### *Develop a standard process for authorising the destruction of school records*

- Destroy records annually or at other appropriate intervals, rather than a little at a time or in one large “clean out”.
- Consult the schedule to check whether the records may legally be destroyed. If you are in doubt, contact the Ministry’s Records Services team (email: [records.services@education.govt.nz](mailto:records.services@education.govt.nz)) for support.
- Check the age of the records to ensure the retention period has expired.
- Ensure that the records are no longer needed for school administration or reference purposes (including any pending legal actions).
- Obtain sign-off from the school Board’s presiding member before any records are discharged. Any delegation of this authority to the appropriate person should be minuted in Board records.
- Keep a record of the records to be destroyed in the documentation on your filing system (eg ‘agreed in the Board minutes dated xxx’).
- Note your next date for reviewing records, if you are going to retain them for a longer period. This ensures records are kept no longer than necessary.

#### *Destroying the records securely and completely*

- Select a destruction method that ensures the records are completely destroyed (eg shredding or permanently deleting an electronic file).
- Do not discard the records in the public rubbish collection as there is no guarantee that they will be destroyed completely or straight away.
- Take extra care with sensitive or confidential items.
- Shred electronic items such as old films and AV tapes if you are disposing of them.
- Delete electronic records. If you have any concerns that sensitive electronic records have not been completely destroyed contact the Ministry’s Records Services team (email: [records.services@education.govt.nz](mailto:records.services@education.govt.nz)), or Archives New Zealand ([rkadvice@archives.govt.nz](mailto:rkadvice@archives.govt.nz)) for support.
- Document that you have destroyed the records. This acts as evidence that you have followed a documented process when destroying a particular record.

## Transferring Records to Archives New Zealand

Below are some tips for transferring records to Archives New Zealand.

- Which documents are to be transferred and where to?

In some cases schools can deposit school records in a local Archives repository rather than with Archives New Zealand. If your school is interested in this option, you should contact Archives New Zealand to discuss it.

- Plan for periodic transfers.

Wait until you have a reasonable number of records before organising a transfer to Archives New Zealand. Transfer records annually or every two-to-three years, or at other appropriate intervals rather than a little at a time.

Contact Archives New Zealand before preparing records for transfer.

Refer to Fact sheet for Closed Schools – getting records ready for Archives.

- Follow Archives New Zealand's listing and boxing requirements.

Use the Archives New Zealand template to list records. This is available from the Archives New Zealand website [www.archives.govt.nz](http://www.archives.govt.nz).

- Box the records in Archives New Zealand boxes. These are provided through Archives New Zealand, and they are free of charge.
- Check any special conditions with Archives New Zealand.

Notify Archives New Zealand if you are transferring any records that may need special boxing requirements (eg large items such as maps, plans, registers etc). Photographs and films may also need special storage.

If you consider there should be access conditions for the records you are transferring, you will need to notify Archives New Zealand. In order to place access restriction on the records your school will need to sign an access authority (available from the Archives New Zealand website [www.archives.govt.nz](http://www.archives.govt.nz)). The school will also need to process any future access requests for the restricted records.

*The Ministry of Education recommends the following restrictions:*

- Records containing health or other highly sensitive information about named or identifiable individuals (whether students, staff or their families / whānau) – restrict for 100 years from the date of closure of the record.
- Records containing private information about named individuals (whether students, staff or their families / whānau) – restrict for 60 years from the date of closure of the record.
- All minutes and papers of meetings of school Boards – restrict for 10 years from the date of closure of the record (often this period will have expired before transfer).

*Sending documentation to Archives New Zealand:*

- Obtain a transfer agreement from Archives New Zealand. This is available from the Archives New Zealand website [www.archives.govt.nz](http://www.archives.govt.nz).
- Send the list of records and the completed transfer agreement (and access authority if necessary) to Archives New Zealand.
- When Archives New Zealand is satisfied the records are ready for transfer, they will arrange for a time for the records to be delivered to them.
- Document your transferred records.

Note on your list of school records to show when a record has been transferred to Archives New Zealand. This will enable you to refer to it again easily, or to direct queries that involve the material in these records to Archives New Zealand.

## Discharging School Records

One of the ways of disposing of records is through the process of discharging them.

Only some categories of school records can be discharged. The schedule shows which records these are. When these records have reached their minimum retention and are no longer required by the school, the Board can allow them to be given into the care of an organisation (eg the local hall society, marae committee or library) or given into the care of an individual.

Under the Public Records Act 2005, if records are being discharged into the care of an individual that person cannot be an employee of the school.

### *Develop a standard process for authorising the discharge of school records*

- Discharge records annually or at other appropriate intervals rather than a little at a time.  
  
Consult the schedule to check whether the records may legally be discharged. If you are in doubt, contact the Ministry's Records Services team (email: [records.services@education.govt.nz](mailto:records.services@education.govt.nz)) for support.
- Check that the records are no longer required by the school for administration or reference purposes (including any pending legal actions).
- A Discharge Authority Form (for the disposal of public records under section 20 (1) (e) of the Public Records Act 2005) must be completed by the relevant school/kura Board and authorised by the Chief Archivist before any discharge of records can take place.
- Obtain sign-off from the school Board presiding member before any records are discharged. Any delegation of this authority to the appropriate person should be minuted.
- The discharge of the records should be consistent with the principles of the Privacy Act 2020.
- Record the authorisation for the records to be discharged (eg 'agreed in the Board minutes dated xxx') in the documentation on the filing system. This means that if they are required in the future it will be easy to track where they have gone. This also acts as evidence that you have followed a documented process when discharging a particular record.
- Mark on the records that they have been discharged and the details of the process (this could be a school stamp with a note to say it has been discharged, the record class reference from the School Records – Retention and Disposal Schedule and the date of discharge).

Once the records have been discharged they are no longer public records. This means that they are no longer the responsibility of the Board and are not governed by the Public Records Act 2005.



## Closing or Merging School Records

When a school is closing there is usually a period between when the closure is approved and when it closes. During this time the Ministry usually engages a change manager to help support the board in its role to manage the wind up of the school.

On the date a school is closed, the Ministry of Education becomes responsible for the management of its records.

### Merging Schools

If a school merges with another, their records become the responsibility of the board of the continuing school.

Use the School Records Retention/Disposal Schedule to help organise school records.

### Managing Closed School Records

Refer to the [School Records - Retention and Disposal Schedule](#) to structure your lists and to determine retention periods.

Separate into types/classes of records as listed below. Sort individual files into date order if necessary.

1. Student Records
2. Governance
3. Personnel
4. Finance
5. Property
6. Administration
7. Significant Events and Milestones

*For example:*

**School** - Alton School - Closed School

**Class** - Governance

**Subject** - Board's annual report

**Open Date** - The date of the earliest document in the file. If you can only ascertain the year enter as 1 January.

**Closed Date** - The date of the last document in the file. If you can only ascertain the year enter as 31 December.

**Review Period** - Enter the destruction/review period of each file. This is the number of years to keep files according to the Schools Records Retention & Disposal Schedule. For example, if the closed date of the file is 12-02-2016 and the action specified in the Schedule is to keep for ten years, then the Review period is 10.

**Action** - Either "Archive" (For items to be sent to Archives New Zealand) or "Destroy" as per the Schools Records Retention & Disposal Schedule)

### What can be discharged or destroyed?

Records tagged and approved for destruction must be destroyed.

Discharge can apply to Special Character and Memorabilia records, which are not covered by the schedule. Archives NZ should be advised before discharges are made.

## Listing records for Disposal

On the school's file information, split records by type, then into Archive, Destroy or Discharge.

Records marked "Archive" will be transferred to Archives New Zealand and will be kept indefinitely.

Records marked "Destroy" for which the review date has passed. Tag for "Immediate Destruction".

Records marked "Destroy" for which the review date is in the future must be kept until the end of the retention period.

These records will be managed by the Ministry of Education.

## Disposal of Records

**Authorisation:** If the school is still open, the Presiding Member of the School Board is to authorise further actions. If the school is closed, the Director of the Ministry of Education regional office concerned should sign off for destruction of records and the Records Manager of Ministry of Education National Office should authorise transfer to Archives New Zealand.

**Destruction:** Forward the "immediate destruction" list to the relevant authority and ask for approval to destroy these records. Document the approval and then dispose of these files in a secure destruction bin.

**Offsite Storage:** Notify Records Services Ministry of Education when the boxes are ready to be sent offsite and they will arrange a pickup.

**Transfer to Archives New Zealand:** Contact Records Services at the Ministry for help to action the transfer.

## Effective records management systems

### What does an effective records management system look like?

Schools have their records across a number of different systems. Most schools will have some paper files, as well as electronic files and information held in particular systems, for example in your Student Management System (SMS), in ENROL etc.

Below are some indicators of an effective records management system:

- There is a dedicated person (or team of people) at your school / kura who know what types of records the school has, and how they are documented. While some schools will have a detailed register of each record, others will have a more general information, and some may not have information about the filing system that the school / kura files at all. Archives New Zealand encourages schools to develop more detailed records rather than the more general approach.
- There is a person (or team of people) at a school / kura who understand the records management system, and it is part of their role to support and develop it. This includes knowledge of the legal requirements around school record keeping (or where to find the legal requirements).
- There is a system for developing new school / kura records (paper and digital) and maintaining school records.
- There is a system for people to access particular records, and to record who has accessed the records eg when school records information is requested (eg by past pupils or police) a record is kept of what has been provided.
- There is a system for considering which records need to be destroyed, discharged or transferred, and when this should happen. The board is aware of its role here and it is undertaken regularly. Board minutes record the decisions that the board makes in relation to its school records.
- Documentation is updated when records are destroyed, discharged or transferred to Archives New Zealand.
- Where a school has more than one person involved in records management, they are in communication to ensure effective processes and management are taking place.
- People know where to go to ask for help when they have a query about school records. This could include a school executive officer, administration person or records management person, school archivist, NZSTA, Archives NZ, Ministry of Education.
- As part of the staff induction pack there is information about school / kura records and how they are managed.
- Members of the staff / board take part in a self review process (see example of a Self Review Fact Sheet at the end of this document) to help strengthen awareness and practices around records management.
- The records are stored in an orderly and safe way.

- It is clear which document is the original and which is a copy (if a copy is being kept for a particular reason). The original is the main document to be kept.

### *Records for a Kāhui Ako / Community of Learning*

The lead school of a Kāhui Ako| Community of Learning is responsible for the Kāhui Ako records. It should be clear which school has this responsibility for their Community of Learning.

## Digital Records

More and more communications and records are being retained electronically. They are quick to develop, easy to send and take up little physical storage.

The same retention and disposal timeframes are required for all school records – whether they are paper or electronic.

### What advantages do good electronic records give schools?

Communicating and finding information, both files and their contents, can be quick and easy when messages, documents and images are created and kept in digital format. Schools are responsible for making sure that they remain readable, and reliable for as long as they need to be kept.

### Tips for keeping electronic records

- Be clear about which record is your official master record (or final version).

Where you decide that an electronic file is your master school record you need to make sure it is included in your records processes.

- Make sure your files are backed up. It is recommended that you have backup of the backup (with each backup saved in a separate, secure place off site).
- Keep your official electronic documents, including emails, in your school's main electronic system, not in personal systems or drives.
- Try to keep the same naming structure for your electronic directory and file folders as for your paper files.
- Use the same standard names for both paper and electronic records. This makes information easier to locate.
- Develop a security procedure for your electronic records that includes protecting passwords.
- Consider strategies to protect your school from cyber-attacks. Refer to [Creating a cyber security policy for your school - Ministry of Education](#) or visit our website: [Home - Ministry of Education](#) and search on digital technology cyber security.
- Privacy issues should be considered when storing digital information. Schools need to follow the Privacy Principles as defined by the Privacy Commissioner. Refer to: <https://www.privacy.org.nz/the-privacy-act-and-codes/privacy-principles/> or [privacy.org.nz](https://www.privacy.org.nz) and search on privacy principles.

### Tips for the storing electronic records.

- Think about how you will manage your information as technology becomes out-dated. eg floppy disks have become obsolete and CDs are all but obsolete. If your

school has information stored on older forms of technology, how will you save this information and continue to make it accessible?

- When upgrading software, consider selecting common, widely supported packages and industry standard file formats eg PDF, Word etc.
- Transfer important electronic records to your new or upgraded software so that they are in the most up to date format. If necessary, ask Archives NZ for advice when planning to migrate records to a new or upgraded system.
- Store mobile devices away from magnetic fields, sunlight or extreme temperatures and humidity.

## **The Cloud**

Many schools save their records on The Cloud. Using The Cloud as a storage system needs to be managed as you would any other record keeping system. While this is easy and quick you also need to ensure that you have identified any risks as well as benefits associated with this storage system.

Your board and school management should consider:

- Are our electronic records controlled so that they are able to be identified and retrieved without damage or being lost? Are our electronic records managed systematically?
- Can we control who has access to the information stored on The Cloud? Are our staff trained to run our system?
- Have we identified who 'owns' the data stored on The Cloud and who has access to this data?
- We know that records stored on The Cloud need to be disposed of, just like physical records. Are they included in our document management schedule?

## The Schedule:

# How to use the School Records Retention and Disposal Schedule

1. Find out the part of the schedule which applies to the particular record.

The schedule is divided into **7 classes**:

- i Student Records
- ii Governance
- iii personnel
- iv Finance
- v Property
- vi Administration
- vii School history.

Each class contains a broad definition of the records it covers and detailed lists of these records.

2. Find what category the record fits into.

The examples in the schedule are not exhaustive, but you should still be able to fit your record into a relevant category. If you have an example which is not listed or does not fit into a category you can contact the Ministry's Records Services team (email: [records.services@education.govt.nz](mailto:records.services@education.govt.nz)) for support.

If your record fits into more than one category then select the category that best fits the record.

3. Note how long the records must be kept. Retention periods are minimum – you can keep records for longer but try to ensure that you have a genuine reason for retaining records for longer – particularly if those records contain personal information.

4. Find what retention or disposal action applies to the record.

The 'action' column for the category you have selected will tell you how long you need to keep the record and what actions need to be taken after that.

5. Find out why the retention and disposal rules apply to the record.

Each category includes reasons for retention and disposal of the relevant record.

If you are in doubt if particular legislation applies to your circumstances, you should obtain legal advice.

While the schedule will be updated from time to time, legislation may change in the interim. You can contact the New Zealand School Trustees Association (NZSTA) for advice. The NZSTA helpdesk number is 0800 782 435.

6. If you are contacting Archives NZ about a particular class of record and the actions that your school wish to take in relation to the record, then quote the Archives NZ Reference. We have tried to include a wide range of school records in the schedule. The actions relating to some records are specifically approved for schools (and this schedule) and the actions relating to other documents are approved under various General Disposal Authorities (DAs).



# School Records Schedule

## Class 1: Student records

This class of records includes enrolment forms, admission and withdrawal registers, enrolment scheme ballot administration documents, individual student records, disciplinary information, aggregated student data and residential care records.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.1	<p>Old enrolment forms (which were called E19/22A or white cards)</p> <p>In use prior to rollout of ENROL (the Ministry of Education electronic enrolment management system)</p>	Completed E19/22A enrolment forms (white card) – originals. For copies, see 1.2.	<p>When the student goes to another school, forward to the new school if requested. Keep a photocopy (see 1.2).</p> <p>The last school must keep for 7 years after the student has left the school system or until the student has turned 25 years old (whichever is the longer). Then it may be destroyed with the permission of the board.</p> <p>If the school is closing forward to the student's new school.</p> <p>If the school is closing, and the student is also leaving the school system, sort, list, box and send these records to the regional Ministry office for off-site storage. They may then be destroyed when the 7 year period has expired.</p>	<p>Audit purposes – refer to Section 237 Education &amp; Training Act 2020</p> <p>Rule 5 of the Rules for Student Enrolment Records NZ Gazette 8 October 2009, and its amendment NZ Gazette 8 March 2012.</p>	DA 699 Class 1.1

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.2	Other individual student enrolment information and forms (except for those relating to students in class 1.9)	<p>School's own enrolment record completed and signed by the parent(s)/guardian(s) and/or student.</p> <p>Copies of the old enrolment forms E19/22A.</p> <p>School's own enrolment information / forms relating to international students.</p> <p>School's own records of information uploaded into the Ministry of Education electronic enrolment management system.</p>	<p>Keep until the student is 25 years old and then it may be destroyed with the permission of the board.</p> <p>If the school is closing, and the student is also leaving the school system, sort, list, box and send these records to the regional Ministry of Education office for off-site storage. They may then be destroyed when the student is 25 years.</p>	<p>Audit purposes – refer to Section 237 Education &amp; Training Act 2020</p> <p>Rule 5 of the Rules for Student Enrolment Records NZ Gazette 8 October 2009 and its amendment NZ Gazette 8 March 2012.</p>	<p>DA 699</p> <p>Class 1.2</p>
1.3	Enrolment administration records developed by the school	<p>Enrolment templates, forms, information.</p> <p>Templates, forms developed for enrolment of international students.</p> <p>Admission, withdrawal forms and templates.</p> <p>Ballot administration (except for ballot papers – see class 1.5, and statement of proper conduct of ballot – refer to class 2.1)</p>	<p>Keep until they are no longer administratively required and all reporting requirements have been met. Then they can be destroyed with permission from the board.</p>		<p>DA 699</p> <p>Class 1.3</p>



Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.4	Enrolment scheme ballot administration (except statements signed by the ballot supervisor certifying the ballot has been properly carried out – refer to class 2.1)	Lists of potential enrollees Records relating to the ballot process Ballot papers.	Keep until all operational / administrative actions have been completed.  Then they can be destroyed with permission from the board.	Privacy Considerations – refer to:  Part 3, Subpart 1 Privacy Act 2020 (Information Privacy Principle 9)  Schedule 20 Clause 6(4) Education and Training Act 2020	DA 699 Class 1.4
1.5	Attendance records  Note: Where Admission and Withdrawal information prior to rollout to school/kura of ENROL (the Ministry of Education electronic enrolment management system) is lost, schools should keep attendance registers in their place.	Attendance registers Roll books Approved electronic attendance registers Printouts from electronic attendance registers Lists of absences.	Keep for 7 years from the date of last entry.  Then they can be destroyed with permission from the board.	Compliance with legislation – refer to:  Education (School Attendance) Regulations 1951  Ministry circulars 1997/24; 2010/19; 2013/07; 2013/21	DA 699 Class 1.5

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.6	<p>Registers of admission and withdrawal records</p> <p>Prior to rollout to the school of the Ministry of Education electronic enrolment management system.</p> <p>Note: Records in class 1.5 are to be retained as a substitute record if these records have not survived.</p>	<p>Register books</p> <p>Student management system data.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ 10 years from the date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>		<p>DA 699</p> <p>Class 1.6</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.7	Records relating to individual students kept by the school and not transferred on to the student's next school (except for those relating to students in class 1.9, and students' own work - not public records).	<p>School reports</p> <p>Testimonials</p> <p>Test results.</p> <p>Unit Standard passes</p> <p>Internal assessment grades</p> <p>External exam results</p> <p>Other records, such as logbooks, examination registers, progress and achievement dat.</p> <p>Documentation required for international students, such as eligibility checks, contracts, insurance, and accommodation agreements</p> <p>Health records (including psychiatric reports)</p> <p>Records from Resource Teachers: Learning and Behaviour, Learning Support Co-ordinators, SENCO</p> <p>Safety care plans for students with special needs</p> <p>Care plans for vulnerable students</p> <p>Career advice, guidance, counselling, case files</p> <p>Parental consents and requests</p> <p>Legal records (custody and criminal reports).</p>	Keep until all operational / administrative actions and reporting actions have been completed by the school. Then they can be destroyed with permission from the board.	<p>Privacy considerations – refer to:</p> <p>Part 3, Subpart 1 Privacy Act 2020.</p> <p>Return to the student requires the approval of Archives NZ – refer to:</p> <p>Section 25 Public Records Act 2005</p>	<p>DA 699</p> <p>Class 1.7</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.8	Records relating to individual students transferred to the student's next school (except for those relating to students in class 1.9, and students' own work - not public records). Any versions or copies retained fall into class 1.7.	Academic progress records Pastoral records Resource Teacher Learning and Behaviour (RTLb) records.	Keep until all operational / administrative and reporting actions have been completed by the last attended school. Following this the period the records may be destroyed with permission from the board.	Privacy considerations – refer to: Part 3, Subpart 1 Privacy Act 2020 (Principle 9). Return to the student requires the approval of Archives NZ – refer to: Section 25 Public Records Act 2005	DA 699 Class 1.8
1.9	Records relating to students who received significant awards or honours, and/or achieved high distinction or fame.  (Refers also to records in 1.1, 1.2, 1.7 and 1.8 about individual students)	Knighthoods / Dames Order of New Zealand Order of Merit Honorary Doctorate Academic Medal Literary Award Rhode Scholars International Scholarships Olympic Medal World Sporting Title  International sports representative, such as All Blacks, Silver Ferns, New Zealand Cricket Representatives.	May be sent to Archives NZ 10 years from the date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to: Section 21 Public Records Act 2005	DA 699 Class 1.9

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.10	Summary disciplinary records (except expulsions)	Punishment books Detention books Punishment data in student management systems Excluded student specific files Records of physical restraint.	May be sent to Archives NZ 10 years from the date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	DA 699 Class 1.10
1.11	Student support administration and management  For records relating to an individual student, refer to classes 1.7, 1.8 and 1.9	Liaison with businesses for workplace experience opportunities Career advice, guidance and counselling services administration Administration of student exchange programmes English as a Second Language tuition.	Keep until all operational / administrative actions have been completed by the school. Then they can be destroyed with permission from the board.	Part 3, Subpart 1 Privacy Act 2020 (Principle 9).	DA 699 Class 1.11

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.12	<p>Student health, safety and wellbeing administration and management</p> <p>For records relating to an individual student, refer to classes 1.7, 1.8 and 1.9</p> <p>(For records of complaints and discipline that go to the Board, including bullying and cyberbullying and student on student situations also see 2.8 and 2.9)</p> <p>For workplace safety, refer to class 3.</p> <p>For security and vetting refer to class 3.11.</p>	<p>Speech and language therapy services</p> <p>In-school health services</p> <p>Liaison with student health providers</p> <p>Out-of-school hours care, e.g. walking bus rosters, after-school sport arrangements</p> <p>Bullying, cyberbullying, harassment prevention and response administration</p> <p>Health and safety support and information</p> <p>Child protection administration.</p>	<p>Keep for 7 years from the date of last entry.</p> <p>Then they can be destroyed with permission from the board.</p>	Part 3, Subpart 1 Privacy Act 2020 (Principle 9).	DA 699 Class 1.12
1.13	Aggregated data about students	<p>Reports produced from school databases.</p> <p>Reports produced from the Ministry of Education electronic enrolment management system.</p> <p>Data produced by Communities of Learning, such as demographics, student achievement and student wellbeing. Implementation of teaching and leadership practice, perception of schools, and how values and culture of schools are put into practice.</p>	Keep until all administrative actions and reporting actions have been completed by the school / Community of Learning. Then they can be destroyed with permission from the board.		DA 699 Class 1.13

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
1.14	Residential Care Records Includes Special Residential School and school hostels that are under the governance of the Board.	Records / log books for night duty Records / log books for day duty Incident books.	May be sent to Archives NZ 10 years from the date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Part 6, Clause 58 Oranga Tamariki (Residential Care) Regulations 1996 Order in Council.	DA 699 Class 1.14
1.15	Residential Special School Student Records	Includes initial referral documentation, signed informed consent forms, case notes, assessment records, correspondence, reports, clinical documentation, and reports from other agencies or specialists pertaining to that child. Legal records (custody and criminal reports) along with student records detailed in 1.7.	Keep for 10 years after the student's 21 birthday or their death. Then they then can be destroyed with permission from the board.	Aligns with retention of Ministry of Education Learning Support Client Records (DA 423 class 1.1)  Privacy considerations – refer to:  Part 3, Subpart 1 Privacy Act 2020 notably Principles 9 & 10	DA 699 Class 1.15



# School Records Schedule

## Class 2: Governance records

Governance Records are documents that relate to board of trustee's control and management of the school. They include board minutes and agendas, planning, goals, annual report, policies, guidelines, board election material and correspondence.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.1	Minutes and agendas of Board meetings, and other records documenting its decisions and discussions, including its committees.  (Excludes in-committee minutes and agendas – see sub-class 2.2).	Minutes and agendas  Committee minutes and agendas  Papers, such as reports attached to the minutes  Consolidated regular reporting, such as health and safety reports, risk register reports.	Keep indefinitely  May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	DA 699  Class 2.1



Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.2	In-committee minutes and agendas of Board meetings  Sensitive issues kept separate from sub-class 2.1)	Minutes and agendas Committee minutes and agendas Papers, such as reports attached to the minutes.	Keep indefinitely  May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	DA 699 Class 2.2
2.3	Strategic plans and goals documents developed by the Board including the Ten-year property plan where it applies to a school.	Charter Strategic plans Implementation plans School goals Ten-year property plan (10YPP) Memorandum of Understanding, Memorandum of Agreement or other establishment documents for Community of Learning Goals relating to significant partnerships / initiatives with iwi and other Māori groups, community groups or other organisations.	Keep indefinitely  May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	DA 699 Class 2.3

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.4	Annual report of the Board, incorporating the annual financial report.	Annual report Annual financial report.	Keep indefinitely  May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	DA 699 Class 2.4
2.5	Significant school policies, bylaws, procedures, guidelines, rules, codes of practice (including major reviews) developed by the Board.  Includes documents that have been based on template resources available from the Ministry of Education, New Zealand School Trustees Association (NZSTA) or other relevant body, where significant changes have been made, such as adding or deleting fields, paragraphs or bullet points.	Treaty partnership and relationships with Māori / iwi /mana whenua  International students  Cohort entry  Response to traumatic incidents or civil defence emergencies  Drinking water quality where the school is not on town supply.	Keep indefinitely  May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	DA 699 Class 2.5

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.6	<p>Operational and routine administrative school policies, plans, procedures, guidelines, rules, codes of practice developed and managed by the Principal.</p> <p>Includes documents that have been based on template resources available from the Ministry of Education, New Zealand School Trustees Association (NZSTA) or other relevant body, where the school has adopted the wording of the template and made only minor amendments, such as the name and address of the school, or small changes to wording, numbers, and printouts of standard processes or procedures from a third party source.</p>	<p>Policies developed under Education Act requirements, such as curriculum delivery, evaluation and assessment reporting on student achievement, student attendance suspension or withdrawal, special needs.</p> <p>Policies developed under Education Act guidelines, such as property, purchasing, financial, meeting procedure.</p> <p>Technology teaching and learning, ICT / internet use.</p> <p>Health and Safety</p> <p>Child Protection</p> <p>Emergency procedures</p> <p>School's copy of the Funding Agreement – School Lunch Programme</p> <p>Operational plans.</p>	<p>Keep until they are no longer administratively required, and all reporting requirements have been met. Then they can be destroyed with permission from the board.</p>		<p>DA 699</p> <p>Class 2.6</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.7	Board election records documenting the process of electing members to the Board of state and state integrated schools	<p>Advertisements</p> <p>Candidate statements</p> <p>Voting papers</p> <p>School electoral Rolls.</p>	<p>Send the voting forms to the District Court as soon as possible after the election result is declared.</p> <p>Keep all other records after the result of the election is declared, They may be destroyed 6 months after the election is declared, with the permission of the board.</p>	<p>To preserve evidence of the election process during the 60 day period the Minister has to decide whether to declare an election invalid – refer to:</p> <p>Section 170 of the Education and Training Act 2020.</p> <p>Privacy Act 2020 (school electoral rolls)</p> <p>School must forward voting papers and a copy of the school electoral roll to the District Court, which must destroy them at the end of 6 months – refer to:</p> <p>Regulation 25 Education (Board Elections) Regulations 2022.</p>	<p>DA 699</p> <p>Class 2.7</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.8	<p>Significant correspondence of the Board, including principal's emails / correspondence where acting under delegated authority.</p> <p>This class includes correspondence about matters of significant community interest, matters relating to major school programmes and activities, and matters relating to the legal rights and entitlements of principals, staff, students and parents.</p>	<p>Reporting to external organisations such as the Ministry of Education, government social agencies</p> <p>Major partnerships, initiatives and other programmes with iwi, mana whenua and other Māori groups, and other community groups</p> <p>Erecting monuments to mark significant community or cultural events (such as statues, carved gateways)</p> <p>Visits of dignitaries (such as the Governor-General, a famous ex-student)</p> <p>School jubilees</p> <p>Significant facilities developed resulting from major fund-raising initiatives (such as community pools, arts centres, gymnasiums)</p> <p>Major changes of school uniform</p> <p>Major disasters</p> <p>Significant complaints and discipline matters including student complaints e.g. bullying and cyberbullying</p> <p>Major or unusual Privacy Act requests and complaints (discuss with your lawyers or the Privacy Commissioner)</p> <p>Setting the amount of donations requested from parents</p> <p>Setting of attendance dues (state integrated schools)</p> <p>Varying school hours</p> <p>Major interventions</p> <p>School reorganisations, closures and mergers</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005</p>	<p>DA 699</p> <p>Class 2.8</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
2.9	Operational correspondence of the Board kept for audit purposes, which does not fall within the “significant” category in class 2.8, including principal’s emails / correspondence where acting under delegated authority.	<p>Conflicts of interest notification to the Ministry of Education</p> <p>General comments on legislation, including statutory regulations</p> <p>Requests for funding</p> <p>Routine fund-raising activities</p> <p>Routine Privacy Act requests and complaints (discuss with your lawyers or the Privacy Commissioner)</p> <p>Correspondence dealing with OIA matters or Ombudsmen requests</p> <p>Minor interventions</p> <p>Minor complaints and discipline matters handled by school staff including the Principal</p> <p>Student achievement</p> <p>Setting up sports clubs</p> <p>Offsite locations for school</p> <p>Community consultation / engagement surveys raw data.</p>	<p>Keep for 7 years from the date of last entry.</p> <p>Then they can be destroyed with permission from the board.</p>	<p>For audit purposes – refer to:</p> <p>Sections 15 &amp; 16 Public Audit Act 2001</p> <p>Section 463 Education and Training Act 2020</p>	<p>DA 699</p> <p>Class 2.9</p>
2.10	Routine correspondence and other records of the Board, including principal’s emails / correspondence where acting under delegated authority that do not deal with matters falling into any other class in this schedule.	<p>Advertising</p> <p>Messages of condolence, appreciation, thanks, greeting, congratulations etc.</p> <p>Ministry circulars / gazettes</p> <p>Training brochures</p> <p>General procedural information from Audit New Zealand.</p>	<p>Keep until they are no longer administratively required and all reporting requirements have been met. Then they can be destroyed with permission from the board.</p>		<p>GDA6</p> <p>6.1.19</p>



# School Records Schedule

## Class 3: Personnel records

Personnel Records covers records relating to the employment, management and professional development of all staff and health and safety (incident management records and police vetting) as well as staff surveys.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
3.1	Personnel records of staff and principals who received significant awards or honours, and/or received high distinction or fame.	Knighthoods / Dames Order of New Zealand Order of Merit Honorary Doctorate Academic Medal Literary Award Olympic Medal World Sporting Title International sports representative, such as All Blacks, Silver Ferns, NZ Cricket Rep etc.	May be sent to Archives New Zealand when all conditions have been met & administratively no longer required for reference purposes unless arrangements are made with Archives NZ for the school to keep them longer. If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.		GDA 6 3.1.2
3.2	All other individual staff personnel files, including principals. Note: this class is subject to class 3.5.		Keep for 7 years from the date of employment. Then they can be destroyed with permission from the board.	Compliance with legislation – refer to: Section 130 Employment Relations Act 2000 Part 3, Subpart 1 Privacy Act 2020	GDA 6 3.1.3

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
3.3	Payroll, salaries, allowances etc. Note: for records kept on an individual staff member's personnel file, refer to class 3.2 above. These records should be removed from the employee's personal file and destroyed 7 years from the date of last action.	Payroll reports Incentive allowances  Additional payments / remuneration made to principals  Salary rates and ranges for occupational groups / positions  General records and correspondence relating to the setting and administration of remuneration.	Keep for 7 years from the date of employment.  Then they can be destroyed with permission from the board.	Compliance with legislation – refer to:  Section 130 Employment Relations Act 2000  Part 3, Subpart 1 Privacy Act 2020	GDA 6 3.4.2 & 3.4.3
3.4	Leave and staff attendance records. Note: for records kept on an individual staff member's personnel file, refer to class 3.2 above.	Timesheets.  Leave requests.	Keep for 7 years from the date of employment.  Then they can be destroyed with permission from the board.	Section 130 Employment Relations Act 2000  Part 3, Subpart 1 Privacy Act 2020  Section 81 Holidays Act 2003	GDA 6 3.4.1
3.5	Staff grievances and disputes. Note: if any of these records are kept on an individual staff member's personnel file, the retention period in this class overrides that in class 3.2 above. These records should be removed from the employee's personal file and destroyed 7 years from the date of last action.	Discrimination and other complaints  Disciplinary matters and dismissals  Correspondence with unions.	Keep for 7 years from the date of last action.  Then they can be destroyed with permission from the board.	Compliance with legislation – refer to:  Part 3, Subpart 1 Privacy Act 2020  Part 9 Employment Relations Act 2000	GDA 6 3.6.4



Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
3.6	Recruitment correspondence and administration.  Notes: for records kept on the successful applicant's personnel file, refer to class 3.2 above.  For safety checks and vetting of successful applicants, refer to class 3.11 below.	Position descriptions Advertising CVs Administration of interview process Information relating to applicants.	Keep until they are no longer administratively required and all reporting requirements have been met. Then they can be destroyed with permission from the board.	Part 3, Subpart 1 Privacy Act 2020	GDA 6 Class 3.2.2
3.7	Training and development correspondence and administration. Note: for records kept on an individual staff member's personnel file, refer to class 3.2 above.	Attendance at courses, seminars, conferences etc.  Health and safety induction, training and education  Post-study and training reports to school board  Administration of performance management system.	Keep for 7 years from the date of last action.  Then they can be destroyed with permission from the board.	Section 36 Health and Safety at Work Act 2015.	GDA 6 Class 3.7.1 & 3.7.3
3.8	Non-notifiable injury and incident management records (staff and students). Note: if the school records all injury and incident management in one register, retain it under class 3.9 below.	Accident registers (non-serious)  Records of incidents and injuries that do not need to be notified to WorkSafe NZ.	Keep until the school closes, or in the case of a merger of schools, until the continuing school closes.  Then they can be destroyed with permission of the board.	Section 44 Health and Safety at Work Act 2015.	DA 699 Class 3.1

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
3.9	Notifiable injury and incident management records (staff and students)	<p>Accident registers (serious).</p> <p>Records of incidents and injuries that are required to be notified to WorkSafe NZ, such as fatalities, serious injuries, serious threats to health and safety, near misses of significant proportions.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005.</p> <p>Also refer to:</p> <p>Section 57 Health and Safety at Work Act 2015.</p>	<p>DA 699</p> <p>Class 3.2</p>
3.10	<p>Workplace health and safety planning and administration</p> <p>Note: for health and safety training , see class 3.7</p>	<p>Health and safety planning for school activities and events.</p> <p>Hazard and risk identification, registers.</p> <p>Health and Safety Committee records.</p> <p>Administration of health and safety procedures.</p> <p>Health and safety exercises and drills.</p>	<p>Keep for 7 years from the date of last action.</p> <p>Then they can be destroyed with permission from the board.</p>	<p>For audit purposes.</p> <p>Also refer to:</p> <p>Section 36 Health and Safety at Work Act 2015.</p>	<p>GDA 6</p> <p>Class 3.5.1</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
3.11	Safety checks and vetting. Note: for records kept on an individual staff member's personnel file, refer to class 3.2 above.	<p>Safety checks and vetting carried out by the school (including those relating to volunteers where carried out).</p> <p>Police vetting initiated by the school.</p> <p>Liaison / correspondence with other agencies carrying out safety checks and vetting, such as the Education Council, relieving teacher agencies, health providers, contractors etc.</p> <p>Responses to other agencies seeking confirmation that safety checks and vetting have been carried out on a school staff member, e.g. Children's Teams under the Vulnerable Children Act 2014.</p>	<p>Keep for 7 years from the date of last action.</p> <p>Then they can be destroyed with permission from the board.</p>	<p>For audit purposes.</p> <p>Also refer to: - Vulnerable Children Act 2014.</p>	<p>GDA 6</p> <p>Class 3.2.5</p>
3.12	Summary information about safety checks and vetting (where held by the school)	<p>Date of initial safety check.</p> <p>Date of most recent safety check.</p> <p>Date when next safety check is due.</p> <p>Whether results are satisfactory or unsatisfactory.</p>	<p>May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to: Section 21 Public Records Act 2005</p> <p>Also refer to: - Vulnerable Children Act 2014</p>	<p>DA 699</p> <p>Class 3.23</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
3.13	<p>Summaries of employee histories This class covers summaries of personnel history that document details such as:</p> <p>Name</p> <p>Date of Birth</p> <p>Positions held and salary</p> <p>Dates of employment</p> <p>(Note: This class only applies where such summary information is held by the school and can easily be identified and retrieved.)</p>	<p>Employee summary sheets or cards.</p> <p>Employee indexes.</p> <p>Information on HR databases, spreadsheets etc.</p>	<p>May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005.</p> <p>Part 3, Subpart 1 Privacy Act 2020</p>	<p>GDA 6</p> <p>Class 3.1.4</p>
3.14	<p>Summary reports of Employee surveys. This class covers the results of any surveys a school carries out on employees' attitudes and concerns.</p>	<p>Summary reports of survey results.</p>	<p>May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005.</p>	<p>GDA 6</p> <p>Class 3.5.6</p>



# School Records Schedule

## Class 4: Finance records

This class of records includes the school's accounting and other financial transactions, including documents relating to financial reporting, budgeting, funding, insurance, audit and fraud.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
4.1	Routine accounting records.	Ledgers Cash books Creditors and debtors Sales and purchases Asset registers Maintenance fees Capital / deferred expenditure Invoices Receipts and receipt books Bank statements Cheque and deposit books Term deposits All ITD returns Reimbursement for expenses claims Delegations.	Keep for 7 years after the date of the last action (or 10 years if IRD has advised of a pending audit before the 7 year period expires).  Then they can be destroyed with permission from the board.	Compliance with legislation - refer to:  Section 22 Tax Administration Act 1994	GDA 6  Class 4.3.1, 4.3.2, 4.3.3 & 4.3.4

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
4.2	Loans and investments documentation for all loans, including those from the Crown or other financial institutions.	<p>Loan agreements</p> <p>Investment agreements</p> <p>Loan or investment negotiation decisions / correspondence.</p>	<p>May be sent to Archives New Zealand when all conditions have been met &amp; administratively no longer required for reference purposes unless arrangements are made with Archives NZ for the school to keep them longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Compliance with legislation - refer to:</p> <p>Section 22 Tax Administration Act 1994</p> <p>For audit purposes – refer to:</p> <p>Sections 15 &amp; 16 Public Audit Act 2001</p> <p>Section 463 of the Education and Training Act 2020</p>	<p>GDA 6</p> <p>Class 4.3.5</p>
4.3	Routine budgeting and financial reporting.	<p>Budgets</p> <p>Monthly reports</p> <p>Quarterly reports</p> <p>Occasional reports on specific issues</p> <p>Reports to Charities Commission or other sources of funding on how the funds were spent.</p>	<p>Keep for 7 years after the date of the last action.</p> <p>Then they can be destroyed with permission from the board.</p>	<p>For audit purposes – refer to:</p> <p>Sections 15 &amp; 16 Public Audit Act 2001</p> <p>Section 463 of the Education and Training Act 2020</p>	<p>GDA 6</p> <p>Class 4.1.2</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
4.4	Strategic records relating to the use of major sources of funding. Excludes documentation relating to normal operations grants from the Ministry of Education – refer to 4.2 above.	Community grants Sponsorship Trust funds Bequests Donations.	May be sent to Archives NZ 10 years from the date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	GDA 6 Class 4.3.6
4.5	Insurance policies and claim documentation.	Insurance policies, such as property, litigation protection, ACC / Accident Insurance, etc.  Correspondence about insurance claims.	Keep for 7 years after the date of the last action.  Then they can be destroyed with permission from the board.	Compliance with legislation - refer to:  Section 22 Tax Administration Act 1994  For audit purposes – refer to:  Sections 15 & 16 Public Audit Act 2001  Section 463 of the Education and Training Act 2020  To provide evidence should the school need to take or defend legal action relating to the policy – refer to:  Section 11 Limitation Act 2010	GDA 6 Class 4.2.7 & 4.2.8

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
4.6	Major audit reports and responses to major audits / reviews, where there is evidence of fraud, wrong doing.	Discretionary audits carried out by the Office of the Auditor-General.  School's response to discretionary audit findings.	May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	GDA 6 Class 7.1.1
4.7	Routine audit and audit administration.	Annual audit report  Routine / non-controversial IRD, Education Review Office (ERO) reviews.  Audit working papers  Support papers to audit reports.	Keep for 7 years after the date of the last action.  Then they can be destroyed with permission from the board.	For audit purposes – refer to:  Sections 15 & 16 Public Audit Act 2001  Section 463 of the Education and Training Act 2020	GDA 6 Class 7.1.2
4.8	Serious fraud and theft within the school management or staff structure.	Serious fraud  Serious theft  Serious negligence  Major misappropriation.	May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	GDA 6 Class 7.1.3



Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
4.9	Minor fraud and theft within the school management or staff structure.	Minor fraud Minor misappropriation Minor negligence Petty theft Small over-claims of expenses.	Keep for 7 years after the date of the last action.  Then they can be destroyed with permission from the board.	For audit purposes – refer to:  Sections 15 & 16 Public Audit Act 2001  Section 463 of the Education and Training Act 2020  To provide evidence should the school need to take or defend legal action relating to the policy – refer to:  Section 11 Limitation Act 2010	GDA 6  Class 7.1.4



# School Records Schedule

## Class 5: Property records

Property records include documents that relate to the acquisition, management maintenance and disposal of property and equipment owned, occupied or controlled by the school. It also includes documents that relate to tenders, building security, hazardous substances and administration for student accommodation.

For integrated schools most property documents relating to land and building plans will be the property of the proprietor. These records are retained by the proprietor and not transferred to Archives NZ.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.1	Land ownership and/or occupancy documentation relating to property owned or leased by the Crown.  Note: The original records are held by the Crown (state schools) or privately in the case of state integrated schools and partnership schools.	School copy of Property Occupancy Document (POD).  School copies of deeds, certificates and/or other documents of title to real estate owned by the Crown.	Keep until they are no longer administratively required, and all reporting requirements have been met. Then they can be destroyed with permission from the board.	POD is gazetted under Part 3, Clause 161 of the Education and Training Act 2020	The Ministry of Education Disposal Authority
5.2	Land ownership documents relating to land owned by state schools.	Deeds, certificates and/or other documents of title to real estate owned by the school.	Keep indefinitely  May be sent to Archives NZ 10 years from the date of last action, unless arrangements are made with Archives NZ for the school to keep them longer.  If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to:  Section 21 Public Records Act 2005	GDA 6  Class 2.2.6

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.3	Lease agreements.	Leases of land Leases of buildings Forestry leases or licenses Grazing leases or licenses Leases with other occupants of school property e.g. teacher houses, Early Childhood Centres, kindergartens.	Keep for 12 years from date of termination of the lease. Then they can be destroyed with permission from the board.	Section 21 Limitation Act 2010	GDA 6 Class 4.2.5
5.4	Occupancy licences with other occupants of school property.	Short term hires, such as one-off hall hires Night classes Use of school pool Playgroups Mobile dental clinics Licence to locate ICT and internet equipment on school site to provide community access.	Keep for 12 years from date of termination of the licence. Then they can be destroyed with permission from the board.	Section 21 Limitation Act 2010	GDA 6 Class 5.1.6
5.5	Equipment leases	Photocopiers Laptops ICT equipment Audio-visual equipment	Keep for 7 years from date of termination of the lease. Then they can be destroyed with permission from the board.	Section 11 Limitation Act 2010	GDA 6 Class 4.2.5

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.6	<p>Original or master site plans and building details held by the school, (e.g. for buildings owned by a state school), and original or master documentation held by the school relating to construction, works and engineering involving large capital expenditure, innovation or having heritage value.</p> <p>Includes major new permanent buildings, demolition of major buildings, major alterations, restoration (or demolition) work on historical buildings, such as 19th century buildings or those with a Historic Places Trust rating, or buildings that have won a major architectural award</p> <p>(Note: for routine property work, refer to class 5.7).</p>	<p>Final construction designs/plans and specifications</p> <p>Records of methods and designs used</p> <p>Summary project progress and inspection reports by architects and contractors</p> <p>Final building specifications</p> <p>Final plans e.g. floor plans</p> <p>Final drawings e.g. site elevations</p> <p>Plan/map registers and indexes</p> <p>Project records containing information about innovative design e.g. a new type of classroom block</p> <p>Project records containing information of historic, social or architectural significance.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ 10 years from the year in which the work took place or until administratively no longer required by the school, whichever is the longer.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Section 393 Building Act 2004</p> <p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005</p>	<p>GDA 6</p> <p>Class 5.1.2 &amp; 5.1.4</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.7	Property maintenance.	<p>Five year property plan (5YPP)</p> <p>Documentation and correspondence about the upkeep, repair and servicing of land and buildings</p> <p>Minor repairs or alterations</p> <p>Installation of relocatable buildings</p> <p>Guarantees</p> <p>Inspections</p> <p>Warrants of fitness</p> <p>Maintenance of student facilities, such as bike tracks, playgrounds, etc.</p> <p>Routine property project files.</p>	Keep for 7 years from date of the last action or expiry of guarantee, warrant of fitness etc. Then they can be destroyed with permission from the board.	<p>Section 11 Limitation Act 2010</p> <p>Section 22 Tax Administration Act 1994</p>	<p>GDA 6</p> <p>Class 5.1.1 &amp; 5.1.3</p>
5.8	Disposal of major capital assets. Excludes property owned by the Crown.	<p>Sales agreements</p> <p>Asset transfer agreements</p> <p>Correspondence documenting the sale, transfer, disposal and/or write-off of buildings and land.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ 10 years from last action.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005</p>	<p>GDA 6</p> <p>Class 4.2.6</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.9	Stores, supplies, fixtures, fittings, plant / equipment and other chattels administration. Includes records documenting procurement, installation, maintenance / management, storage, safe use and handling, issue and disposal.	<p>Furniture, furnishings, floor coverings etc.</p> <p>Tearoom and cafeteria equipment</p> <p>Computers, servers, tablets, printers, multi-function devices, portable devices and other ICT equipment owned by the school</p> <p>Student equipment, such as gym and sports equipment</p> <p>Protective equipment</p> <p>Livestock</p> <p>Order books, asset registers, inventories, delivery dockets.</p> <p>Stationery issues</p>	Keep for 7 years after the end of the tax year to which the purchase relates (or 10 years if IRD has advised of a pending audit before the 7 year period expires). Then they can be destroyed with permission from the board.	Section 75 Goods and Services Tax Act 1985	GDA 6 Class 5.1.13
5.10	Vehicles. Includes records relating to purchase, hire, maintenance, service operation, vehicle leasing and disposal of vehicles.	<p>Vehicle log books</p> <p>Purchase and sale agreements</p> <p>Agreement for leasing vehicles.</p>	Keep for 7 years from date of the last action. Then they can be destroyed with permission from the board.	Section 75 Goods and Services Tax Act 1985 Section 11 Limitation Act 2010	GDA 699 Class 5.1.14
5.11	Major contracts incurring significant expenditure of operational and/or capital funding and relating to significant events in the life of a school.	<p>Contracts with architects, builders etc for major building works (constructions, additions, demolitions, facilities enhancements).</p> <p>Contracts with project managers.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ 10 years from the end of the year in which the contract ends.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	Of archival value and required by Archives NZ – refer to: Section 21 Public Records Act 2005	While the Ministry Disposal Authority will result in most being retained and send to Archives, they may not all be captured this way.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.12	Routine contracts and agreements.	Copyright licenses Contracts to provide tuition Cleaning contracts Online learning services Catering contracts Security contracts Contracts with movers Painting contracts Lift maintenance Caretaking Consultancy services.	Keep for 7 years after the end of the year in which the contract ends. Then they can be destroyed with permission from the board.	Section 11 Limitation Act 2010	GDA 6 Class 4.2.3
5.13	Tender reports describing the tender process and reasons for selecting the successful tenderer.	Tender reports.	Keep for 7 years from date of the last action. Then they can be destroyed with permission from the board.	Section 11 Limitation Act 2010  For audit purposes – refer to: Sections 15 & 16 Public Audit Act 2001	GDA 6 Class 4.2.4
5.14	Tender documentation. Including administration of the tender process and tenders of unsuccessful bidders.	Administration of the tender process. Tenders of unsuccessful bidders.	Keep until administratively no longer required by the school. Then they can be destroyed with permission from the board.		GDA 6 Class 4.2.4

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
5.15	Hazardous substances. Records documenting the presence, installation, use, neutralisation and/or disposal of hazardous substances, such as asbestos, toxic waste, radioactive substances etc, on school property.	Documentation on locations and nature of the hazardous substance. Risk evaluations. Preventive and safety measures. Disposal / neutralisation measures.	Keep indefinitely May be sent to Archives NZ 10 years after the date of the last action. If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.	Of archival value and required by Archives NZ – refer to: Section 21 Public Records Act 2005	GDA 6 Class 5.1.8
5.16	Building and facility security. Records relating to the management and administration of security of land, buildings and facilities.	Issuing of security passes, access cards, keys etc. Monitoring of visitors, e.g. visitors log, contractors log Security check rosters and reports Installation of security equipment, such as CCTV, boundary lights Security surveillance tapes.	Keep until administratively no longer required by the school. Then they can be destroyed with permission from the board.		GDA 6 Class 5.1.11 & 5.1.12
5.17	Administration of student accommodation.	Logging students in and out of hostels, boarding houses. General administration relating to homestays, such as correspondence about available residences.	Keep until administratively no longer required by the school. Then they can be destroyed with permission from the board.		GDA 6 Class 1.2.3, 3.2.3, 4.2.3, 5.1.1





# School Records Schedule

## Class 6: Administration records

This class covers records relating to school administration, including information and communications technology (ICT), records management, library services, food safety, teaching materials and routine administrative records that do not fall within any other class in this schedule.

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
6.1	<p>ICT software and services obtained under arrangements for schools. This class covers free or purchased software or services obtained through volume licensing arrangements made by the Ministry of Education and/or its distributors, or as a result of other Ministry of Education-led arrangements.</p> <p>Note: This class does not cover the <b>content</b> of systems. When a system becomes defunct, all content must be migrated to another system or remain accessible in the defunct system for the retention period appropriate for the content under the relevant class in this retention and disposal schedule.</p>	<p>Correspondence, warranties, notes etc relating to Network for Learning (N4L) upgrades and maintenance.</p> <p>Terms and conditions of “software usage</p> <p>Purchase agreements</p> <p>Documentation, notes etc relating to access and security</p> <p>Information about upgrades.</p> <p>Printouts of tutorial and other manuals</p> <p>Cloud Services.</p>	<p>Keep for 7 years from the year that usage has finished.</p> <p>Then they can be destroyed with permission from the board.</p>	<p>For audit purposes – refer to:</p> <p>Sections 15 &amp; 16 Public Audit Act 2001</p> <p>Section 11 Limitation Act 2010</p>	<p>GDA 6</p> <p>Class 8.1.1</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
6.2	<p>ICT software and services obtained directly by the school. This class covers free or purchased software or services not obtained under 6.1 above, i.e. the school is solely responsible for its selection, acquisition, management administration and disposal.</p> <p>Note: This class does not cover the content of systems. When a system becomes defunct, all content must be migrated to another system or remain accessible in the defunct system for the retention period appropriate for the content under the relevant class in this disposal schedule.</p>	<p>Liaison with vendors, network providers etc.</p> <p>Software licences</p> <p>Purchase and maintenance agreements</p> <p>Installation, upgrade and modification</p> <p>Database administration</p> <p>Cloud Services.</p>	<p>Keep for 7 years from the year that usage has finished.</p> <p>Then they can be destroyed with permission from the board.</p>	<p>For audit purposes – refer to:</p> <p>Sections 15 &amp; 16 Public Audit Act 2001</p> <p>Section 11 Limitation Act 2010</p>	<p>GDA 6</p> <p>Class 8.1.1</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
6.3	<p>Routine operation and administration of information systems, including school website and social media.</p> <p>Note: This class does not cover the content of systems. When a system becomes defunct, all content must be migrated to another system or remain accessible in the defunct system for the retention period appropriate for the content under the relevant class in this retention and disposal schedule.</p>	<p>Correspondence, warranties, notes etc relating to Network for Learning (N4L) (or private provider) upgrades and maintenance</p> <p>Helpdesk liaison with the Ministry of Education and/or its distributors</p> <p>Helpdesk liaison with other providers.</p> <p>Internal help, troubleshooting etc from school's IT contact person</p> <p>Training and reference materials, administrator and user guides</p> <p>Internal instructions, quick guides etc.</p> <p>Development and design of websites and social media</p> <p>Management of websites and social media.</p> <p>Housekeeping matters, such as deleting empty folders / files and obsolete system-generated files.</p>	Keep until all administrative actions and reporting actions have been completed. Then they can be destroyed with permission from the board.		<p>GDA 6</p> <p>Class 8.1.2 &amp; 8.1.7</p> <p>GDA 7</p> <p>Class 1.9, 1.10 &amp; 1.11</p>
6.4	File classification schemes, lists of headings and sub-headings and other structures for configuring or managing the content of information systems (paper and electronic).	<p>File plans</p> <p>File classification schemes</p> <p>Data structures e.g. files, diagrams, trees, tables, heading and subheading structures, titles of data fields</p> <p>In-house systems structures development and customisation</p>	Keep until all content is migrated to a new system and the retention period for any content not migrated has expired. Then they can be destroyed with permission from the board.	Information & Records Management Standard (July 2016) issued under Section 27 Public Records Act 2005.	<p>GDA 6</p> <p>Class 8.1.2</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
6.5	Records disposal decisions. This class covers records detailing ultimate disposal decisions for school records.	<p>Lists of records that have been signed off for destruction and destroyed</p> <p>Lists of records that have been signed off for transfer to Archives NZ or a repository approved by Archives NZ.</p>	<p>Keep for 10 years from the year of the disposal. Then they can be destroyed with permission from the board</p> <p>Any record of disposal decisions still retained at the time of a school closure should be transferred with other relevant records to the regional Ministry of Education office for offsite storage.</p>	<p>Information &amp; Records Management Standard (July 2016) issued under Section 27 Public Records Act 2005.</p> <p>To provide evidence that the school has legally disposed of its records, for Public Records Act purposes (section 18) and in cases where the destruction of records may be an issue e.g. prosecutions, litigation.</p>	GDA 6 Class 8.1.3
6.6	Library services. This class covers records relating to the operation of the school's library.	<p>Publication ordering and purchasing, including liaison with staff. Contracts and finance</p> <p>Collection development and maintenance</p> <p>Library requests</p> <p>Issue records</p> <p>Indexes and catalogues</p> <p>Inter-loan services</p> <p>Reference services</p> <p>De-accessioning of externally sourced holdings, such as selling them or giving them away.</p>	<p>Keep for 7 years from the date of last action.</p> <p>Then they can be destroyed with permission from the board.</p>	Section 11 Limitation Act 2010	GDA 6 Class 8.1.4

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
6.7	The sale of food. This class covers records relating to the school's responsibilities when selling food to students, staff and others. It includes selling food as part of fund-raising activities or paid holiday programmes.	Registration under the Food Act 2014. Food control plan documentation. Correspondence relating to checks / inspections.	Keep for 7 years from the date of last action.  Then they can be destroyed with permission from the board.	Food Act 2014  Food Regulations 2015 Reg 35, 36, 37, 38  Section 11 Limitation Act 2010	GDA 6  Class 5.1.9
6.8	School teaching materials developed to deliver the school curriculum.	Work books Unit plans, schemes etc. Notes	Keep until administratively no longer required by the school.  Then they can be destroyed with permission from the board.		DA 699  Class 4.1

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
6.9	Routine administration. This class covers records relating to low-level, routine school administration matters that do not fall within any other class in this schedule.	<p>Low-level committees, rostering and timetables</p> <p>Meeting administration, such as setting up and running meetings</p> <p>Routine appointment diaries and calendar entries</p> <p>Administration of external communications / public relations</p> <p>Contact / address lists</p> <p>Everyday messages of condolence, appreciation, greetings, congratulations</p> <p>Routine daily notices</p> <p>Postal / courier arrangements, pickup and delivery schedules</p> <p>Cafeteria menus, prices, operating hours</p> <p>School camp records.</p> <p>Parking and traffic control.</p> <p>Fire evacuation plans / procedures.</p>	<p>Keep until administratively no longer required by the school.</p> <p>Then they can be destroyed with permission from the board.</p>		<p>GDA 6</p> <p>Class 5.1.9, 6.1.19, 6.1.20, 8.1.5.</p> <p>GDA 7</p> <p>Class 1.1</p>



# School Records Schedule

## Class 7: Significant events and milestones

These records include documents and memorabilia collected by a school/kura as part of the documentation of its history, including photographs, newspaper clippings and other documentation of its interaction within the local and wider community. This class also includes records related to a school's special character (state integrated schools) or designated character (state schools designated under sections 200, 204 of the Education and Training Act 2020.)

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
7.1	<p>Photographs / images recording significant events and milestones in the history of the school /kura where the persons, events and dates recorded have been identified.</p> <p>(Refer to class 7.7 for other records of significant events and milestones)</p>	<p>Ceremonial occasions, such as appointments of principals, visits of dignitaries etc.</p> <p>School jubilees</p> <p>Major sports tournaments</p> <p>Major awards</p> <p>Retirements of long-serving staff</p> <p>Visits from famous former staff or students</p> <p>Major new building and/or restoration work</p> <p>Significant bequests, gifts etc.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ when it is no longer needed by the school for administration or reference purposes.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005</p>	<p>DA 699</p> <p>Class 5.1</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
7.2	Formal group photographs taken each year.	<p>Class photographs</p> <p>Teacher group photographs</p> <p>Photographs of school / kura representatives and associated staff, such as sports teams, kapa haka groups</p> <p>School captains, prefects and duxes photographs</p> <p>Whole of school group photographs</p> <p>school board photographs.</p>	<p>Keep until no longer required by the school for administrative or reference purposes and then either:</p> <ul style="list-style-type: none"> <li>Destroy with the permission of the board.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Discharge to a local library, historical society etc, with the permission of the board and authorised by the Chief Archivist, Archives NZ.</li> </ul>		<p>DA 699</p> <p>Class 5.2</p>
7.3	<p>Other photographs / images taken as part of normal school activities, which do not fall into classes 7.1 &amp; 7.2.</p> <p>(Refer to class 7.9 for other records of school / kura functions and occasions relating to normal school activities.)</p>	<p>Prizegivings.</p> <p>Education activities, such as education outside classrooms, school camps, international students' activities, etc.</p> <p>Class trips abroad, e.g. Gallipoli.</p> <p>Sports events</p> <p>Social events</p> <p>Musical / stage productions</p> <p>Reunions</p> <p>Church services</p> <p>Photographs / images taken for routine operational or administrative purposes, such as inventories of furniture, damage to fittings.</p>	<p>Keep until no longer required by the school for administrative or reference purposes and then either:</p> <ul style="list-style-type: none"> <li>Destroy with the permission of the board.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Discharge to a local library, historical society etc, with the permission of the board and authorised by the Chief Archivist, Archives NZ.</li> </ul>		<p>DA 699</p> <p>Class 5.3</p>



Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
7.4	Major school publications and newsletters	<p>Annual school yearbooks, magazines, prospectuses etc.</p> <p>Monthly or other regular school newsletters circulated to all staff, students, parents / carers etc.</p> <p>Newsletters relating to significant milestones / events in the history of the school.</p> <p>Major student recruitment programmes / initiatives.</p>	<p>Keep until no longer required by the school for administrative or reference purposes and then either:</p> <ul style="list-style-type: none"> <li>Destroy with the permission of the board.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Discharge to a local library, historical society etc, with the permission of the board and authorised by the Chief Archivist, Archives NZ.</li> </ul>	<p>Legal deposit requirements – refer to: Section 31 National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003</p>	<p>DA 699</p> <p>Class 5.4</p>
7.5	Routine circulars, notices and other communications.	<p>Circulars / notices to staff, students, parents / carers etc.</p> <p>Provision of routine administrative information, such as school opening hours, requests for copies of publications etc.</p> <p>Social media and instant messaging communications created for informational or promotional purposes, e.g. blogs, facebook posts or tweets.</p> <p>Short-term, informal collections of external information e.g. news clippings collected for communications or public relations purposes.</p>	<p>Keep until all operational / administrative actions have been completed.</p> <p>Then they can be destroyed with permission from the board.</p>		<p>GDA 7</p> <p>Class 1.4</p>
7.6	Collated collections of news clippings made for the purposes of recording school / kura history.	<p>Formal collections relating to the school/ kura, staff and/or students (past or present).</p> <p>Annotated scrapbooks of news clippings collected regularly over time.</p>	<p>Destroy as the permission of the Board OR Discharge to a local library, historical society the permission of the Board and authorised by the Chief Archivist, Archives NZ.</p>	<p>May be of archival value and required by Archives NZ – refer to: Section 21 Public Records Act 2005</p>	<p>GDA 6</p> <p>Class 8.1.8</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
7.7	Records of significant events / milestones in the history of the school/ kura. Includes records in all formats which do not fall within class 7.1.	<p>School histories</p> <p>Oral histories</p> <p>Ceremonial occasions, such as appointment of principals, visiting dignitaries etc.</p> <p>School jubilees</p> <p>Major sports tournaments</p> <p>Major awards and honours, including nominations of staff or students by the school</p> <p>Founding of award schemes</p> <p>Presentation of significant gifts</p> <p>Participation in major regional, national and international events, e.g. debates.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ when it is no longer required by the school for administration or reference purposes.</p> <p>If on-site storage at the school is a problem, or the school is closing, sort, list, box and sent to the regional Ministry of Education office for off-site storage.</p>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005</p>	<p>DA699</p> <p>Class 5.6</p>
7.8	Summary information about school prefects, captains and duxes, and recipients of major awards and honours.	<p>Lists of school prefects, captains and duxes.</p> <p>Lists of recipients of major awards and honours.</p>	<p>Keep until no longer required by the school for administrative or reference purposes and then either:</p> <ul style="list-style-type: none"> <li>Destroy with the permission of the board.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Discharge to a local library, historical society etc, with the permission of the board and authorised by the Chief Archivist, Archives NZ.</li> </ul>	<p>Of archival value and required by Archives NZ – refer to:</p> <p>Section 21 Public Records Act 2005</p>	<p>DA 699</p> <p>Class 5.8</p>

Class Number	Description	Examples	Action	Reasons	Archives NZ Reference
7.9	Records of school / kura functions and occasions as part of normal school activities which do not fall into class 7.7. Includes records in all formats which do not fall within class 7.3.	Prizegivings Sports events Social occasions Musical / stage productions House activities Reunions Liaison with sponsors Presentation of small gifts.	Keep until all operational / administrative actions have been completed.  Then they can be destroyed with permission from the board.		GDA 6 Class 6.1.4 6.1.17  GDA 7 Class 1.8  DA699 Class 5.3
7.10	Summary information / histories of school memorabilia  Note: this class does not include the objects themselves, which are not public records.	Indexes, lists, registers, inventories of school / kura memorabilia.  Visual catalogues of school memorabilia, such as images of school uniforms and school crests	Keep until no longer required by the school for administrative or reference purposes and then either: <ul style="list-style-type: none"> <li>• Destroy with the permission of the board.</li> </ul> Or <ul style="list-style-type: none"> <li>• Discharge to a local library, historical society etc, with the permission of the board and authorised by the Chief Archivist, Archives NZ.</li> </ul>		DA 699 Class 5.8

## School Records: Frequently asked questions

### 1. Does my school have to implement the School Records Retention/ Disposal Schedule?

Yes, all state and state integrated schools and kura are required to comply with the Public Records Act 2005. The School Records - Retention Disposal Schedule document has been developed to provide schools with the details of the schedule, which has been authorised by Archives New Zealand, in language that is familiar to schools. Implementing the schedule will ensure that schools comply with the requirements of the legislation. The schedule gives your school / kura clear information about how long to keep records, why you have to keep them and what needs to happen to them when they are of no further use to your school.

### 2. Are any schools exempt?

The schedule applies to state and state integrated schools and kura. Early Childhood Education services and private schools are not covered by the Public Records Act 2005. They might however find the schedule a useful reference and follow it as good practice. State integrated schools should note that their records from before integration and archival material related to the school's special character are not covered by the schedule.

### 3. What are the resourcing implications for my school?

It is expected that schools will have filing systems and processes in place. The schedule supports these systems by providing details about how long to keep particular school records.

Some schools have raised issues about the adequacy and suitability of their storage facilities. The school records fact sheets that are part of the information pack for schools and kura provide common sense advice on good record keeping. Archives New Zealand, also provides useful tools and guidance on record keeping - <http://records.archives.govt.nz/resources-and-guides/>

### 4. Do we need to create or keep all the school records listed in the School Records Retention/Disposal Schedule?

There are many legal requirements relating to school records (it isn't just a case of keep everything for 7 years and then they can be destroyed). In addition to schools needing to comply with the Public Records Act, they also have to comply with a range of other legislation including tax and the Education and Training Act requirements.

### 5. Do we need to change our school filing system?

No, as long as it is a formal system and accessible to everyone who uses it. School records should be kept in your school filing system rather than in a number of personal systems.

### 6. Do we need an archives room to store our school records?

No. Adequate shelving in clean, dry locations is generally sufficient. Some records will need to be kept secure (whether electronically with a password, or in a lockable filing cabinet or something similar).

### 7. What about our Community of Learning | Kāhui Ako?

Kāhui Ako will have their own records (which are different from a school's specific records). Existing Kāhui Ako should have considered their recordkeeping and included this in a Memorandum of Understanding (MOU). The MOU should include, for example, which school in the Kāhui Ako is responsible for keeping the Kāhui Ako's records.

### 8. Do school records have to be kept on the school site?

No, but school records that are needed frequently should be kept in an easily accessible place. School records do need to be stored safely and securely in a place where your school can keep track of them over time. They should not be kept in a private home.

## **9. Are emails and texts included? What about our website and our school Facebook pages?**

It is the record content that matters, rather than the medium they are developed in – so, yes, emails sent and received as part of school business, and social media pages are school records. The information provided in the School Records Retention / Disposal Schedule includes these records.

## **10. Can we scan our paper records and only keep the digital version?**

Yes. When scanning records, you need to ensure that your copies are complete (e.g. every page) and of sufficient quality so that the scans can be relied upon instead of the paper versions (e.g. in colour if necessary to interpret the record). Provided you have taken care to ensure this, you do not need to retain the original paper copy. Some records (e.g. plans and admission registers) are difficult to scan accurately and use in digital formats so are best kept in hard copy.

## **11. How do we treat items such as photographs and plans?**

Items that are different from the usual sized paper files will need special storage consideration (eg for large maps and plans). You may also need special handling practices for some items (eg for photos or if your school/kura retains old school memorabilia - school uniforms, trophies, taonga, art). See 'Storage of Physical Records', <http://records.archives.govt.nz/resources-and-guides/>

## **12. Who has authority over our school / kura records?**

The board of your school has the ultimate responsibility for maintaining and monitoring school records. The board can delegate this authority to an appropriate person. Schools cannot legally destroy any items considered to be school records without the authority of Archives New Zealand. The School Records Retention / Disposal Schedule is this authority. A decision to destroy any school records needs to be passed at a meeting of the board as a resolution before the action to destroy records is taken.

## **13. Who should have access to school / kura records?**

Boards, principals and staff should be able to access the school records they are likely to need to carry out their work. This will vary from school to school. Some records such as personnel files should be kept in a locked storage area and access to them limited to authorised staff. Similar care should be taken in controlling access to digital records.

## **14. Who decides what school records need to be kept and what can be disposed of?**

Under the School Records Retention / Disposal Schedule, Archives New Zealand has authorised what categories of records need to be kept and what can be destroyed. The person at your school with delegated authority from the board will need to use the schedule to make decisions about retaining, discharging and disposing of your school records.

## **15. How long do school / kura records need to be kept for?**

There are many legal requirements relating to schools' records (it isn't just a case of keep everything for 7 years and then they can be destroyed). The School Records Retention / Disposal Schedule states the minimum periods that various types of records need to be kept. Your school may keep them longer if you wish.

## **16. Do we have to destroy records if we don't want to?**

No. The School Records Retention / Disposal Schedule authorises boards to destroy certain records. Schools do not have to destroy them at that time. However, if boards wish to retain many of their records for a longer period they might need to consider how much space they have and whether there are any risks relating to privacy issues that need to be specifically managed.

## **17. Can records no longer needed by our school be archived to another organisation (eg a library or museum)?**

This might be possible if the library or museum has been registered as an 'approved repository' by Archives New Zealand. This means that they are allowed to hold records that are identified in the schedule as public archives. Contact your local Archives New Zealand office to discuss this option.

The schedule also identifies some records that can be discharged, that is, given into the care of an individual or an organisation. When this action is taken the discharged documents are no longer public records.

It should be noted that records that are identified in the schedule for destruction cannot be discharged they must be destroyed.

### **18. Who should be responsible for destroying school records?**

The chairperson of your school / kura board is legally responsible on behalf of the board for the destruction of the items that have been identified in the schedule to be destroyed. It is the chairperson's responsibility to ensure that they are destroyed in a secure manner.

Rather than do this personally, the chairperson would usually delegate this authority to the appropriate person in the school. This delegation should be recorded in the board minutes.

### **19. What happens to our school records if our school closes or merges with another school / kura?**

In the case of a merger the records of the merging school should be forwarded to the continuing school.

If your school closes some specific records listed in the School Records Retention / Disposal Schedule may be discharged or destroyed by the board. Usually a change manager is appointed to support the closure process and they will help manage these processes. They are responsible for sorting, listing, boxing and sending the school records to Archives New Zealand or the Ministry office.

### **20. Will our school records and records keeping processes be audited?**

There is a requirement under the Public Records Act 2005 for Archives New Zealand to undertake audits of the agencies that come under this Act (this includes schools and kura).

Schools will be informed of the audit process well before they are visited.

Refer to the self review sheet.

### **21. Are schools and kura subject to the Official Information Act?**

Yes, under the Official Information Act 1982 (the Act) boards are organisations which can receive requests for information from the public. This is listed in Schedule 1 of the Official Information Act 1982.

Refer to:

[www.legislation.govt.nz/act/public/1982/0156/latest/DLM65921.html](http://www.legislation.govt.nz/act/public/1982/0156/latest/DLM65921.html)

If your school receives a request for information under the Official Information Act, the New Zealand School Trustees Association (NZSTA) will be able to assist you in the preparation of the documentations to be released and a suitable response to the requester.

### **22. Who can I contact for further information about school records?**

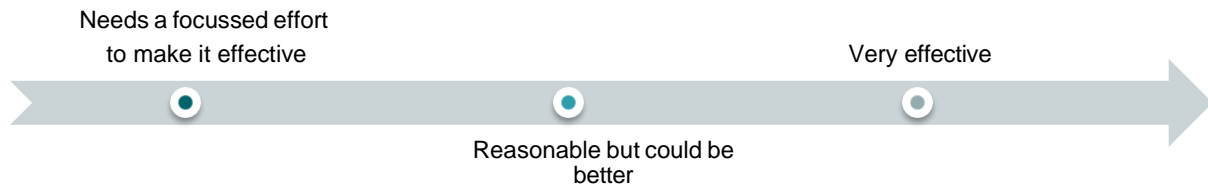
- The New Zealand School Trustees Association – [helpdesk@nzsta.org.nz](mailto:helpdesk@nzsta.org.nz)
- Archives New Zealand - [rkadvice@archives.govt.nz](mailto:rkadvice@archives.govt.nz)
- Ministry of Education – [recordsservices@education.govt.nz](mailto:recordsservices@education.govt.nz)

## School / kura records management – self review

Boards can use this form as a basis to regularly review their school / kura records management. Adapt as appropriate for your school.

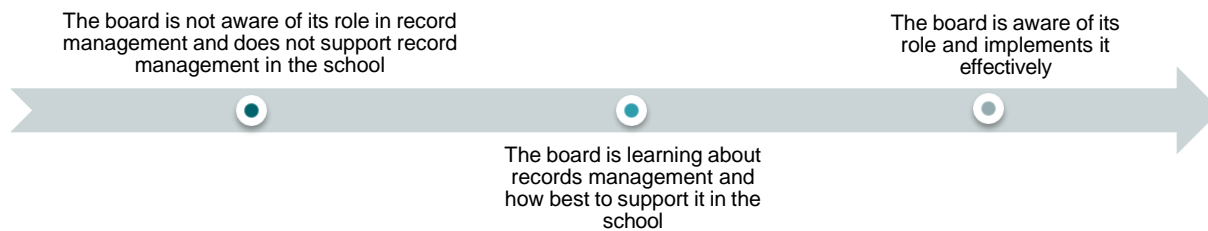
Rank your school on the following:

### 1. Does your school have an effective records management system?



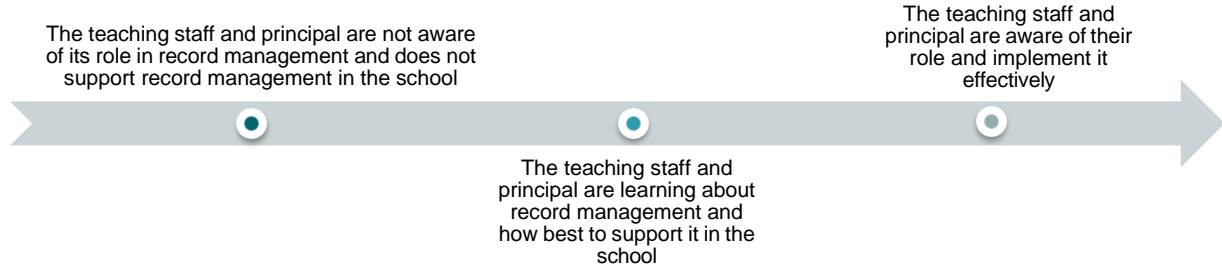
Comment

### 2. Role of the board in records management at the school



Comment

### 3. Role of the teaching staff (including the principal) in records management



Comment

### 4. Role of record management staff



Comment

### 5. Event or disaster

Has your school experienced a break-in or disaster (flood, fire, earthquake damage etc) that resulted in the loss of school records?

- If there **has** been such an incident
  - can you identify which records have been lost?
  - has your record management system been strengthened to avoid loss of important records if this should happen again?



- If there **hasn't** been an incident at your school – would your important school records be damaged if something unforeseen did take place?

Comment

**6. Over the next 12 months our goals for record management are:**

**7. We will assess our progress against these goals on (date): \_\_\_\_\_**