

Appraisal Report Extension to an Existing Disposal Authority

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Ministry of Education - School Records Retention/ Disposal DA221

File/Document ID	School Records Retention/ Disposal DA221
Agency	Ministry of Education - Sector Enablement and Support
Contact Name and Details	[Name removed]
Date	13 January 2017
Disposal Authority to be extended	DA221

Purpose/Circumstances
<p>The Ministry of Education (through the Sector Enablement and Support Team) is requesting an extension to the School Records Retention/ Disposal Schedule DA 221 which was approved in 2006.</p> <p>According to the requirements of the Chief Archivist the schedule must be revised after 10 years. We support this as the original Disposal Authority is dated and no longer as relevant to the current needs of schools as they work with new technologies and systems to record information. Changes to legislation and new guidelines set by different government agencies also require schools to hold new information for different periods of time</p> <p>In order to develop a robust document that provides schools with a helpful and appropriate resource and information, we have established internal and external working groups to look at the implications of the legislative and technological changes, on school record keeping.</p> <p>We have undertaken sector consultation, examined new legalisation and the effect it has on</p>

schools eg Health and Safety at Work 2016 and the Vulnerable Children Act 2014.

The Ministry has established a reference group with representatives from schools, the unions, integrated schools and other relevant agencies to look at the development of the schedule.

We have also visited state and state integrated schools and kura looking at how they manage their record management systems.

We have also been looking at school enrolment systems, property records and warranties, the introduction of partnership schools, the use of 'e based' record keeping and a plethora of other identified areas of record keeping which have been raised through the consultation and investigation process.

We have found this will take some time and we propose that use of the current Retention / Disposal schedule is extended for a further 12 months from its current expiry date of 20 April 2017. This will provide sufficient time for us to work with the sector to develop a revised document, and to support this through the approval process.

Description

The document DA221 was approved in 2006 and will cover schools' needs for the coming year, until the new document is updated and approved.

Justification

The project of developing the new guide for schools has been a larger project than initially realised. The scope and change to the education sector in the past ten years has grown and the requirements for schools to report and hold records has expanded.

The use of new technology and new record management systems has meant we have had to investigate how new systems have changed and been updated.

Currently the Government has legalisation before the House that will change the education sector. The impact of the new Education Act will need to be included in the new schedule and information pack for schools.

The extension is requested so the Ministry can undertake a process that will develop a robust and effective document for the Boards of Trustees of state and state integrated schools about the documents they are required to retain, store and dispose.