



Introduction

1. The Board accepts that it has a responsibility to ensure the school Records Retention / Disposal processes align with the current Ministry of Education information guidelines.
2. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

Guidelines

All staff are to be responsible for

3. Complying with the latest Ministry of Education Records Retention / Disposal information guidelines
4. Only the Board of Trustees may give approval for the disposal of school records

BOARD OF TRUSTEES	
Board copy of the Policy to be signed by the Board Chairperson	
Name	
Position	
Signed on behalf and with the authority of the Board	
Date	6 April 2020
Next Review	November 2022