



# Board Policy | School Records |

## 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 requires that all aspects of this policy be guided by the Special Character Policy.

## Guidelines

3. All staff are to be responsible for complying with the latest Ministry of Education Records Retention / Disposal information guidelines.
4. Only the Board may give approval for the disposal of school records.

<b>MIDDLETON GRANGE SCHOOL BOARD</b>	
Board copy of the Policy to be signed by the Board Presiding Member	
<b>Name</b>	
<b>Position</b>	
<b>Signed</b> on behalf and with the authority of the Board	
<b>Date</b>	27 November 2023
<b>Next Review</b>	November 2026