

NORTHLAND SCHOOL

Legislation and Requirements Procedures School Records – Retention and Disposal



	Record	Includes	Retain or Dispose
Student Records	Enrolment Record	<ul style="list-style-type: none"> • Old E19/22A – sent to student’s new school on request • other enrolment information 	<ul style="list-style-type: none"> • Keep photocopy for 7 years after the student has left – may then be destroyed with BOT permission • Keep for 7 years after student has left – may then be destroyed with BOT permission
	Attendance Registers	Old attendance registers	<ul style="list-style-type: none"> • Keep for 7 years after last entry – may then be destroyed with BOT permission • Keep indefinitely if Admission and Withdrawal Register lost
	Admission and Withdrawal Registers	<ul style="list-style-type: none"> • Register book • SMS data 	<ul style="list-style-type: none"> • Keep indefinitely • May be sent to Archives NZ after 10 years of date of last entry • Must be sent to Archives NZ 25 years after date of last entry
	Students’ Progress Records	<ul style="list-style-type: none"> • School record cards • Student work samples • Health records including psych reports • Legal records (eg: custody) 	<ul style="list-style-type: none"> • Keep as long as school needs them for business purposes – may then be destroyed with BOT permission • Work samples may be returned to students
Governance	Board Minutes	Minutes, reports to the Board	<ul style="list-style-type: none"> • Keep indefinitely • Can be sent to Archives NZ after 10 years • Must be sent to Archives NZ after 25 years
	Charters	Strategic Plans, 10YPP, annual plans, MOE funding documentation (staff and finance)	<ul style="list-style-type: none"> • Keep indefinitely • Can be sent to Archives NZ after 10 years • Must be sent to Archives NZ after 25 years
	Annual Reports	BOT Annual Report	<ul style="list-style-type: none"> • Keep indefinitely • Can be sent to Archives NZ after 10 years • Must be sent to Archives NZ after 25 years
	School Policies	Codes of conduct, Health and Safety, Personnel, Sexual Harassment, Accident and Sickness, Complaints, Treaty of Waitangi	<ul style="list-style-type: none"> • Keep indefinitely • Can be sent to Archives NZ after 10 years • Must be sent to Archives NZ after 25 years

Personnel	Personnel files	Payroll, salary information, leave and staff employment information, staff grievances and disputes, timesheets	<ul style="list-style-type: none"> Keep for 7 years after last date of employment – may then be destroyed with BOT permission
	Serious Accident Register		<ul style="list-style-type: none"> Keep indefinitely Can be sent to Archives NZ after 10 years of last entry Must be sent to Archives NZ after 25 years
Finance	Routine Accounting Records	Invoices, bank statements, term deposits, asset registers, receipts and receipt books, cheque books, IRD returns, cash books, ledgers	<ul style="list-style-type: none"> Keep for 7 years – may then be destroyed with BOT permission
	Routine Budgeting and Financial Reporting Records	Budgets, monthly reports	<ul style="list-style-type: none"> Keep for 7 years – may then be destroyed with BOT permission
	Insurance Policies	Policies and claims	<ul style="list-style-type: none"> Keep for 7 years – may then be destroyed with BOT permission
	Routine Audit Reports	Annual accounts	<ul style="list-style-type: none"> Keep for 7 years – may then be destroyed with BOT permission
Property and Administration	Land Ownership	Property Occupancy Document, Deeds of title, Certificates of title	<ul style="list-style-type: none"> Keep indefinitely Can be sent to Archives NZ after 10 years of last entry Must be sent to Archives NZ after 25 years
	Licences with other occupants of school property	Tennis club	<ul style="list-style-type: none"> Keep for 7 years after termination of the licence – may then be destroyed with BOT permission
	Equipment leases	Photocopiers, laptops, ICT equipment	<ul style="list-style-type: none"> Keep for 7 years after termination of the licence – may then be destroyed with BOT permission
	Major Building Plans	Major building projects or alterations, plans, project files, contracts with architects, builders etc	<ul style="list-style-type: none"> Keep indefinitely Can be sent to Archives NZ after 10 years of last entry Must be sent to Archives NZ after 25 years
	Minor Building Plans	Renovations, small projects, minor repairs	<ul style="list-style-type: none"> Keep for 10 years after the year in which the work took place
	Property Maintenance	Five Year Property Programme (5YP), guarantees, warrants of fitness	<ul style="list-style-type: none"> Keep for 7 years after the date of the last action – may then be destroyed with BOT permission
	Routine Contracts and Licences	Computer licences, copyright licences, security contracts, painting contracts	<ul style="list-style-type: none"> Keep for 7 years after the year in which the contract ends – may then be destroyed with BOT permission
	Tender Reports	Successful tender	<ul style="list-style-type: none"> Keep for 7 years after the date of the last action – may then be destroyed with BOT permission