

## **Safe disposal of records which have reached the end of their administrative life**

### **1 Safe destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal using a cross cut shredder. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in the dustbin or a skip unless there is no other alternative. There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- Number of files
- The name of the authorising officer
- Date action taken

This could be kept in an Excel spreadsheet or other database format.

### **2 Transfer of records to the Archives**

Where records have been identified as being worthy of permanent preservation arrangements should be made to transfer the records to [insert name of local record office]

If you would like to retain archive records in a special archive room on the school premises please contact [insert name of local record office]

### **3 Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.