# Operational Policy: Storage and Destruction of Hard Copy and Electronic Information (NAG 6)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) has a responsibility under the Public Records Act 2005 and its amendments, to ensure it has a clear process and authority relating to how long to keep documentation, data and photos, why they have to keep them, and what needs to happen to them when they are of no further use to BLENNZ. As a state school BLENNZ also has responsibility to retain some school records for archival purposes.

Documentation can be hard copy, electronic or both. Emails are included if the creation or receiving of them is deemed to be part of BLENNZ business. Hard copy and electronic files will be maintained and subsequently destroyed on the same basis. Information kept can only be used for the purpose for which it was originally sought. The BLENNZ Privacy Policy and Procedures and the joint Ministry of Education and Archive NZ’s information pack on “School Records Retention and Disposal” will be used to determine the length of time material will be kept.

No online hosted applications should be used to store BLENNZ information without the prior approval of the Principal (through the Senior Management Team).

## Policy Requirements:

### General

1. Wherever possible material will be stored in electronic format.

2. Hard copy material must be stored in a secure location.

3. Copies of draft documents may be kept on laptops whilst being worked on. Once a document is finalised it must be stored on the group drive and the draft deleted from the laptop prior to the end of the respective term.

4. Electronic files will be stored on the BLENNZ servers in year folder format with standard names that follow the same format as the hard copy version. The storage of material into year folders will ensure ease of access when it is required to be destroyed. Laptops must be password secure. External hard drives used for photo storage must be kept in a secure location (see Photographic Material point 3).

5. Material will be archived each year and kept only for as long as required under the Public Records Act 2005 (see table below).

| Record | Storage Requirement |
| --- | --- |
| Personnel & payroll information  e.g. personnel files, payroll reports, timesheets, leave and staff attendance records, dispute records, disciplinary matters. | Keep for 7 years after the last date of employment. |
| Information pertaining to applications for positions. | Once the selection process has been completed CV’s received in hard copy will be returned to unsuccessful applicants and electronic copies destroyed.  It is BLENNZ policy that other material utilised by the interview panel will be kept for 3 months in case of appeal, and then destroyed. |
| Safety Checking of Employees | In accordance with the NZ Police Vetting Service “Approved Agency Agreement”, safety vetting forms will be kept for as long as required, but no longer than a maximum of 12 months, and then destroyed. Emailed confirmation of police vet response will also be destroyed. |
| Routine accounting, budget, insurance records and annual audit reports  e.g. asset registers, invoices, bank statements, IRD returns, ledgers, creditors and debtor invoices, monthly budget reports, insurance policies and correspondence about insurance claims. | Keep for 7 years after the end of the income year. |
| Property occupancy licenses, equipment leases (photocopiers, laptops, IT equipment etc), routine building plans, 5YA, asset purchase materials, routine contracts and agreements | Keep for 7 years after the date of the last action. |
| Routine administration (minutes, fire evacuation plans/procedures, routine daily notes etc) | Keep only for as long as they are required for administration or reference purposes. |
| Routine contracts and agreements e.g. copyright licences, security contracts. | Keep for 7 years after the year in which the contract ends. |
| Teaching materials | Keep only for as long as they are required for school business or reference purposes. |
| Health & Safety non serious accident register (including forms and other documentation notifying of accidents) | Keep until the school permanently closes. |
| Health & Safety serious accident register (including forms and other documentation notifying of accidents) | Keep indefinitely |
| Ākonga or Staff Incident Disclosures | Must be delivered and/or forwarded to the Principal’s EA at Homai Campus in person or by signed courier. Must be kept in secure storage indefinitely. |

5. Before the start of Term 1 of each year it is the responsibility of the individual staff member to transfer any of their own electronic files from the previous year that require long-term storage to the main archive storage server.

### Ākonga Material

1. Hard copy material must be stored in a secure location.

2. Hard copy working files must not be stored in vehicles overnight.

3. Ākonga material stored on either the main server or the archive server must be filed under the name of the ākonga.

4. Ākonga material will be archived as required and kept no longer than 7 years past the age the ākonga turns 21.

5. Material pertaining to ākonga who have passed away will be archived and destroyed seven years after the event.

6. Ākonga records will be stored as per the table below.

| Record | Storage Requirement |
| --- | --- |
| Enrolment record | The last school the ākonga attends must keep the record for 7 years after the ākonga has left the school system. |
| Enrolment forms | Keep for 7 years after the ākonga has left the school. |
| Daily attendance registers | Keep for 7 years after the date of the last entry. |
| Admission & Withdrawal registers | Keep indefinitely |
| Ākonga’s own work | Keep as long as the school needs them for school business or reference purposes, then return them to the ākonga. Unclaimed work may be destroyed. |
| Medical Pink & Purple Cards | Ophthalmic and Paediatric medical cards must be kept indefinitely. |
| Residential “On Board” Database | When ākonga leave Residential Services any information needs to be exported and stored on the BLENNZ server. |

### Photographic Material

1. Photos will only be used in accordance with the current photo consent forms.

2. Photos must not be stored on personal devices e.g. camera, iPads, phones etc. Only photos currently being used by staff are to be kept on portable work devices e.g. laptops, tablets, cell phones. Consent must be received from parents for ākonga photos to be kept on portable devices. Photos of ākonga must not be kept on portable devices where there is no intention of these photos being shared with families or used for current reporting.

3. Departments will be allocated photographic storage levels for the BLENNZ server. Photos that are required to be kept, should be stored on the BLENNZ server wherever possible. If allocated storage levels are full, photos can be stored on an external hard drive kept in a secure location.

4. Ākonga photos must be filed under the individual’s name to ensure ease of access for future destruction. Each photo must be labelled with a descriptor and show the date, month and year the photo was taken.

5. Photos on portable work devices that are no longer being used by staff, must be permanently deleted i.e. from both the current location and the “recycle/trash bin”.

6. Photos of ākonga who have passed away should be offered to the family before being permanently deleted.

### Governance Material

The table below covers the documentation associated with the Board of Trustees and its activities relating to the control and management of BLENNZ.

| Record | Storage Requirement |
| --- | --- |
| Minutes and agenda of meetings and other records documenting the Board’s decisions and discussions (including incommittee) | Keep indefinitely |
| Charter, strategic plans, annual plans, goals, 10YA property plans | Keep indefinitely |
| Annual Report | Keep indefinitely |
| Significant school policies:  Codes of Conduct  Health & Safety  Personnel  Sexual Harassment  Accident & Sickness  School Transport  Complaints and Discipline  Treaty of Waitangi | Keep indefinitely |
| Routine school policies | Keep for as long as required for administration or reference purposes. |
| Significant correspondence (e.g matters relating to major school programmes and activities, legal issues etc) | Keep indefinitely |
| Operational correspondence | Keep for 7 years after the date of the last action. |
| Routine correspondence | Keep for as long as required for administration or reference purposes. |

### Process for Destruction of Material

1. Permission must be sought from the Principal before any material that is legally required to be kept for a minimum period of time is destroyed. The Principal has been delegated this responsibility by the Board of Trustees.

2. Material to be destroyed must be either shredded or placed in a bin provided by a secure destruction service.

3. Before personnel files are destroyed, information pertaining to service records must be inputted into the staff resignation details database.

4. A list of the names of ākonga whose archived files have been destroyed must be kept.

## Supporting Documents:

BLENNZ Privacy Policy and Procedures

[Link to MOE-Archives NZ School Records Retention and Disposal Pack](http://www.education.govt.nz/assets/Documents/School/Running-a-school/2016-SchoolRecordsRetentionDisposalv2.pdf)

[Ministry of Education Circular on School Record Disposal](http://www.education.govt.nz/search/SearchForm?Search=school+records+disposal&action_results=Go)

[Public Records Act 2005](http://www.legislation.govt.nz/act/public/2005/0040/latest/DLM345529.html)



Approved: …………………… Date: 8 March 2021

(Principal)