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# Records Management for Schools

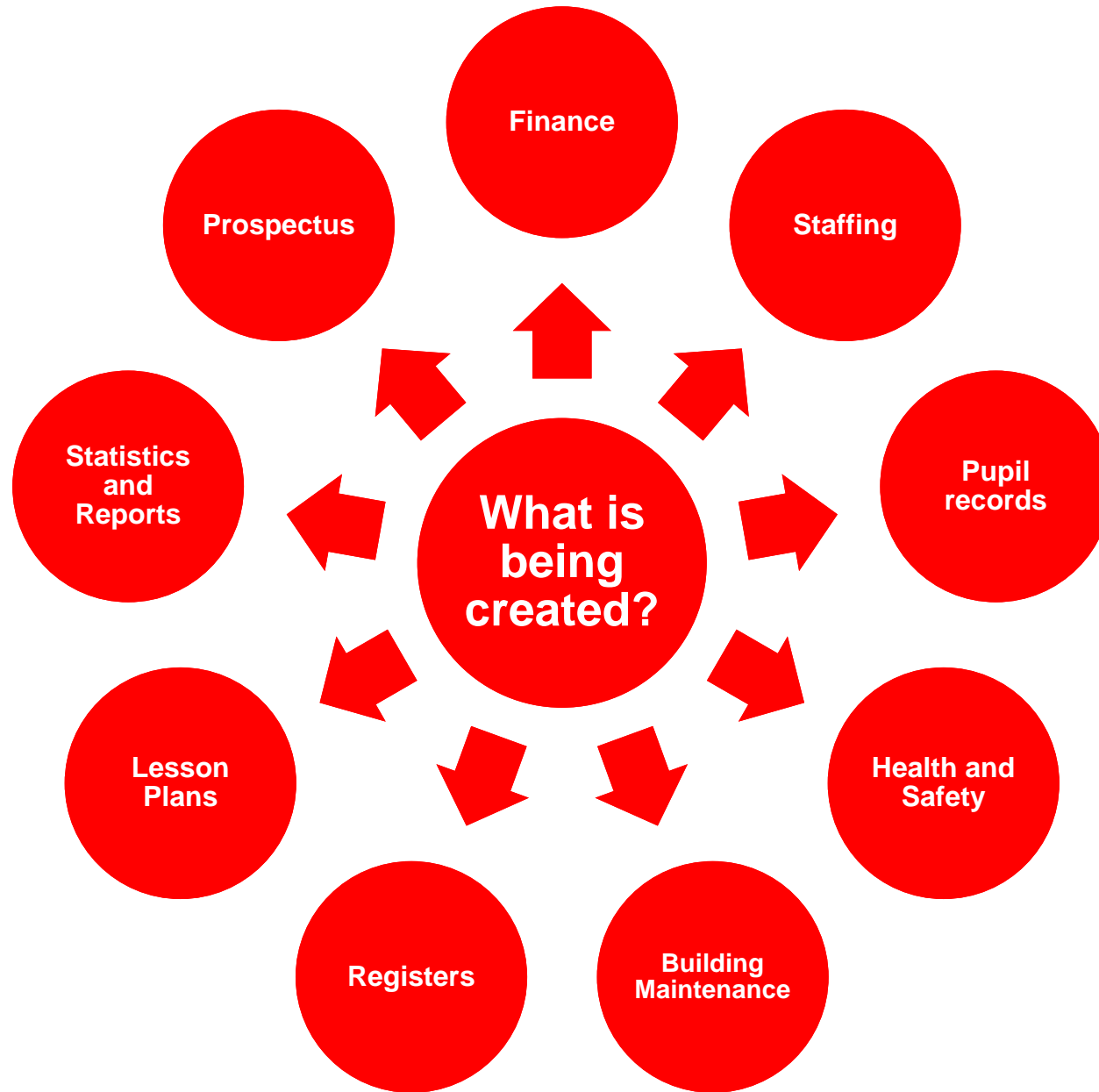
Elizabeth Barber  
Records Manager  
Information Resilience and  
Transparency Team



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# Records Management – The Whole Picture





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# How do I find out what is being created



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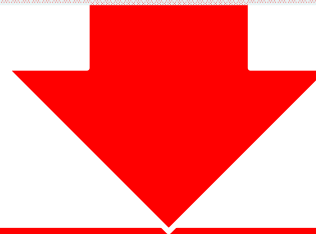
# Analysing Business Functions

## Identify the business function

What is the requirement?

What is the process?

What records are created?



## Absence Monitoring

Education Act 1996 requires that children get a suitable education

Parents must inform school of/get permission for child's absence

Absence notes; Record in register



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# Recording Record Groups



Make a filing list  
of records as you  
find them



Keep a list of data  
sharing protocols



Create a retention  
schedule which  
holds all the  
information



Record work  
flows and  
business reasons  
for keeping  
documents



Create an  
information asset  
register

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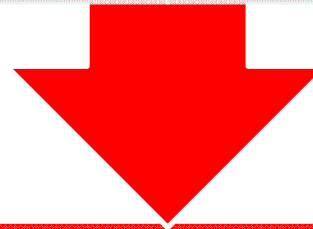
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# Using Records

## Using Records

What will the records be used for?

Who will the records be shared with?



## Absence Monitoring

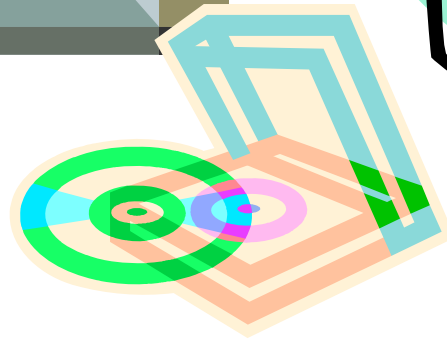
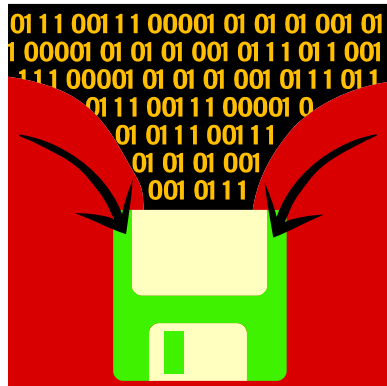
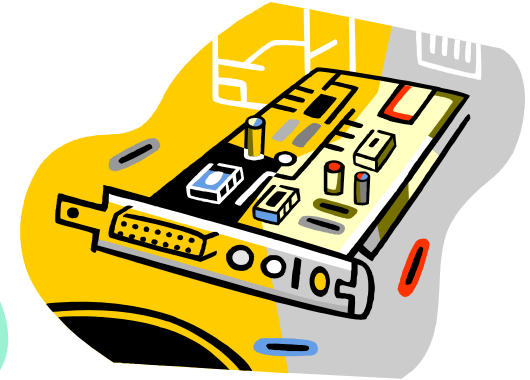
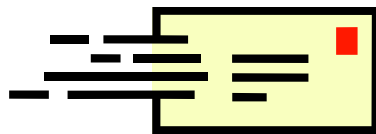
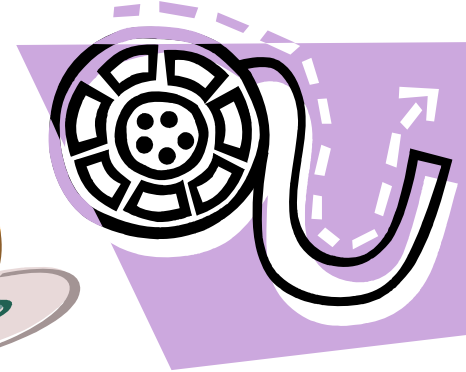
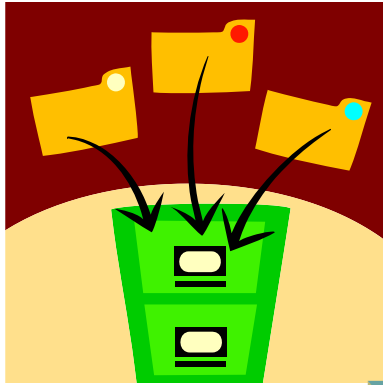
To monitor children's attendance at school to ensure compliance under the Education Act 1996

Education Welfare Officers

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# Storing Records





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# Record Retention

The length of time the record needs to be kept will affect the way in which it is stored

Record retention periods can be found in the records management toolkit for schools

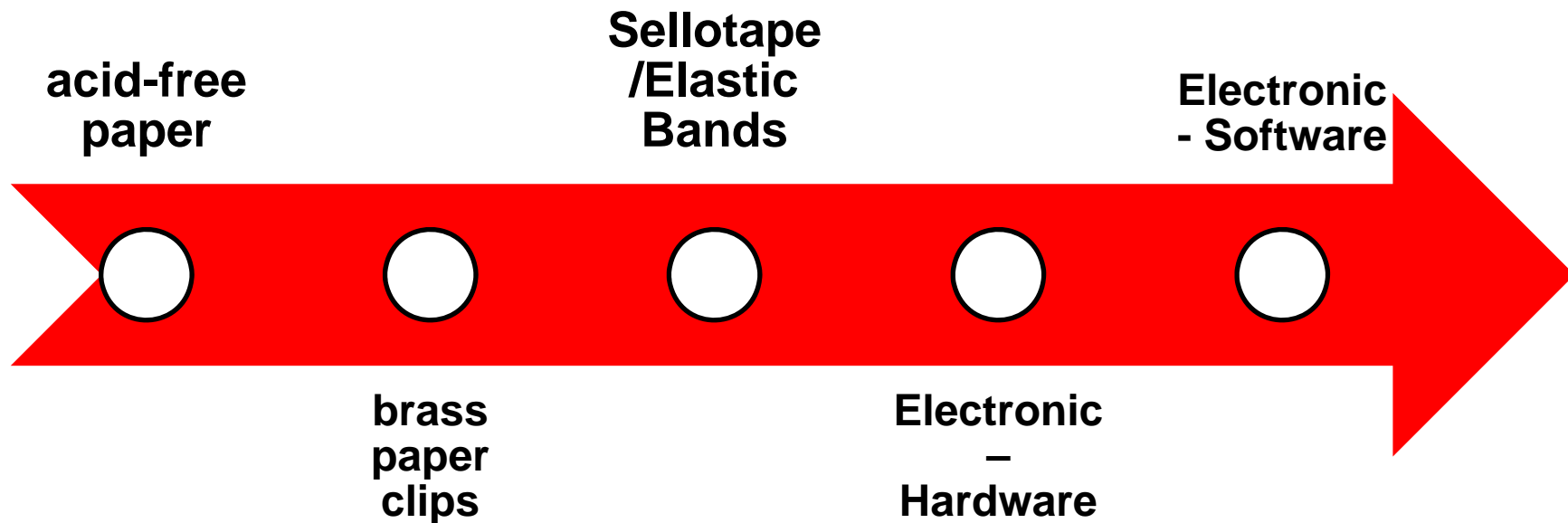
Record retention is assigned by understanding the organisation's liability and which records may be needed in future legal proceedings

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# Preservation

The length of time a record needs to be kept will affect the way we keep it.



# Digital Continuity

```
H:INTRO PAGE 1 LINE 9 COL 11          INSERT ON
      <<<      M A I N      M E N U      >>>
--Cursor Movement-- | -Delete- | -Miscellaneous- | -Other Menus-
^S char left ^D char right | ^G char | ^I Tab ^B Reform | (from Main only)
^A word left ^F word right | DEL chr lf | ^V INSERT ON/OFF | ^J Help ^K Block
^E line up ^X line down | ^T word rt | ^L Find/Replce again | ^Q Quick ^P Print
      --Scrolling-- | ^Y line | RETURN End paragraph | ^O Onscreen
^Z line down ^W line up | | ^N Insert a RETURN |
^C screen up ^R screen down | | ^U Stop a command |
!-----!-----!-----!-----!-----!-----!-----!-----!-----!-----R
:
1. Introducing WordStar <
<
WordStar is highly flexible and very visible. Watch the
screens as you give commands, and information in various
parts of the screen will guide you. You won't see all the
information all the time, but it will be there when you need
it. <
<
WHERE YOU ARE <
<
The seven WordStar menus are your greatest aids. They are
like signposts at the top of your screen, showing you where
you are. <
1HELP 2INDENT 3SET LM 4SET RM 5UNDLIN 6BLDFCE 7BEGBLK 8ENDBLK 9BEGFIL 10ENDFIL
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# Record Destruction

- ✓ Any records which contain personal information must be cross shredded
  - ✓ Computer hard drives should be taken out of the casing and physically destroyed
  - ✓ CDs and floppy disks should be shredded
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# Information Asset Register

An **Information Asset Register** (IAR) is a register of unpublished information held electronically or in hard copy, which has not previously been published. The IAR does not provide direct access to the information itself. It is a means of alerting the public to the existence of unpublished information and whom to contact. Requests for the information will be dealt with in accordance with FOIA. The IAR will contain details about what information can be reused and any costs associated with re-use.

All published information will be included in the Publication Scheme.

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# Creating an Information Asset Register

## **Advantages**

- The IAR can be used to pull all the information about records in an organisation into one place
- Record group information can be managed from creation to disposal in one place

## **Disadvantages**

- Resource intensive to collate and manage
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# Contents of Information Asset Register

## TITLE

Title of resource with additional or alternative titles if they exist

*Letters authorising absence from school*

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# Contents of Information Asset Register

## TITLE

Title of resource with additional or alternative titles if they exist

*Letters authorising absence from school*



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# Contents of Information Asset Register

## IARN

The IAR Number; a unique number identifying each record.

*ABS01*

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# Contents of Information Asset Register

## IDENTIFIER

Identifier or acronym by which the resource may be commonly known, or file name with full path.

*Absence Letters -  
Sickness*

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# Contents of Information Asset Register

## DESCRIPTION

A description of the information contained in the resource. An abstract if the resource is document like. A content description of visual or other resources.

*Letters written by parents to explain sickness absence of their children from school*

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# Contents of Information Asset Register

## SUBJECT

Keywords and phrases indicating the subject matter of the resource.

*Absence;  
Educational  
Welfare*

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# Contents of Information Asset Register

## SOURCE

The source(s) of the information found in the resource.

*Parents of children concerned*

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# Contents of Information Asset Register

## FORMAT

Physical  
formats of  
resource.

*Paper*

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# Contents of Information Asset Register

## LANGUAGE

The language(s) of the resource content.

*English*

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# Contents of Information Asset Register

## AUTHOR

Person, group or organisation responsible for the intellectual content of the resource.

*School Office*

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# Contents of Information Asset Register

## RISK CATEGORY (1)

Risk category relating to the risks of unauthorised disclosure or loss of personal data.

*RED*

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# Contents of Information Asset Register

## RISK CATEGORY (2)

Risk category relating to the risks to the organisation as a whole of the loss of information (e.g. leading to failure to undertake statutory functions or defend organisation in legal case).

*AMBER*

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# Contents of Information Asset Register

## **BUSINESS/STATUTORY REQUIREMENT FOR CREATING RECORD**

Business requirement for creating the record collection used for defining retention periods [also required by the Lord Chancellor's Code of Practice under Section 46 of the FOIA]

*Education Act 1996*



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# Contents of Information Asset Register

## RETENTION PERIOD

Minimum period for which the record collection needs to be retained.

*Date of absence  
+ 2 years*

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# Contents of Information Asset Register

## DISPOSAL METHODS

Standard for disposal of record collection.

*Secure Disposal*

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