

BRINGING TOGETHER EDUCATION AND SPORT

Football, Tennis and Golf Academies



1.0 System Outline

Elite Schools Programmes has an obligation to maintain its records in order to demonstrate best value and adherence to statutory legislations and regulations. Records must therefore be maintained in good order and be capable of being retrieved quickly.

Records may relate to individuals (e.g. staff or students) or to the college as an organisation (e.g. financial or quality-related records). In all cases, arrangements for storage should ensure that these records are secure and are available only to those members of staff and external agencies who have a need to view them.

2.0 Purpose

The purpose of this procedure is to: outline the process by which Elite will maintain a records archive such that records are capable of being retrieved to satisfy college needs and those of external agencies which may require to audit college activities from time to time.

3.0 Scope

This procedure applies primarily to all college senior leaders and to those members of staff to whom they delegate responsibility for adhering to this procedure.

4.0 Definitions

The following definitions are used in this procedure:

‘Record’: any document which the college is required to retain, either for college purposes, or to satisfy the requirements of external agencies.

‘Live Record’: any record that is still in regular use within the college.

‘Archive Record’: any record which is no longer required for day-to-day reference or use, but which must be retained for a period of time to satisfy the requirements of External Agencies.

‘External Agencies’: Those bodies who hold influence over the activities of the College and who may, from time to time, request the College to demonstrate adherence to regulations or other requirements by submitting to audit and/or producing records to demonstrate such adherence.

‘Senior Leaders’

The Director of Corporate Services’ is the individual designated to deal with all Information Requests in terms of the Freedom of Information and the Data Protection Act 1998

5.0 Reference Materials Used/Referred To:

Freedom of Information Act 2002

QP1.28 Policy – Freedom of Information

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Data Protection Act 1998

QP1 - 24 Data Protection Policy

QP1 - 44 Data Security Policy

QP1 - 48 Records Retention Policy

6.0 Responsibilities

6.1 All College senior leaders shall:

- Maintain all live records in good order, ensuring that retrieval is simple but controlled (i.e. unauthorised access is not possible in accordance with the Data Security Policy)
- Monitor the live records being used within their department and identify archive records as they move out of regular use. (Note that some live records, which are no longer in use, may not become archive records and can be destroyed). It is the responsibility of the senior manager to acquaint themselves with the requirements for archive records in their area(s) of specialisation.
- Liaise with the Director of Corporate to ensure the archive records are properly packed, labelled and moved to the Archive facility within a reasonable timescale.
- Acquaint themselves with, and adhere to, the College Records

Retention Policy

Regularly review archived records for adherence to the Records

Retention Policy and Schedule

6.2 The Director of Corporate Services shall:

- allocate appropriate secure accommodation for the records archive in conjunction with college senior management;
- provide guidance and assistance to college staff with regard to the archiving of records and the College Records Retention Policy;

7.0 Procedure Storage of Records:

College senior leaders will be expected to maintain all live records under their control, such that they are available to authorised staff to allow the effective and efficient discharge of their duties and to comply with the Data Security Policy.

When live records pass from regular use, senior leaders will, arrange for all such records to be transferred to approved containers, which will be appropriately labelled, using the format shown at Annex A. Such labels will include the following information:

- Contents list
- Academic year to which the records relate
- Destruction Date (if appropriate)
- Senior management contact

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Where there are records that pertain to a period of one year or longer, records from differing academic years should be placed in separate containers. This will aid the removal and destruction of records at a later date. This is particularly important for 'high volume' records e.g. student records. Records should be stored within the containers in a manner which will assist the effective retrieval of individual records, e.g. alphabetical order, date order, student ID etc. Where records relate to a specific event, e.g. a commercial contract or funded project and the volume of records is small, then these records should be stored in one container. (The labelling of the containers is therefore critical to allow effective cataloguing of the contents to aid retrieval). The senior leader will then arrange for the container(s) to be uplifted and transported to the Records Archive. The senior leader and authorised staff will be responsible for ensuring that archive boxes stored in a manner that will facilitate retrieval. The senior leader should maintain a records archive database of all records held in his/her archive accommodation.

Access to records:

Access to the records archive will be strictly controlled. Staff (or representatives of external agencies) requiring access to the records archive will do so under authorisation of the relevant senior leader. Records will not be removed from the records archive without the express permission of the relevant senior leader. A record of all removals and corresponding returns will be entered into the records archive database. Wherever possible, records requested will be photocopied and the original returned to the archive. Archive facilities will not be used for general storage.

Destruction of Records:

Senior leaders will be responsible for approving and arranging the destruction of archive records in accordance with the college records retention policy. All redundant archive records will be treated as confidential waste and will be handled and destroyed by a contractor approved by the college to handle confidential waste.

The date of destruction of containers will be entered onto the records archive database.

Elite Schools Programmes / TA ESA

Paul Brannan

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