



RECORDS RETENTION, STORAGE & DISPOSAL GUIDELINES

Winton School needs to keep records for certain periods of time to comply with legal requirements such as tax and education legislation. State and state integrated schools also have broader responsibilities to retain some school records for archival purposes.

The School Records Retention/Disposal Schedule identifies the school records that can be discharged, destroyed or disposed of, and those which must eventually be sent to Archives New Zealand.

A retention/disposal schedule gives schools a clear process and authority about how long to keep school records, why they have to keep them, and what needs to happen to them when they are of no further use to the school. Winton School can save space and reduce administration costs by disposing of records as soon as they are no longer required. The schedule also allows records of long-term value to the school to be readily identified.

Schools cannot destroy or dispose of any school records without Archives New Zealand's authorisation except in accordance with the Schedule.

A records officer, appointed by the board, is responsible for ensuring that the requirements of the Public Records Act are met, and that staff and board members are aware of their responsibilities.

The School Records Retention/Disposal Schedule is a variation of the Act, especially designed to meet the requirements of schools.

File Management Techniques

If you know that a particular document type (e.g. Payroll Reports) has a storage life of a particular length (e.g. 7 years), enter the expiry date on the filing box when you set up your files at the beginning of the year. It will make it much easier to cull the obsolete documents when the expiry date arrives.

1. Student Records

This covers enrolment, admission and withdrawal, attendance and progress records relating to individual students, punishment records and student's own work.

Notes

1. The schedule covers all possible records a school may create. Not all schools may create/keep records in all categories.
2. The stated retention period is a minimum period and you can keep the record longer if you wish. You should consider any possible issues involved in doing this (e.g. privacy, liability, etc).
3. **Do not destroy any record older than 1945** – contact Archives New Zealand for advice.

No	Record	Examples	Action
1.1	Enrolment Record E19/22A (except for those relating to students in 1.7)	The front of Record Form E19/22A (white card)	When the student goes to another school, forward to the new school if requested. Keep a photocopy (see 1.2)
1.2	Other enrolment information, forms, etc. (except for those relating to students in 1.7)	Enrolment forms/ information developed by the school Photocopies of E19/22A E19/22A forms not requested by another school	Keep for 7 years after the student has left the school, then they may be destroyed with permission of the board of trustees
1.3	Daily attendance registers	Attendance registers Roll books	Keep for 7 years after the date of the last entry, then they may be destroyed with permission of the board of trustees (but see 1.4 if admission and withdrawal information is lost)
1.4	Admission and withdrawal registers	Register books SMS data	Keep indefinitely May be sent to Archives NZ 10 years after last entry (not sooner) Must be sent to Archives NZ 25 years after date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer
1.5	Student progress records (excludes students in 1.7, and also excludes students' own work – see 1.8)	School reports Testimonials Test results Unit standard passes Student internal assessment grades External exam results Older records, such as logbooks, examination registers, progress and achievement registers Student health records	Keep for as long as the school needs them for school business or reference purposes, then they may be destroyed with the permission of the board of trustees Do not return them to the student Consider privacy issues when dealing with requests to see or copy this information

		(including psychiatric reports)	
		Student legal records (custody and criminal reports)	
1.6	Punishment records	Punishment books	Keep indefinitely
		Detention books	May be sent to Archives NZ 10 years after last entry (not sooner)
		Punishment data	Must be sent to Archives NZ 25 years after date of last entry, unless arrangements are made with Archives NZ for the school to keep them longer
1.7	Records in 1.1, 1.2 and 1.5 above, relating to students who received significant awards or honours, and/or achieved high distinction or fame (does not include infamous students)	Students that gain: <ul style="list-style-type: none"> • Order of NZ • Order of Merit • National or international academic awards, such as honorary doctorates, academic medals, and literary prizes • National/international sporting awards, such as Olympic medals and/or world titles • Students such as distinguished/famous All Blacks/Silver Ferns 	Only applies where the school still has the student's record when he or she receives the award/honour, or achieves fame Keep indefinitely Do not return them to the student
1.8	Student's own work	Essays	Keep as long as the school needs them for school business or reference purposes, then return them to the student
		Project work	
		Artwork	

2. Governance

This covers the documentation associated with the board of trustees and its activities relating to the control and management of the school.

Notes

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3. **Do not destroy any record older than 1945** – contact Archives New Zealand for advice.

No	Record	Examples	Action
2.1	Minutes and agendas of board of trustees meetings, and other records documenting the board's decisions and discussions (including its committees)	Board of trustees minutes and agendas Board of trustees committee minutes and agendas Papers, such as reports attached to the minutes	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner) Must be sent to Archives NZ after 25 years, unless arrangements are made with Archives NZ for the school to keep them longer If the school is closing, sort, list, box and send these records to the local/ regional Ministry of Education office for off-site storage and eventual transfer to Archives NZ
2.2	Charter, strategic plans and goals documents (see 2.4 below for other planning and policy documents)	Charter Strategic plan School goals 10YPP or its equivalent in integrated schools	Keep indefinitely Keep an audit trail of changes May be sent to Archives NZ after 10years (not sooner)
2.3	Annual report	Board of trustees annual report	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)
2.4	Significant school policies and procedures (see 2.2 above for strategic plan etc, and 2.5 below for those policies where	Codes of conduct Health and safety	Keep indefinitely May be sent to Archives NZ

	the Ministry of Education regulates the content)	Personnel Sexual harassment Accident and sickness School transport Complaints and discipline Treaty of Waitangi	after 10 years (not sooner)
	<ul style="list-style-type: none"> • Policies • Board of trustees bylaws • Procedures • Guidelines • School rules • Codes of practice 		
2.5	Routine school policies, plans, procedures, guidelines, rules, codes of practice, etc. (includes those developed under the NEGs or NAGs)	Curriculum delivery Evaluation and assessment Reporting on student achievement Meeting procedure Property Purchasing Financial Student attendance, suspension or withdrawal Special needs Operational plans	Keep for as long as the school needs them for administration or reference purposes, then they may be destroyed with the permission of the board of trustees If the school is closing, these records may be destroyed with the permission of the board of trustees/residual agent
2.6	Board of trustees election administration records	Advertisements Candidate statements Voting forms Electoral Rolls	Send voting forms to the District Court as soon as possible after the election result is declared
2.7	Significant correspondence of the board of trustees such as matters of significant community interest, matters relating to major school programmes and activities, and matters relating to the legal rights and interests of principals, staff, students and parents. Includes significant correspondence with	Erecting monuments to mark significant community or cultural events such as statues, and carved gateways Visits of dignitaries such as the Governor General, and a famous ex-student School jubilees	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)

	associations, such as parents, friends and old students associations, but note that they are separate associations and their own records are not covered by this schedule	Significant facilities developed as a result of major fund-raising initiatives, such as community pools, arts centres, and gymnasiums	
		Major changes of school uniform	
		Major disasters	
		School closures	
		Complaints	
2.8	Operational correspondence of the board of trustees kept for audit purposes, that does not fall within 2.6 above. Includes operational correspondence with associations, such as parents, friends and old students associations, but note that they are separate associations and their own records are not covered by this schedule	Correspondence and other documentation regarding conflicts of interest notification to the Ministry of Education	Keep for 7 years after the date of the last action, then it may be destroyed with permission of the board of trustees
		Requests for funding	
		Student achievement	If the school is closing, sort, list, box and send these records to the local/regional Ministry of Education office for off-site storage. They may then be destroyed when the 7 year period expires
		Setting up sports clubs	
		Discipline matters of a general nature	
		Routine fund-raising activities	
2.9	Routine correspondence and other records of the board of trustees that do not deal with matters falling into 2.6 and 2.7above. Includes routine correspondence with associations, such as parents, friends and old students associations, but note that they are separate associations and their own records are not covered by this schedule	Advertising	Keep for as long as the school needs them for administration or reference purposes, then they may be destroyed with the permission of the board of trustees
		Ministry circulars/gazettes	
		Training brochures	
		Thank you letters to parents	
		General procedural information from Audit NZ	

3. Personnel

This covers records relating to the employment, management and professional development of all staff, and the maintenance of a safe and healthy work environment.

No	Record	Examples	Action
3.1	Personnel records of staff and principals who received significant awards or honours, and/or achieved high distinction or fame (does not include infamous staff or principals)	<p>Staff and principals that gain:</p> <ul style="list-style-type: none"> • Order of NZ • Order of Merit • National or international academic awards, such as honorary doctorates, academic medals, and literary prizes • National/international sporting awards such as Olympic medals and/or world titles <p>Staff or principals such as distinguished/ famous All Blacks/ Silver Ferns</p>	<p>Only applies where the school still has the principal or staff member's record when he/she receives the award/honour or achieves fame. When you are destroying records under 3.2, identify and keep any that fall into this category.</p> <p>Keep indefinitely</p> <p>Do not return them to the principal or staff member.</p>
3.2	All other staff personnel records, including principals	Personnel files	Keep for 7 years after last date of employment, then they may be destroyed with permission of the board of trustees.
3.3	Payroll, salaries, allowances etc (see 3.2 for records kept on an individual staff member's or principal's personnel file)	<p>Payroll reports</p> <p>Incentive allowances</p> <p>Additional payments/ remuneration made to principals</p> <p>General records and other correspondence relating to the setting and administration of remuneration</p>	Keep for 7 years from the end of the year to which they relate, then they may be destroyed with the permission of the board of trustees.
3.4	Leave and staff attendance records (see 3.2 for records kept on an individual staff member's or principal's personnel file)	<p>Timesheets</p> <p>Leave requests</p>	Keep for 7 years after last date of employment, then they may be destroyed with permission of the board of trustees.
3.5	Staff grievances and disputes	Personal grievances	Keep for 7 years after date of last action, then they may be destroyed with permission of the board of trustees.
	If these records are kept on an individual staff member's or principal's personnel file,	Disputes	

	the file will need to be kept for 7 years after date of last action	Discrimination complaints General complaints	
	Note: relevant information may also be attached to board committee minutes (see 2.1 Governance Records for details)	Disciplinary matters Dismissals General correspondence with unions	
3.6	General recruitment correspondence and administration (see 3.2 for records kept on the successful applicant's personnel file)	Position descriptions Advertising CVs Administration of recruitment/ interview process	Keep for as long as the school needs them for administration or reference purposes, then these records may be destroyed with the permission of the board of trustees.
3.7	General training and development correspondence and administration (see 3.2 for records kept on an individual staff member's or principal's personnel file)	Attendance at courses, seminars, conferences etc	Keep for as long as the school needs them for administration or reference purposes, then these records may be destroyed with the permission of the board of trustees.
3.8	Non-serious accident register (staff and students) i.e., which does not contain records of accidents involving fatalities and/or prosecution (see 3.9 if the school keeps one register for all accidents)	Accident register Forms and other documentation notifying of accidents	Keep until the school closes , or in the case of a merger of schools, until the continuing school closes.
3.9	Serious accident register (staff and students), i.e., which includes accidents involving fatalities and/or prosecution If the school keeps one register for all accidents (serious and non-serious), these actions apply	Accident register Forms, and other documentation notifying of accidents	Keep indefinitely May be sent to Archives NZ 10 years after the date of last action (not sooner).

Notes:

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2. The stated retention period is a minimum period and you can keep the record longer if you wish. You should consider any possible issues involved in doing this (e.g., privacy, liability, etc).
3. **Do not destroy any record older than 1945** – contact Archives New Zealand for advice.

4. Finance

This covers the school’s accounting and other financial transactions, including reporting, budgeting, funding, insurance, audit and fraud.

Notes:

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2. The stated retention period is a minimum period and you can keep the record longer if you wish. You should consider any possible issues involved in doing this (e.g., privacy, liability, etc).
3. **Do not destroy any record older than 1945** – contact Archives New Zealand for advice.

No	Record	Examples	Action
4.1	Routine accounting records	Ledgers Cash books Creditors and debtors Sales and purchases Asset registers Maintenance fees Capital/deferred expenditure Invoices Receipts and receipt books Bank statements Cheque and deposit books Term deposits All IRD returns	Keep for 7 years after the end of the income year to which the records relate (or 10 years if the IRD has advised of a pending audit before the 7 year period expires), then they may be destroyed with the permission of the board of trustees

		Reimbursement for expenses claims	
4.2	Loans and/or investments documentation	<p>Loan agreements</p> <p>Investment agreements</p> <p>Loan or investment negotiation decisions/ correspondence</p>	Keep for 7 years after the end of the year in which the loan or investment agreement/arrangement terminates, then the records may be destroyed with the permission of the board of trustees
4.3	Routine budgeting and financial reporting	<p>Budgets</p> <p>Monthly reports</p> <p>Quarterly reports</p> <p>Occasional reports on specific issues</p>	Keep for 7 years after the date of the last action, then the records may be destroyed with the permission of the board of trustees
4.4	Strategic records relating to the use of major sources of funding (see governance records 2.2 for documentation relating to normal operations grants for the Ministry)	<p>Community grants</p> <p>Sponsorship</p> <p>Trust funds</p> <p>Bequests</p> <p>Donations</p>	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)
4.5	Insurance policies and claim documentation	<p>Insurance policies</p> <p>Correspondence about insurance claims</p>	Keep for 7 years from the end of the year in which the policy ceases to be current, and all claims under it are resolved, then the records may be destroyed with the permission of the board of trustees
4.6	Major audit reports and responses to major audits/ reviews, where there is evidence of fraud, wrongdoing etc	<p>Discretionary audits carried out by the Office of the Auditor General</p> <p>School's response to discretionary audit findings</p>	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)
4.7	Routine audit reports	<p>Annual audit report</p> <p>Routine/non-controversial IRD or Education Review Office audits</p>	Keep for 7 years after the date of the last action, then the records may be destroyed with the permission of the board of trustees

4.8	Serious fraud and theft within the school management or staff structure	Major fraud	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner) Must be sent to Archives NZ after 25 years, unless arrangements are made with Archives NZ for the school to keep them longer If the school is closing, sort, list, box and send these records to the local/ regional Ministry of Education office for off-site storage and eventual transfer to Archives NZ
		Major theft	
		Serious negligence	
		Major misappropriation	
4.9	Minor fraud and theft within the school management or staff structure	Minor fraud	Keep for 7 years after the date of the last action, then the records may be destroyed with the permission of the board of trustees
		Minor misappropriation	
		Minor negligence	
		Petty theft	
		Small over claims on expenses	

5. Property and Administration

This covers records relating to the acquisition, management, maintenance and disposal of property and equipment owned, occupied or controlled by the school, teaching materials and routine administration records.

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2. The stated retention period is a minimum period and you can keep the record longer if you wish. You should consider any possible issues involved in doing this (e.g., privacy, liability, etc).
3. **Do not destroy any record older than 1945** – contact Archives New Zealand for advice.
4. **For integrated school sites**, some records relating to land ownership, building plans and property maintenance will be the property of the proprietor. Where this applies, the records are retained by the proprietor and not transferred to Archives New Zealand.

No	Record	Examples	Action
5.1	Land ownership and/or occupancy documentation (excludes property owned by the Crown (Ministry))	Property occupancy document (POD) Deeds of title Certificates of title	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)
5.2	Lease agreements	Leases of land Leases of buildings Leases with other occupants of school property	Keep for 12 years after termination of the lease, then the records may be destroyed with the permission of the board of trustees
5.3	Occupancy licences	Licences with other occupants of school property, such as school dental clinics	Keep for 7 years after termination of the licence, then the records may be destroyed with the permission of the board of trustees If the school is closing, sort, list, box and send these records to the local/regional Ministry of Education office for off-site storage. They may then be destroyed when the 7 year period expires
5.4	Equipment leases	Photocopiers Laptops IT equipment Audiovisual equipment	Keep for 7 years after termination of the lease, then the records may be destroyed with the permission of the board of trustees
5.5	Building plans for major building work, historical buildings or those with significant architectural merit, including project files for property projects	Major new permanent buildings Major alterations Restoration (or demolition) work on historical buildings, such as 19th century buildings or those with an Historic Places Trust rating Buildings that have won a major architectural award	Keep indefinitely May be sent to Archives NZ 10 years after the year in which the work took place (not sooner)
5.6	Routine building plans, (including property files for	Minor repairs or alterations	Keep for 10 years after the year in which the work took

	property projects)	Installation of relocatables	place, then they may be destroyed with the permission of the board of trustees
5.7	Property maintenance	Five Year Property Programme (5YP) Documentation and correspondence about the upkeep, repair and servicing of land and buildings Guarantees Inspections Warrants of fitness	Keep for 7 years after the date of the last action, or expiry of a guarantee or warrant of fitness, then the records may be destroyed with the permission of the board of trustees
5.8	Disposal of major capital assets (excludes property owned by the Crown (Ministry))	Sales agreements Asset transfer agreements Correspondence documenting the sale, transfer, disposal and/or write-off of buildings and land	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)
5.9	Stores, supplies, fixtures and fittings (such as furniture, furnishings, floor coverings, etc.), and plant/equipment administration (includes records documenting procurement, installation, maintenance, storage, issue and disposal)	Order books Asset registers Inventories Stationery issues Delivery dockets Library purchases	Keep for 7 years after the end of the income year to which the records relate (or 10 years if the IRD has advised of a pending audit before the 7 year period expires), then they may be destroyed with the permission of the board of trustees
5.10	Vehicles (including records relating to the purchase, hire, maintenance, service operation and disposal of school vehicles)	Vehicle log books Purchase agreements Sale agreements	Keep for 7 years after the date of last action, or 7 years after the vehicle is disposed of, then the records may be destroyed with the permission of the board of trustees
5.11	Major contracts incurring significant expenditure of operational and/or capital funding and relating to significant events in the life of a school	Contracts with architects, and builders for major building works (constructions, additions, demolitions, and facilities enhancements) Major IT projects/	Keep indefinitely May be sent to Archives NZ after 10 years (not sooner)

		enhancements	
5.12	Routine contracts and agreements	<p>Computer licences</p> <p>Copyright licences</p> <p>Cleaning contracts</p> <p>Security contracts</p> <p>Contracts with movers</p> <p>Painting contracts</p> <p>Lift maintenance</p> <p>Caretaking contracts</p>	Keep for 7 years after the year in which the contract ends, then the records may be destroyed with the permission of the board of trustees
5.13	Tender reports, describing the tender process and the reasons for selecting the successful tenderer	Tender reports	Keep for 7 years after the date of the last action, then the records may be destroyed with the permission of the board of trustees
5.14	Tender documentation	<p>Administration of the tender process</p> <p>Tenders of unsuccessful bidders</p>	Keep for as long as the school needs them for administration or reference purposes, then these records may be destroyed with the permission of the board of trustees
5.15	Routine administration	<p>Minutes of staff, departmental, school functions committees, or student council meetings</p> <p>School camp records</p> <p>Fire evacuation plans/procedures</p> <p>Routine daily notices</p>	Keep for as long as the school needs them for administration or reference purposes, then these records may be discharged or destroyed
5.16	Teaching materials	<p>Work books</p> <p>Unit plans</p> <p>Notes</p>	Keep for as long as needed for school business or reference purposes, then they may be destroyed with the permission of the teacher and/or the board of trustees as applicable

6. Historical

This covers records and memorabilia collected by the school as part of the documentation of its history, including photographs, newspaper clippings and other documentation of its interaction within the local and wider community. This section also includes records related to a school's special character (integrated schools) or designated character (schools established under section 156 of the Education Act 1989) and records that relate to the philosophy, culture or traditions of a school.

Notes:

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2. The stated retention period is a minimum period and you can keep the record longer if you wish. You should consider any possible issues involved in doing this (e.g., privacy, liability, etc.).
3. **Do not destroy any record older than 1945** – contact Archives New Zealand for advice.
4. **Records of integrated schools prior to integration** are not required to be sent to Archives New Zealand, however if an integrated school closes, it may wish to offer these records to Archives New Zealand.

No	Record	Examples	Action
6.1	Photographs recording significant events/milestones in the history of the school, where the persons, events and dates have been identified and recorded (see 6.10 for records related to the special character (integrated schools), or designated character (schools established under section 156 of the Education Act 1989))	<p>Ceremonial occasions (appointments of principals, visiting dignitaries, etc.)</p> <p>Jubilees</p> <p>Major sports tournaments</p> <p>Major awards</p> <p>Retirements of long serving staff</p> <p>Visits from famous former staff or students</p> <p>Major new building and/or restoration work</p> <p>Significant bequests, donations, etc.</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ after 10 years (not sooner)</p>
6.2	Other photographs	Class, staff, department, sports team, and cadets photos	Keep for as long as the school needs them for administration or reference purposes, then these records may be discharged or

		Prize givings	destroyed (see full notes)
		Educational activities (education outside classrooms, school camps, international students activities, etc.)	
		Class trips abroad (e.g. Gallipoli)	
		Sports events	
		Social events	
		Musical/stage productions	
		Reunions	
		Church services	
		Photos taken for routine operational or administrative purposes (inventories of furniture, damage to fittings, etc.)	
6.3	Major school productions	Annual yearbooks/magazines	Keep indefinitely
		Prospectuses	May be sent to Archives NZ after 10 years (not sooner) Must be sent to Archives NZ after 25 years, unless arrangements are made with Archives NZ for the school to keep them longer
		Newsletters relating to significant milestones/ events in the history of the school	
6.4	Routine newsletters, circulars, etc.	Staff, students, parents/ carers newsletters/notices	Keep for as long as the school needs them for administration or reference purposes, then these records may be discharged or destroyed (see full notes)
		Newsletters/notices about routine school programmes, activities and events	
6.5	Newspaper clippings/collections relating to the school, staff and/or students (past or present)	Scrapbooks of newspaper clippings	Keep for as long as the school needs them for administration or reference purposes, then these records

			may be discharged or destroyed (see full notes).
6.6	Documentation and other records of significant events/ milestones in the history of the school, such as booklets, correspondence, scrapbooks, film, and audiovisuals (see 6.10 for records related to an integrated school's special character, or the designated character of a school established under section 156 of the Education Act 1989).	<p>School histories</p> <p>Recorded oral histories</p> <p>Ceremonial occasions (appointment of principals, visiting dignitaries etc)</p> <p>Jubilees</p> <p>Major sports tournaments</p> <p>Major awards</p> <p>Retirements of long-serving staff</p> <p>Visits from famous former staff or students</p> <p>Major new building and/or restoration work</p> <p>Significant bequests, donations etc</p>	<p>Keep indefinitely</p> <p>May be sent to Archives NZ after 10 years (not sooner)</p> <p>Must be sent to Archives NZ after 25 years, unless arrangements are made with Archives NZ for the school to keep them longer</p>
6.7	Documentation and other records of school functions/ occasions as part of normal school activities, such as correspondence, administration files, scrapbooks, film, and audiovisuals	<p>Prize givings</p> <p>Sports events</p> <p>Social occasions</p> <p>Musical/stage productions</p> <p>House activities</p> <p>Reunions</p>	<p>Keep for as long as the school needs them for administration or reference purposes, then these records may be discharged or destroyed (see full notes).</p>

6.8	Former Department of Education filmstrips (including any associated teaching notes)	<p>“Transport – How we Carry Things in NZ” (1957)</p> <p>“Takahe Valley – the Notornis”</p> <p>“Forests of Westland” (1955)</p> <p>“Five Generations of NZ Women”</p> <p>“Feeding a City – Eggs” (1957)</p> <p>“High Country Sheep Station”</p> <p>“The Development of Manufacturing in NZ”</p> <p>“The Modern Eskimo – Canada’s North”</p> <p>“The Strange History of Tea”</p> <p>“London”</p> <p>Boxed sets of children’s stories containing teacher’s notes, a film strip, a cassette or record sound recording</p> <p>“Anna Follows the Reindeer”</p> <p>“Robinson Crusoe”</p> <p>“Call of the Wild”</p>	Keep for as long as the school needs them for administration or reference purposes, then these records may be destroyed with the permission of the board of trustees
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