

School Records

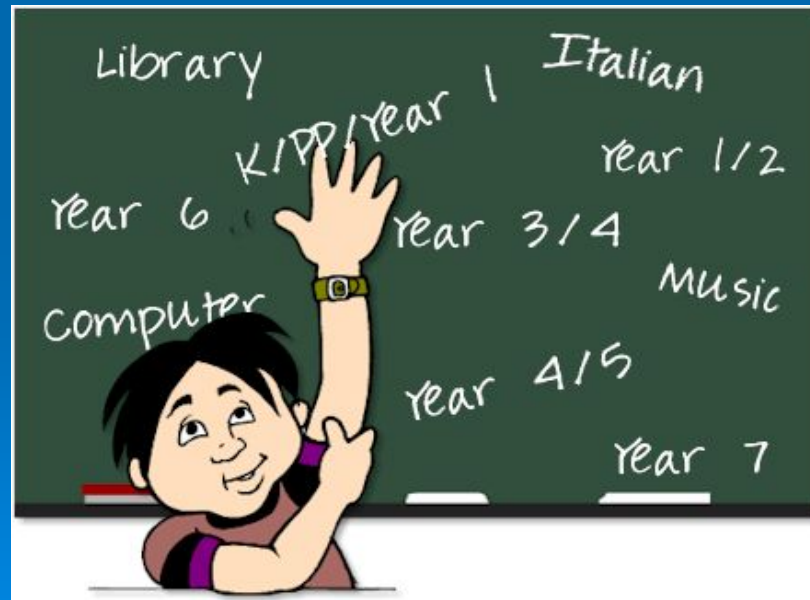
The good news.....



Philippa Pidd
Jackie Jean

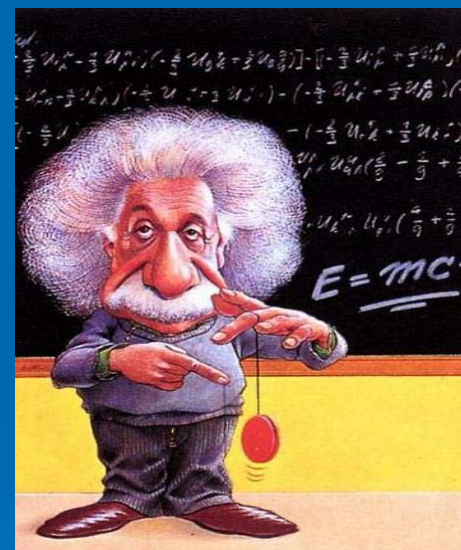
School Records

Improving school record processes



Developing a Retention/Diposal Schedule for School Records

- develop initial document
- consultation with Archives
- rework template
- consultation with schools generally
- consultation with groups within MOE
- consultation with Sector Reference Group
- develop draft document
- submitted to Archives NZ
- approved by Chief Archivist
- signed by Secretary for Education
- information circulated to schools
- ongoing support for implementation



How will a Retention/Disposal Schedule help schools?

- provide clear guidelines
- identify the long term value of some records
- help schools organise records
- let schools know why they need to keep school records
- help Archives NZ clarify their role in relations to schools

The Retention/Disposal Schedule for Schools

- Draft form at present – table format
 - 6 categories
 - ✓ Student Records
 - ✓ Governance Records
 - ✓ Personnel Records
 - ✓ Finance Records
 - ✓ Property & Administration
 - ✓ Historical Records
 - Classes
 - ✓ Examples
 - ✓ Action
 - ✓ Reason

The Material for Schools

The Schools' Package

- Retention/Disposal Schedule
- Factsheets
 - ✓ Creating, Using and Maintaining Records
 - ✓ Keeping Electronic Records
 - ✓ Storing and Handling Records
 - ✓ Using the Retention/Disposal Schedule
- Frequently Asked Questions
- Contacts - in Archives offices
 - in the Ministry of Education

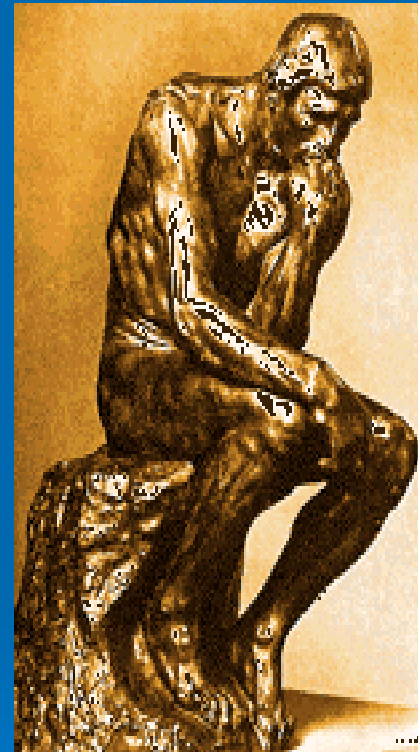
Questions

Factsheets

- how are these helpful to schools?
- how could they be improved?

FAQs

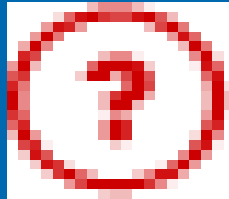
- how is this helpful to schools?
- are there more questions that need to be included?



Information to Schools through

- package to each school
- Education Gazette
- Ministry Circular
- STA news
- Ministry website
- Ministry staff in local/regional offices

Issues that the Retention/Disposal Schedule could raise



- extra space?
- costs?
- another area of compliance!
- extra work for schools?
- local decision making?

Where to now?

The even better news....



roll on mid 2005!



MINISTRY OF EDUCATION

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