

# Recordkeeping Advice for Schools

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# School records

- Public records
  - State & Integrated schools
- Created as part of school business
- Examples:
  - Minutes of meetings
  - Registers
  - Electronic records

# Recordkeeping

- Definition:

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information

(From: National Archives of Australia (NAA). (2001). *DIRKS Manual: Glossary*. Canberra: National Archives of Australia.)

# Good Recordkeeping

- Supports:
  - Accountability/compliance
  - Good business management

# Legislative & Reporting requirements:

- Examples:
  - Archives Act 1957 (Public Records Act ...)
  - Privacy Act 1993
  - Tax Administration Act 1994
  - Public Finance Act 1989
  - Education Act 1989

# Good Recordkeeping

- Helps your school to meet legislative & reporting requirements
- Facilitates decision-making
- Enables you to find information faster
- Saves time

# Good Recordkeeping is:

- Defined
  - by clear, consistent policies and procedures
- Supported
  - by well-designed and managed systems
    - E.g. filing systems, location tracking, version control
- Promoted
  - to staff

# Recordkeeping Responsibilities

- Examples:
  - Creating records
  - Filing and keeping records
  - Protecting records
    - Against unauthorised access/damage/loss
  - Establishing policies and procedures
  - Following best practice principles

# Continuum: Create & Maintain

- Recordkeeping advice kit
- Produced by Archives New Zealand
- Consistent with International Best Practice
- Emphasises the design of systems

# Further information from Archives New Zealand:

- Published Advice:
  - Continuum Resource Kits
- Website:  
[www.archives.govt.nz/continuum.html](http://www.archives.govt.nz/continuum.html)
- Personal assistance
  - Email: [rkadvice@archives.govt.nz](mailto:rkadvice@archives.govt.nz)
  - Phone: (04) 499 5595

## Further information

- Ministry of Education
  - School Records Retention and Disposal Schedule
- National Preservation Office (NPO)
  - Email: [preservation@natlib.govt.nz](mailto:preservation@natlib.govt.nz)
- Courses:
  - Open Polytechnic
  - Victoria University of Wellington (VUW)
- Visit the stalls at this conference!