

Paradis International College	Doc. Ref. :
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Records Management Policy and Retention Schedule	

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1. Scope of the policy

1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

2. Responsibilities

2.1 The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The people with overall responsibility for this policy is the School Secretary, the School Director and High School coordinator

2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

Section 2 – Operation of this Records Disposal Schedule

1. Closing a file

Manual records should be closed as soon as they cease to be of active use other than for reference purposes. When a file is due to be closed an appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed, or whether it should be reviewed by a member of staff. Closing a file simply means that no further papers can be added but the file can be used for reference.

2. Minimum Retention Period

With the exception of pupil files, the minimum retention period required for each type of record is calculated from the point the file/record is closed.

3. Destroy

Where the disposal action states 'Destroy' the records should be kept for the period stated and then destroyed securely. A record must be maintained of the files that have been destroyed.

4. Commitment to preserving files/records

Paradis International College declares that it will take measures to ensure that the records it creates (including electronic records) will be well maintained and protected while they are in its custody.

Section 3 – Definitions of Records held by Paradis International College in respect of its Functional Areas.

There are six main functional areas for which Paradis International College keeps records as follows:

A. Management

This category comprises records held which relate to the management and organisation of the school. Typical records would include the minutes of the Board of Governors, the Senior Management Team and Parent/Teachers Association meetings which record the major decision making processes of the school. Also included are records detailing development, planning and curriculum policies as well as those that demonstrate how the school reports to its parents and other organisations. Records include the School Development Plan, the School Prospectus, Curriculum policies, Annual Report, Emergency Planning and Business Continuity Plan along with the records of meetings, minutes, and policies documenting the decisions and actions taken within this business function.

B. Secretariat

- Staff category refers to those records required for the Human Resources Management function within the school. These include staff personnel records (recruitment, interview notes, appointments, training, staff development etc), staff salary records, staff induction, sickness records, staff performance review, substitute teacher records and student teachers on teaching practice etc.
- Pupil Files contain vitally important records which, not only capture the progress of the student throughout their time at the school, but also contain personal details and information beneficial to their well-being within the school environment. Such records would include admission data, attendance of the pupils at the school, timetables and class groupings, education/progress reports of pupils, special education needs documentation, child protection information, disciplinary action taken, examination results, careers advice, school trip details and medical records (details of medical conditions where medicines are required to be administered at school).
- The health and safety of children and staff is of paramount importance in the school and such records to support this are kept e.g. Accident/Incident Book, legal/accident/incident forms, risk assessments, fire procedure, CCTV, security system files, health and safety policy statement.

C. Finance

The Finance management is assured by an external organisation and all the records regarding finances are held by them.

DEPARTMENT	FILE TITLE (short description of the topic)	RETENTION PERIOD	OBSERVATIONS
A. MANAGEMENT	School Honor Book	Permanent	Hard copy
	School History	Permanent	Electronic format
	School Project	Permanent	Electronic format
	Internal Regulations	Permanent	Electronic format
	Special Inspections Register	Permanent	Hard copy
	School Organizational Chart	10 years	Electronic format
	Single Control Register	Permanent	Hard copy
	Director's Decisions Register	Permanent	Hard copy
	Board of Administration Meeting Minutes Register	Permanent	Hard copy

	Teachers' Council Meeting Minutes Register	Permanent	Hard copy
	Curricula	Permanent	Electronic format
	Operating Regulation	Permanent	Electronic format
	Code of Ethics	Permanent	Also in electronic format
	Operating Authorizations	Permanent	
	Timetable of study groups	2 years	Electronic format
	School-Based Curriculum (CDS)	20 years	
	National Programs – 'Different School' and 'Green School', annual planning and reporting	5 years	
	Inventories and Handover Protocols of files from archive department	10 years	
	SCIM (Internal Managerial Control System): procedures, reports, risk management, acquisitions	Permanent	
	ARACIP: accreditations/evaluations/headquarters changes, evaluation requests, standard forms, reports	Permanent	
	Operational procedures, CEAC procedures	5 years from last revision	Also in electronic format
	Annual reports on the state of education, principal's report	Permanent	
B. SECRETARIAT	Organizational Chart of the Institution		
	Director's Orders		
	Regulations for Establishing and Operating Permanent and Temporary Committees, Their Composition		
	Committee Meetings Minutes Register		
	Decisions, Reports, Briefings, Correspondence Regarding Cases Discussed in Meetings		
	Documents on Special Events in School Life – Collaboration Projects, Partnerships		
	Documents on International Experience Exchange – Erasmus Programs	Permanent	
	Staffing Charts, Employment Sheets for Teaching Staff	Permanent	
	Decisions, Personal Documents and Correspondence on Staff Mobility (teaching/admin)	70 years	
	Nominal Staff and Position Lists		
	Schooling Plans, Statistical Reports, Briefings on Student Enrollment	Permanent	
	Documents on Organizing and Conducting Trips, Camps, Festivals		
	Documents on Organizing and Conducting Competitions, School Olympiads		
	Personal Files for Principals, Teaching and Administrative Staff: Birth	70 years	

	Certificates, Evaluations, Grade Application Forms, Diplomas, Training		
	Reports, Briefings, Memos on National Assessment and Baccalaureate Organization		
	Baccalaureate Diploma Stubs		
	Middle School Graduation Diploma Stubs		
	Baccalaureate Diploma Issuance Register		
	Middle School Graduation Diploma Issuance Register		
	High School Completion Certificate Register (without baccalaureate diploma)		
	Competence Certificate Issuance Register – High School		
	Transcript Issuance Register		
	Transcripts Registers		
	Register of Stamps and Seals		
	Class and Kindergarten Catalogs		
	Inspection Report for Teaching Degrees		
	Internal Training, Continuous Professional Development, Mentorship, Trainer Training Documents		
	Collective Labor Agreement		
	Employment Contracts and Job Descriptions – Teaching and Non-Teaching Staff		
	Leave Requests		
	Correspondence Regarding the Issuance of Certificates or Other Documents for Staff and Students		
	Competitions for Filling Teaching Positions: Announcements, Decisions, Committee Composition, Subjects, Results, Candidate Files	5 years	
	Student Enrollment and Registry Book		
	Correspondence with Head of County National Archives Directorate	Permanent	
	Current Archive Register – Inflow/Outflow	Permanent	
	Storage Register		
	Archival Nomenclature		
	Stamped Border Lists for Educational Documents		
	School Correspondence with ISJ and Other Institutions Regarding Education and Employee Rights		
	Pedagogical Activities Register		
	Correspondence for Issuing Study Document Duplicates		

	Secretariat Inflow/Outflow Register	30 years	
	Reports, Briefings, Memos Regarding Make-Up and Difference Exams	10 years	
	Documents on Organizing and Conducting National Assessment for Grades 2, 4, 6	2 years	
	Documents on Organizing and Conducting Grade 8 National Assessment	10 years	
	National Assessment Catalogs, Contestation Requests		
	Reports and Briefings on Admission Exams and Baccalaureate	10 years	
	Documents on Organizing and Conducting Admission and Baccalaureate Exams	2 years	
	Nominal Lists and Briefings on Teacher Training – Pedagogical Research Activities	5 years	
	Correspondence Register on Issuing Certificates for Staff and Students	10 years	
	Declarations Regarding Salary Tax Deductions	50 years	
	Annual Evaluation Sheets, Grades for Teaching, Auxiliary and Non-Teaching Staff	10 years	
	Students' Personal Files: Enrollment Forms, Birth Certificates, Transcript Copies, Graduation Certificates	15 years CS	
	Scholarship Files (Requests, Supporting Documents)	5 years	
	Medical Checkups – Students	5 years	School Medical Office
	Institution Security Plan, Local Action Plan, Risk Analysis	3 years	From replacement
	Requests for Transcript Copies	10 years	
	Violence Prevention Committee Documents – Disciplinary Case Files	5 years	
	Written Exams by Students for Various Tests	2 years	
	Attendance Book – Teaching, Admin, and Non-Teaching Staff	10 years	
	Inventories and Archival Document Reports	3 years	
	Annual Reports on Department Activities (Admin, Committees)	2 years	
C. ACCOUNTING	Summary Sheets, Synthetic Accounts	10 years	
	Annual Financial Statements		
	Quarterly Financial Statements	5 years	
	Work Accident Register	50 years CS	
	Payrolls	50 years CS	
	State Contribution Reports (Pension, Unemployment, Health)	50 years CS	
	Trial Balances	15 years	
	Reports on Fixed Asset Inventory and	10 years	

	Movement		
	Inventory Number Register for Fixed Assets		
	Reception Register, Material Receipts	10 years	
	Contracts, Quotations, Current Repair Approvals	10 years	
	Reports, Receipts for Transfer of Available Goods	10 years	
	Cash Register	10 years	
	Tax Receipts	10 years	
	Summary Sheets	10 years	
	Correspondence, Reports, Memos on Fixed Asset Disposal	10 years	
	Warehouse Sheets	10 years	
	Documents on Management Guarantees	10 years	
	Reports and Other Acts from Financial Control Authorities	10 years	
	Justifying Documents for Accounting Entries	10 years	
	Economic Contracts, Material Stocks: Inventory Reports	10 years	
	Invoices	5 years	
	Account Statements	5 years	
	Consumption Slips	5 years	
	Dispatch Lists	10 years	
	Fixed Asset Inventories	10 years	
	Orders, Offers, Offer Requests	5 years	
	Proposals for Budgetary and Extra-Budgetary Revenue/Expense Plans	5 years	
	Correspondence on Accounting Operations Not Attached to Accounting Notes	5 years	
	Correspondence on Procurement of Maintenance Materials and Supplies	2 years	
	Addresses, Reports on Hygiene and Occupational Safety Issues	5 years	
	Needs Reports, Justification Notes, Direct Purchases via SEAP Catalog	10 years	
	Correspondence on Service Provisions	10 years	
	Sponsorship Contracts, Civil Contracts for Methodical Inspector Services	10 years	
	Approvals and Reception Notes – 'Milk and Bread' Program	10 years	
	Medical Leave: Certificates, Requests	5 years	
	Student Schooling Contracts	5 years	
	Annual Agreements with Parents/Guests on Personal Data Protection	2 years	