

Policy Title: Archiving and Record Keeping Policy

Classification: Management

Monitored by: Finance Officers

Approved by: GM Operations

Effective Date: January 2022

Review Date: January 2024

Objective: To have an effective record management system that is efficient, secure and meets the needs of the Association.

Commitment: Hutt City Kindergartens is committed to maintaining a secure and effective system for the management and preservation of all kindergarten and Association records.

Related documents:

Record Keeping Guidelines (attached)
Privacy Policy

Policy Details:

1. A regular review will be made of all office files and publications, to separate archival and current records. This will be done by the “owner” of the material.
2. All personnel records will be kept in a secure place and will be destroyed when no longer relevant.
3. Systems will be in place for back up of all computer-based documents and records kept at the Association and Kindergartens.
4. All archived material will be kept in a secure location on the Association or Kindergarten premises.
5. All current records will be kept in secure filing cabinets.
6. The Association secure destruction bin is available for all Kindergartens to use.

Review:

This policy will be reviewed biennially.

Record Keeping Guidelines

Children Information	1	Completed, signed Enrolment Form – with signature every time the enrolment agreement changes – with full name, date of birth, home address, sessions to be attended, dual enrolment confirmation and includes signed Attestation Form and Fee Exemption/Variation Forms.	7 years
	2	Emergency contact details	7 years
	3	Immunisation Register	7 years
	4	Details of legal access	7 years
	5	Details of collection arrangements	7 years
	6	Details of chronic illnesses	7 years
	7	Record of Administration of Medicine	7 years
	8	Details of start and finish dates of children attending Kindergarten	7 years
	9	Historical Admission books –these are a record of all the children that have attended your Kindergarten in the past	For Life
	10	Waiting lists	As Required
	11	Unclaimed portfolios/learning journeys	At least 2 terms
	12	Any other information or correspondence relating to a particular child including legal documents	7 years
	13	IEP's or IDP's	Give to family when child leaves
	14	Authorisation to Administer Medicine Records (signed by parents) for each child	7 years

Rolls	1	Attendance register –held electronically within InfoCare – must have full name, date and time of attendance, notes and explanations for absences	7 years
	2	Parent's verification on sign in sheet – times plus signature for all kindergartens	7 years
	3	Parent verification of absences (for 9+12 rule)	7 years
	4	EC 12/13 certificates	7 years
	5	Staff Registers for staff hour count	7 years
	6	Any confirmation of an unplanned closure (eg due to water shut off)	7 years

Health & Safety	1	Daily Hazard Checklists	2 years
	2	Playground Inspection (Operational) Reports	2 years
	3	Annual Hazard Review, Electrical Safety and Fire/Earthquake Drills Declaration	2 years
	4	Accident Records (Minor and Serious) and Accident Analysis reports	2 years
	5	Changing, Toileting and Bathing Children chart + Nappy/Pull Up Changing chart	2 years
	6	Contractors Log Book/Visitor Book	2 years
	7	Sleep/Rest Monitor Chart	2 years
	8	Evacuation notification reports	2 years
	9	Hazard Register (reviewed and updated annually)	2 years (current and previous)
	10	Record of food provided	3 mths

Finance	1	Payments to be Approved Forms	7 years
	2	Petty Cash Reconciliation Forms	7 years
	3	Bank Statements	7 years
	4	Old cheque and deposit books	7 years
	5	All invoices and statements	7 years
	6	Any cancelled or returned cheques	7 years
	7	All duplicate/triplicate receipt books	7 years
	8	Record of Fees and Whānau Payments paid – (in InfoCare)	7 years

Committee Records	1	Minutes of all meetings (including HT Report)– signed by President	7 years
	2	Minutes of the Annual Meeting (including President’s and HT’s Report) – signed by President	7 years
	3	Monthly financial reports	7 years
	4	General correspondence	As required
	5	Fundraising information – often useful for future committees to refer to	As required

Property/Equipment	1	Details of paint colours	As required
	2	Warranties, handbooks, guidelines etc	Life of equipment
	3	Supplier details	Life of equipment
	4	Playground equipment	Life of equipment
	5	Details of major developments to indoor/outdoor area	As required

Teaching/Learning	1	Annual Teaching and Learning Plan	Next ERO visit
	2	Annual Review of kindergarten	Next ERO visit
	3	ERO reports	Next ERO visit
	4	Senior Teacher Report to Kindergarten	Next ERO visit
	5	Internal Evaluation documentation	Next ERO visit
	6	Excursion Approvals and documentation	2 years

HR	1	Unsuccessful application forms and accompanying documentation	Destroyed once applications close
	2	Employee file/records held	Duration of Employment
	3	Past employee file/records held	7 years from departure
	4	Payroll records	7 years