



**Ysgol Penalltau**

**RECORD RETENTION AND DESTRUCTION  
POLICY**

## RECORD RETENTION AND DESTRUCTION POLICY

The purpose of this policy is to ensure that records and documents that are no longer needed by Bryn Awel Primary School or are of no value are discarded appropriately and at the proper time.

In order to manage information in line with current legislative frameworks, Bryn Awel Primary School accepts and adheres to the Information Management Toolkit for Schools produced by the Information and Records Management Society (IRMS).

All records and documents identified for destruction in a particular year will be disposed of by the December of that year.

A Records Destruction Log will be retained by Bryn Awel Primary School.

