BELVEDERE
INTERNATIONAL SCHOOL

SCHOOL DOCUMENT MANAGEMENT POLICY

2026-2027

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Approvals:			
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Signature		*Date:*	14/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	16/9/26

Purpose

This procedure establishes a standardised process for managing all documents within Belvedere International School (BIS), ensuring accurate, accessible and secure storage and retrieval of documents while adhering with relevant policies and regulations.

Scope

This procedure applies to all staff members who create, manage, or store documents related to school operations covering all records generated, received, or maintained by BIS, including but not limited to student records, staff records, financial records, curriculum materials, policies, legal documents, photographs and audio/video recordings.

1. Document Creation and Classification

- All official documents must be created using approved templates to ensure consistency in branding and format.
- Documents must be properly classified and assigned a code for unique identification, such as document number and reference code.
- Documents should be saved in standard file formats, such as PDF, DOCX or XLS to maintain accessibility.
- Sharing of documents should only be done through secure channels, such as school email or internal portals.
- For digital files, ensure that the naming systems are consistent with physical documents, and must be saved in the designated Google Drive folder.

2. Document Approval and Review

- Establish an approval process for documents before distribution (e.g. designate approvers and reviewers).
- Set clear timelines for reviews and approvals, ensuring accountability.

3. Document Storage and Retention

- All documents will be stored securely in designated locations accessible to authorised personnel only.
- Physical documents must be organised in a labelled folder to enhance searchability within secure cabinets.
- Documents must be retained according to BIS' record retention schedule, aligning with legal and regulatory requirements and educational standards.
- Outdated or unnecessary documents should be securely disposed of, ensuring that any sensitive information is properly shredded or permanently deleted.

4. Responsibilities

4.1. Document Creators

- Ensure documents are accurately created, formatted, and saved in approved file formats such as PDF, DOCX, XLS.
- Maintain a consistent naming system for easy identification.

4.2. Document Custodians

- Responsible for the storage, retrieval, and security of documents

4.3. Document Reviewers

- Oversee the document process, ensuring adherence with guidelines, and relevance prior to finalization.
- Provide constructive feedback to document creators.

4.4. Version Control Officers

- Maintain a version history for each document, documenting changes made, including dates and author names.

- Ensure that the most recent version is easily accessible and that outdated versions are archived or disposed of properly.

4.5. Data Protection Officers

- Enforce data protection policies and ensure sensitive documents are stored and shared securely.

- Provide guidance on best practices for confidentiality and data integrity

5. Revision and Amendment

- Regularly review these guidelines for relevance and effectiveness

- Updated or revised versions of documents should be clearly labelled with a revision number and date

- Prior versions of the documents will be stored according to retention policy