



Name of Policy	Data Retention Policy
Approved	June 2022
Date to be reviewed	June 2023
Governor Committee	Resources
Key member of staff	Business Manager
Statutory	No

## **Introduction**

Duxford Primary School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. This document provides the policy framework through which this effective management can be achieved and audited and is in line with the General Data protection Regulations and follows guidance from the Records management Society.

## **Scope of the Policy**

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

- 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.
- A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research and this would include images..

## **Responsibilities**

- The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Headteacher/Chair of Governors has overall responsibility for keeping in line with this schedule.
- 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 timely.
- Individual staff and employees must ensure that records for which they are responsible are secure, accurate, and are maintained and disposed of in accordance with the School's records management guidelines.

## **Relationship with Existing Policies**

This policy has been drawn up within the context of:

- The Freedom of Information Policy
- Confidentiality Policy
- the Data Protection Policy and Associated Policies
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

## **Safe Disposal of Records**

All records identified for disposal and containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder if paper based or otherwise deleted from electronic systems.

Prior to bulk disposal members of staff should record at least:

- File reference (or other unique identifier).
- File title (or brief description) and number of files.
- The name of the authorising officer and the date action taken.

Records of what has been destroyed or deleted should be kept in an Excel spreadsheet or similar suitable format and kept securely and indefinitely.

### **School Closures**

Should Duxford Primary school close (cease to exist) there will be records which will need to be stored until they work out their statutory retention periods.

It is the responsibility of the Local Authority, to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There may be a number of different reasons why a school has closed and this may affect where the records need to be stored.

If school has been closed and the site is being sold or reallocated to other use then we will take responsibility for the records from the date the school closes.

### **Retention Guidelines**

The following retention guidelines have been issued by the Management Society of Great Britain 'Retention Guidelines for Schools'. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the GDPR 2018 and the Data protection Bill. Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

### **Review**

This schedule will be reviewed annually to ensure it reflects the current retention requirements of the school and additional categories will be added or amended according to law or best practice.

1.1 Management of Governing Body					
	Basic File Description	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	Personal Information
1.1.1	<b>Instruments of Government</b>		For the life of the school	Consult local archives before disposal	
1.1.2	<b>Trusts and endowments</b>		For the life of the school	Consult local archives before disposal	
1.1.3	<b>Records relating to the election of parent and staff governors not appointed by governors</b>		Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.4	<b>Records relating to the appointment of co-opted governors</b>		Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children). In this case retain for 25 years	SECURE DISPOSAL	Yes
1.1.5	<b>Records relating to the election of Chair and Vice Chair</b>		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed.	SECURE DISPOSAL	Yes
1.1.6	<b>Scheme of delegation and terms of reference for committees</b>		Until superseded or whilst relevant [schools may wish to retain these records for reference purposes in case decisions need to be justified]	These could be offered to the archives if appropriate	
1.1.7	<b>Meetings schedule</b>		Current year	STANDARD DISPOSAL	
1.1.8	<b>Agendas – principle copy</b>		Where possible the agenda should be stored with the principle set of minutes	Consult local archives before disposal	Potential
1.1.9	<b>Minutes – principle copy (signed)</b>		Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential
1.1.10	<b>Reports made to the governors' meeting which are referred to in the minutes</b>		Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential

1.1.11	Register of attendance at Full governing board meetings		Date of last meeting in the book + 6 years	SECURE DISPOSAL	Yes
1.1.12	Papers relating to the management of the annual parents' meeting		Date of meeting + 6 years	SECURE DISPOSAL	Yes
1.1.13	Agendas – additional copies		Date of meeting	STANDARD DISPOSAL	
1.1.14	Records relating to Governor Monitoring Visits		Date of the visit + 3 years	SECURE DISPOSAL	Yes
1.1.15	Annual Reports required by the DoE		Date of report +10 years	SECURE DISPOSAL	
1.1.16	All records relating to the conversion of schools to Academy status		For the life of the organisation	Consult local archives before disposal	1.1.16
1.1.17	Records relating to complaints made and investigated by the governing body or head teacher		Major complaints: Current year + 6 years. If negligence involved, then: Current year + 15 years If child protection or safeguarding issues are involved, then: Current year + 40 years	SECURE DISPOSAL	Yes
1.1.18	Correspondence sent and received by the governing body or head teacher		General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	Potential
1.1.19	Action plans created and administered by the governing body		Until superseded or whilst relevant	SECURE DISPOSAL	
1.1.20	Policy documents created and administered by the governing body		Until superseded [The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations.]		
<b>1.2 Governor Management</b>					
	<b>Basic File Description</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>	<b>Personal Information</b>
1.2.1	Records relating to the appointment of a clerk to the governing body		Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.2	Records relating to the terms of office of serving governors, including evidence of appointment		Date appointment ceases + 6 years		Yes
1.2.3	Records relating to governor declaration against disqualification criteria		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.4	Register of business interests		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes

1.2.5	Governors Code of Conduct		This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation		
1.2.6	Records relating to the training required and received by Governors		Date Governor steps down + 6 years	SECURE DISPOSAL	Yes
1.2.7	Records relating to the induction programme for new governors		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.8	Records relating to DBS checks carried out on the clerk and members of the governing body		Date of DBS check + 6 months	SECURE DISPOSAL	Yes
1.2.9	Governor personnel files		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
<b>2.1 Headteacher and Senior Management Team</b>					
	Basic File Description	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	Personal Information
2.1.1	Log-books of activity in the school maintained by the Head Teacher		Date of last entry in the book + a minimum of 6 years, then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate	Potential
2.1.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.3	Reports created by the Head Teacher or the Management Team		Date of the report + a minimum of 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities which do not fall any other category		Current academic year + 6 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Current year + 3 years	SECURE DISPOSAL	Potential
2.1.6	Professional Development Plans		Theses should be held on the individual's personnel record. If not, then termination of employment + 6 years	SECURE DISPOSAL	Potential

2.1.7	School Development Plans		Life of the plan + 3 years	SECURE DISPOSAL	
<b>2.2 Operational Administration</b>					
	Basic File description	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	Personal Information
2.2.1	General file series which do not fit under any other category		Current year + 5 years, then review	SECURE DISPOSAL	Potential
2.2.2	Records relating to the creation and publication of the school brochure or prospectus		Current academic year + 3 years	The school could preserve a copy for their archive otherwise STANDARD DISPOSAL	
2.2.3	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current academic year + 1 year	STANDARD DISPOSAL	
2.2.4	School Privacy Notice which is sent to parents as part of GDPR compliance		Until superseded + 6 years		
2.2.5	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent for circulars or mailings)		Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL	Yes
2.2.6	Newsletters and other items with a short operational use		Current academic year + 1 year [Schools may decide to archive one copy]	STANDARD DISPOSAL	
2.2.7	Visitor management systems (including electronic systems, visitors books and signing-in sheets)		Last entry in the visitors book + 6 years (in case of claims by parents or pupils about various actions).	SECURE DISPOSAL	Yes
2.2.8	Walking bus registers		Date of register + 6 years	SECURE DISPOSAL	Yes
<b>2.3 Human Resources</b>					
	Basic File Description	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	Personal Information
<b>Recruitment</b>					
2.3.1	All records leading up to the appointment of a Headteacher		Unsuccessful attempts. Date of appointment plus 6 months. Add to personnel file and retain until end of appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years	SECURE DISPOSAL	Yes
2.3.2	All records leading up to the appointment of a member of staff / governor – unsuccessful candidates		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	Yes

2.3.3	Pre-employment vetting information – DBS Checks – successful candidates	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education 2018 (Statutory Guidance from DoE) Sections 73, 74	Application forms, references and other documents – for the duration of the employee’s employment + 6 years	SECURE DISPOSAL	Yes
2.3.4	Forms of proof of identity collected as part of the process of checking ‘portable’ enhanced DBS disclosure		Where possible this process should be carried out using the on-line system. If it is necessary to take a copy of documentation, then it should be retained on the staff personnel file.	SECURE DISPOSAL	Yes
2.3.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	An Employer’s Guide to Right to Work Checks [Home Office, May 2015]	Where possible these documents should be added to the staff personnel file [see below], but if they are kept separately then the Home Office requires that the documents are kept for the termination of employment + not less than 2 years	SECURE DISPOSAL	Yes
<b>Operational Staff Management</b>					
2.3.6	Staff personnel file	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case, then the file will need to be retained until the IICSA enquiries are complete	SECURE DISPOSAL	Yes
2.3.7	Annual appraisal / assessment records		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.8	Sickness absence monitoring		Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from your accident records  It could be argued that where sickness pay is not paid then current year + 3 years is acceptable, whilst if sickness	SECURE DISPOSAL	Yes



			pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year + 3 years as being acceptable as this gives them, 'benefits' and Inland Revenue have time to investigate if they need to		
2.3.9	Staff training – where the training leads to continuing professional development		Length of time required by the professional body	SECURE DISPOSAL	Yes
2.3.10	Staff training – except where dealing with children, e.g. first aid or health and safety		This should be retained of the personnel file [see 2.3.1 above]	SECURE DISPOSAL	Yes
2.3.11	Staff training – where the training relates to children (e.g. safeguarding or other child related training)		Date of the training + 40 years [This retention period reflects that the IICSA may wish to see training records as part of an investigation]	SECURE DISPOSAL	Yes
<b>Disciplinary and Grievance Processes</b>					
Where schools are in any doubt as to which categories disciplinary records fall under, then HR or legal advice should be sought from the Local Authority					
2.3.12	Records relating to any allegation of a child protection nature against a member of staff	"Keeping children safe in education Statutory guidance for schools and colleges September 2018"; "Working together to safeguard children. A guide to inter-agency working to safe-guard and promote the welfare of children 2018"	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW. Note: allegations that are found to be malicious should be removed from personnel files. If found, they are to be kept on the file and a copy provided to the person concerned UNLESS the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case, then the file will need to be retained until IICSA enquiries are complete	SECURE DISPOSAL These records must be shredded	Yes
<b>2.3.13 Disciplinary proceedings</b>					
<p>Note:</p> <p>The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.</p>					

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line, and then defend him or herself by saying "I would never do anything like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim.

Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

	<b>Oral warning</b>		Date of warning +6 months	SECURE DISPOSAL [If warnings are placed on personnel files then they must be weeded from the file]	
	<b>Written warning - Level 1</b>		Date of warning +6 months		
	<b>Written warning - Level 2</b>		Date of warning +12 months		
	<b>Final warning</b>		Date of warning +18 months		
	<b>Case not found</b>		If the incident related to child protection then see above, otherwise dispose of at the conclusion of the case	SECURE DISPOSAL	

#### Payroll and pensions

<b>2.3.14</b>	<b>Absence record</b>		Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.3.15</b>	<b>Batches</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.16</b>	<b>Bonus Sheets</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.3.17</b>	<b>Car allowance claims</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.3.18</b>	<b>Car loans</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Completion of loan + 6 years	SECURE DISPOSAL	Yes
<b>2.3.19</b>	<b>Car mileage output</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.20</b>	<b>Elements</b>		Current year + 2 years	SECURE DISPOSAL	Yes
<b>2.3.21</b>	<b>Income tax from P60</b>		Current year + 6 years	SECURE DISPOSAL	Yes

<b>2.3.22</b>	<b>Insurance</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.23</b>	<b>Maternity payment</b>		Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.3.24</b>	<b>Members allowance register</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.25</b>	<b>National Insurance – schedule of payments</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.26</b>	<b>Overtime</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.3.27</b>	<b>Part time fee claims</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.28</b>	<b>Pay packet receipt by employee</b>		Current year + 2 years	SECURE DISPOSAL	Yes
<b>2.3.29</b>	<b>Payroll awards</b>		Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.30</b>	<b>Payroll – gross / net weekly or monthly</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.31</b>	<b>Payroll reports</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.32</b>	<b>Payslips - copies</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.33</b>	<b>Pension payroll</b>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes

2.3.34	Personal bank details	If employment ceases then end of employment + 6 years	Until superseded + 3 years	SECURE DISPOSAL	Yes
2.3.35	Sickness records		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.36	Staff returns		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.37	Superannuation adjustments	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
	Superannuation reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.38	Tax forms P6/P11/P11D/P35/P45/P46/P48	The minimum requirement – as stated in Inland Revenue Booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper / electronic format. It is a corporate decision to retain for current year + 6 years. Employees should retain records for 22 months after current tax year	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.39	Time sheets / clock / cards / flexitime		Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.4 Health &amp; Safety</b>					
	Basic File Description	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	Personal Information
2.4.1	Health and safety policy statements		Life of policy + 3 years	SECURE DISPOSAL	
2.4.2	Health and safety risk assessments		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the	SECURE DISPOSAL	

			accident report if an incident has occurred		
<b>2.4.3</b>	<b>Accident reporting records relating to individuals who are over 18 years of age at the time of the incident</b>	<p>Social Security (Claims and Payments) Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980</p> <p>Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628</p> <p>Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628</p> <p>Social Security Administration Act 1992 Section 8 Social Security (Claims and Payments) Amendment (No 30) Regulations 1993 SI 1993 No 2113</p> <p>Allows the information to be kept electronically</p>	<p>The accident Book – BI 510 – 3 years after last entry in the book</p> <p>This includes the new format to be used from 01/01/04</p> <p>This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry</p> <p>Completed pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR</p>	SECURE DISPOSAL	Yes
<b>2.4.4</b>	<b>Accident reporting records relating to the individuals who are under 18 years of age at the time of the incident</b>	<p>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980</p> <p>Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628</p>	<p>The Accident Book – BI 510 – 3 years after last entry in the book</p> <p>This includes the new format to be used from 01/01/04</p> <p>This means that, if it takes 5 years to complete, the book must be retained for a further 3 years since the last entry</p>	SECURE DISPOSAL	Yes

		<p>Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628</p> <p>Social Security Administration Act 1992 Section 8.</p> <p>Social Security (Claims and Payments) Amendment (No 30) Regulations 1993 SI1993 No 2113</p> <p>Allows the information to be kept electronically</p>	Completed pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR		
2.4.5	<b>Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see <a href="http://www.hse.gov.uk/RIDDOR">http://www.hse.gov.uk/RIDDOR</a></b>	Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on personnel file [see 2.4.2 above]	SECURE DISPOSAL	Yes
2.4.6	<b>Control of Substances Hazardous to Health (COSHH)</b>	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations had not been made. Regulation 18(2)	Date of incident + 40 years	SECURE DISPOSAL	
2.4.7	<b>Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos</b>	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
2.4.8	<b>Process of monitoring of areas where employees and persons are likely to have come into contact with radiation.</b>	The Ionising Radiation Regulations 2017.	2 years from the date on which the examination was made and that the record includes the condition of the	SECURE DISPOSAL	

	<b>Maintenance records or controls, safety features and PPE</b>	SI 2017 No 1075 Regulation 11  As amended by SI 2018 No 390 Personal Protective Equipment (Enforcement) Regulations 2018	equipment at the time of the examination <hr/> To keep records made and maintained (or a copy of these records) until the person to whom the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made		
<b>2.4.9</b>	<b>Fire Precautions log-books</b>		Current year + 3 years	SECURE DISPOSAL	
<b>2.4.10</b>	<b>Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc.), to be passed on in the case of change of ownership</b>		Pass to new owner on sale or transfer of building		
<b>2.5 Financial Management</b>					
	<b>Basic File Description</b>	<b>Statutory Provisions</b>	<b>Retention Period (operational)</b>	<b>Action at the end of the administrative life of the record</b>	<b>Personal Information</b>
<b>2.5.1</b>	<b>Employer's Liability Insurance Certificate</b>		Closure of the school + 40 years (May be kept electronically)	SECURE DISPOSAL To be passed to the Local Authority if the school closes	
<b>Asset Management</b>					
<b>2.5.2</b>	<b>Inventories of furniture and equipment</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.3</b>	<b>Burglary, theft and vandalism report forms</b>		Current year + 6 years	SECURE DISPOSAL	
<b>Accounts and Statements (including budget management)</b>					
<b>2.5.4</b>	<b>Annual accounts</b>		Current year + 6 years	STANDARD DISPOSAL	
<b>2.5.5</b>	<b>Loans and grants managed by the school</b>		Date of last payment of the loan + 12 years, then review	SECURE DISPOSAL	
<b>2.5.6</b>	<b>All records relating to the creation and management of budgets, including the annual budget statement and background papers</b>		Life of the budget + 3 years	SECURE DISPOSAL	
<b>2.5.7</b>	<b>Invoices, receipts, order books and requisitions, delivery notices</b>		Current financial year + 6 years	SECURE DISPOSAL	
<b>2.5.8</b>	<b>Records relating to the collection and banking of monies</b>		Current financial year + 6 years	SECURE DISPOSAL	
<b>2.5.9</b>	<b>Records relating to the identification and collection of debt</b>		Final payment of debt + 6 years	SECURE DISPOSAL	

<b>Pupil Finance</b>					
<b>2.5.10</b>	<b>Student Grant applications</b>		Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.5.11</b>	<b>Pupil Premium Fund records</b>		Date pupil leaves the provision + 6 years	SECURE DISPOSAL	Yes
<b>Contract Management</b>					
<b>2.5.12</b>	<b>All records relating to the management of contracts under seal</b>	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
<b>2.5.13</b>	<b>All records relating to the management of contracts under signature</b>	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
<b>2.5.14</b>	<b>Records relating to the monitoring of contracts</b>		Life of contract + 6 or 12 years	SECURE DISPOSAL	
<b>School Fund</b>					
<b>2.5.15</b>	<b>School Fund – Cheque books</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.16</b>	<b>School Fund – Paying in books</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.17</b>	<b>School Fund - Ledger</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.18</b>	<b>School Fund - Invoices</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.19</b>	<b>School Fund - Receipts</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.20</b>	<b>School Fund – Bank Statements</b>		Current year + 6 years	SECURE DISPOSAL	
<b>2.5.21</b>	<b>School Fund – Journey Books</b>		Current year + 6 years	SECURE DISPOSAL	
<b>School Meals Management</b>					
<b>2.5.22</b>	<b>Free school meals registers (where the register is used as a basis for funding)</b>		Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.5.23</b>	<b>School meals registers</b>		Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.5.24</b>	<b>School meals summary sheets</b>		Current year + 3 years	SECURE DISPOSAL	Yes
<b>2.6 Property Management</b>					
	<b>Basic File Description</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at end of administrative life of the record</b>	<b>Personal Information</b>
<b>Property Management</b>					
<b>2.6.1</b>	<b>Title deeds of the properties belonging to the school</b>		These should follow the property unless the property has been registered with the Land Registry		
<b>2.6.2</b>	<b>Plans of the property belonging to the school</b>		These should be retained whilst the building belongs to the school and should be passed onto any new		



			owners if the building is leased or sold. See 2.4.10		
2.6.3	Leases of property leased by or to the school		Expiry of lease + 6 years	SECURE DISPOSAL	
2.6.4	Records relating to the letting of school premises		Current financial year + 6 years	SECURE DISPOSAL	
<b>Maintenance</b>					
2.6.5	All records relating to the maintenance of the school carried out by contractors		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold. See 2.4.10	SECURE DISPOSAL	
2.6.6	All records relating to the maintenance of the school carried out by school employees, including maintenance log books		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold. See 2.4.10	SECURE DISPOSAL	

### 3. Pupil Management

This section contains retention periods connected to the processes involved in managing a pupil's journey through school, including the admissions process.

<b>3.1 Admissions Process</b>					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of the record	Personal Information
3.1.1	All records relating to the creation and implementation of the School Admissions' Policy	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL	
3.1.2	Admissions – if the admission is successful	School Admissions Code Statutory	Date of admission + 1 year	SECURE DISPOSAL	Yes

		guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014			
<b>3.1.3</b>	<b>Admissions – if the appeal is unsuccessful</b>	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL	Yes
<b>3.1.4</b>	<b>Register of Admissions</b>	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	REVIEW Schools may wish to consider keeping the admission register permanently as an archive record as often schools receive enquiries from past pupils to confirm the dates they attended the school or to transfer these records to the appropriate County Archives Service	
<b>3.1.5</b>	<b>Admissions – Secondary Schools – Casual</b>		Current year + 1 year	SECURE DISPOSAL	Yes
<b>3.1.6</b>	<b>Proofs of address supplied by parents as part of the admissions process</b>	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL	Yes
<b>3.1.7</b>	<b>Supplementary Information form including additional information such as religion, medical conditions etc.</b>				Yes
<b>3.1.7.1</b>	<b>For successful admissions</b>		This information should be added to the pupil file	SECURE DISPOSAL	

3.1.7.2	For unsuccessful admissions		Until appeals process completed (GDPR)	SECURE DISPOSAL	
<b>3.2 Pupil's Education Record</b>					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of record	Personal Information
<p><b>Please note</b> that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice of their own local authority or take Independent legal advice.</p>					
3.2.1	<b>Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005</b>	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No 688			Yes
	<b>Primary</b>		Retain whilst the child remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> <li>to another primary school</li> <li>to a secondary school</li> <li>to a pupil referral unit</li> </ul>	
3.2.2	<b>Examination Results – Pupil Copies</b>				Yes
3.2.2.1	<b>Public</b>		This information should be added to the pupil file	All uncollected certificates should be returned to the examinations board after reasonable attempts to contact the pupil have failed	
3.2.2.2	<b>Internal</b>		This information should be added to the pupil file		
3.2.3	<b>Child Protection information held on pupil file</b>	<p>"Keeping children safe in education Statutory guidance for schools and colleges 2018";</p> <p>"Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018"</p>	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. Note: These records will be subject to any instruction given by IICSA	SECURE DISPOSAL – these records must be shredded	Yes

3.2.4	<b>Child protection information held in separate files</b>	"Keeping children safe in education Statutory guidance for schools and colleges 2018"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018"	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record Note: These records will be subject to any instruction given by IICSA	SECURE DISPOSAL – these records must be shredded	Yes
<b>3.3 Attendance</b>					
	<b>Basic File Description</b>	<b>Statutory Provision</b>	<b>Retention Period (Operational)</b>	<b>Action at end of administrative life of record</b>	<b>Personal Information</b>
Please note that any record containing pupil information may be subject to requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in the Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice of their own local authority or take independent legal advice.					
3.3.1	<b>Attendance Registers</b>	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL	Yes
3.3.2	<b>Correspondence relating to any absence (authorised or unauthorised)</b>	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL	Potential
3.4.1	<b>Special Educational Needs files, reviews and Education, Health and Care plan, including advice and information provided to parents regarding educational needs and accessibility strategy</b>	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil +31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]	SECURE DISPOSAL	Yes

#### 4. Curriculum and Extra Curricular Activities

This section contains retention periods connected to the processes involved in managing the curriculum and extra-curricular activities

4.1 Statistics & Management Information					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of the record	Personal Information
4.1.1	Curriculum Returns		Current year + 3 years	SECURE DISPOSAL	No
4.1.2	Examinations Results (Schools Copy)		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.2.1	SATS records -			SECURE DISPOSAL	Yes
4.1.2.2	Results		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL	
4.1.2.3	Examination Papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	
4.1.3	Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.4	Value Added and Contextual Data		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.5	Self-Evaluation Forms			SECURE DISPOSAL	Yes
4.1.5.1	Internal moderation		Academic year plus 1 academic year	SECURE DISPOSAL	Yes
4.1.5.2	External moderation		Until superseded	SECURE DISPOSAL	Yes
4.2 Implementation of Curriculum					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of record	Personal Information
4.2.1	Schemes of Work		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	
4.2.2	Timetable		Current year + 1 year		
4.2.3	Class Record Books		Current year + 1 year		
4.2.4	Mark Books		Current year + 1 year		
4.2.5	Record of homework set		Current year + 1 year		

4.2.6	Pupil's Work		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL	
<b>4.3 School Trips</b>					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of record	Personal Information
4.3.1	Parental consent forms for school trips where there has been no major incident		Although the consent forms could be retained for Date of birth + 22 years, the school may wish to complete a risk assessment to assess whether the forms are likely to be required and could make a decision to dispose of the consent forms at the end of the trip (or at the end of the academic year). This is a pragmatic approach and if in doubt the school should seek legal advice	SECURE DISPOSAL	Yes
4.3.2	Parental permission slips for school trips – where there has been a major incident		Date of birth of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the roles had been followed for all pupils	SECURE DISPOSAL	Yes
<b>4.4 School Support Organisations</b>					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of record	Personal Information
<b>Family Liaison Officers and Home School Liaison Assistants</b>					
4.4.1	Day Books		Current year + 2 years then review	SECURE DISPOSAL	Yes
4.4.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency		Whilst child is attending school and then destroy	SECURE DISPOSAL	Yes
4.4.3	Referral forms		While the referral is current	SECURE DISPOSAL	Yes
4.4.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Yes
4.4.5	Contact database entries		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Yes
4.4.6	Group Registers		Current year + 2 years	SECURE DISPOSAL	Yes

Parent Teacher Association and Old Pupils Associations					
4.4.7	Records relating to the creation and management of Parent Teacher Associations and / or Old Pupils Associations		Current year + 6 years then review	SECURE DISPOSAL	

## 5. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority

5.1 Local Authority					
	Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at end of administrative life of the record	Personal Information
5.1.1	Secondary Transfer Sheets (Primary)		Current year + 2 years	SECURE DISPOSAL	Yes
	Attendance Returns		Current year + 1 year	SECURE DISPOSAL	Yes
	School Census Returns		Current year + 5 years	SECURE DISPOSAL	
	Circulars and other information sent from the Local Authority		Operational use	SECURE DISPOSAL	

5.2 Central Government						
	Basic file description	Data Protection Issues Statutory Provisions		Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
5.2.1	OFSTED reports and papers	No		Life of the report then review	SECURE DISPOSAL	
5.2.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL	
5.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL	