

Leytonstone School

Records Retention and Deletion Policy



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1. The purpose of the retention schedule

Under the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000 (FOIA), schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. It also lays down the basis for normal processing under both Data Protection and Freedom of Information legislation.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored (e.g. paper/electronic/microfilm/photographic etc.).

2. Benefits of a retention schedule

There are a number of benefits which arise from the use of a complete retention schedule:

- a. Managing records in line with best practice guidance fulfils duties under Section 46 Code of Practice on Records Management under the Freedom of Information Act 2000. Retention Guidelines are published so there is clear communication to customers over what information should still be available to them if they wish to make a subject access request. To retain information for too long or to destroy it too soon leaves us open to criticisms on openness and transparency, and in some cases, compliance with the law.
- b. Members of staff can be confident about the safe disposal of information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The school is not maintaining and storing information unnecessarily.

Members of staff should be aware that once a Freedom of Information request is received, or a legal hold imposed, then records disposal relating to the request or legal hold must be stopped.

Records which may be required by IICSA (Independent Inquiry into Child Sexual Abuse) should be treated as though they are subject to a legal hold.

3. Maintaining and amending the retention schedule

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

Some of the retention periods are governed by statute and if record series are to be kept for longer or shorter periods than laid out in this document then the reason(s) for this need to be documented.

Where there is a recommendation to archive the information, this may be in an electronic format. There is no requirement to convert the information into a hard copy. Such records should be kept in separate electronic folder suitably marked as holding archival material.

4. What to do with records once they have reached the end of their administrative life

4a. Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible). Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or another unique identifier);
- File title (or brief description);
- Number of files
- The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

4b. Transfer of records to the Local Authority

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to Local Authority.

4c. Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

5. All Staff

Everyone is responsible for:

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this policy (if authorised to do so).
- Ensuring that any proposed divergence from the records retention and disposal policies is authorised by the Head Teacher.

6. Links with other Policies

This Records Retention and Deletion Policy is linked to the Schools:

- Data Protection Policy
- Freedom of Information Policy

- CCTV Policy
- Data Sharing Policy
- Safe-guarding Policy
- GDPR Privacy Notices

7. References

- General Data Protection Regulations 2016/679
- Data Protection Act 2018
- Article 8, The Human Rights Act 1998
- Freedom of Information Act 2000
- Code of Practice on Records Management (under Section 46 of the FOIA)



RETENTION SCHEDULE

1. Governing Body

This section contains retention periods connected to the work and responsibilities of the governing body. For further information about governing body records please see “The constitution of governing bodies of maintained schools’ Statutory guidance for governing bodies of maintained schools and local authorities in England August 2017”

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

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	Instruments of government		For the life of the school	Consult local authority before disposal	
1.1.2	Trusts and endowments		For the life of the school	Consult local authority before disposal	
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.4	Records relating to the appointment of co-opted governors		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	Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to	SECURE DISPOSAL	Yes

			the election can be destroyed		
1.1.6	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant. [If retained for reference purposes in case decisions which need to be justified.]	These could be offered to the Local Authority if appropriate	
1.1.7	Meetings schedule		Current year	STANDARD DISPOSAL	
1.1.8	Agendas – principal copy		Where possible the agenda should be stored with the principal set of the minutes.	Consult local authority before disposal	Potential
1.1.9	Minutes – principal set [signed]		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 authority before disposal	Potential
1.1.10	Reports made to the governors’ meeting which are referred to in the minutes		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 authority 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 Authority before disposal	
1.1.17	Records relating to complaints made to 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 [Consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the ICSA has issued its recommendations]		

1.2 GOVERNOR MANAGEMENT

	Basic File Description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	Personal Information
1.2.1	Records relating to the appointment of a		Date on which clerk	SECURE DISPOSAL	Yes

	clerk to the governing body		appointment ceases + 6 years		
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		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 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

2. Management of the School

This section contains retention periods connected to the processes involved in managing the school, including Human Resources, Financial Management, Payroll and Property Management.

2.1 HEAD TEACHER AND SENIOR MANAGEMENT TEAM

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative	Personal Information
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				life of the record	
2.1.1	Log books of activity in the school maintained by the Head Teacher		Date of last entry in the book + minimum of 6 years, then review	These could be of permanent historical value and should be offered to the Local Authority 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 Teacher, Deputy Head, Heads of year and other members of staff with administrative responsibilities which do not fall under 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 Teacher, Heads of year and other members of staff with administrative responsibilities		Current year + 3 years	SECURE DISPOSAL	Potential
2.1.6	Professional development plans		These should be held on the individual's personnel record. If not, then termination of employment	SECURE DISPOSAL	Potential

			+ 6 years		
2.1.7	School development plans		Life of the plan + 3 years	SECURE DISPOSAL	

2.2 OPERATIONAL ADMINISTRATION

	Basic description	file	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 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	STANDARD DISPOSAL	
2.2.5	Consents relating to school activities as part of GDPR compliance [for example, consent to be sent 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 [can 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. Electronic booking in system, data is	SECURE DISPOSAL	Yes

			deleted in line with school policy.		

2.3 HUMAN RESOURCES

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
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RECRUITMENT

2.3.1	All records leading up to the appointment of a headteacher			Unsuccessful - Date of appointment plus 6 months. Successful – 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 personal 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]	To be added to the staff personnel file [see below].	SECURE DISPOSAL	Yes

OPERATIONAL STAFF MANAGEMENT

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
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 IICSA enquiries are complete	SECURE DISPOSAL	Yes
2.3.7	Annual appraisal/assessment records			Retained on personnel file	SECURE DISPOSAL	Yes
2.3.8	Sickness absence monitoring			Sickness records are categorised as special category data. There is a	SECURE DISPOSAL	Yes

			<p>legal obligation under statutory sickness pay to keep records for sickness monitoring.</p> <p>Sickness records should be kept separate from accident records.</p> <p>Retain on the personnel file until termination + 6 years</p>		
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		Retain on 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 training + 40 years. [This retention period reflects that the IICSA may wish to see training records as part of an investigation]	SECURE DISPOSAL	Yes

DISCIPLINARY AND GRIEVANCE PROCESS

If in any doubt as to which categories disciplinary records fall under, please seek advice from the local authority HR or Legal.

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.

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/herself by saying 'I would never do

something 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.

Care should be taken 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, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

DISCIPLINARY AND GRIEVANCE PROCESSES

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
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 safeguard 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	SECURE DISPOSAL These records must be shredded	Yes

			retained until IICSA enquiries are complete.		
2.3.13	Disciplinary proceedings				Yes
	Oral warning		Valid from date of warning + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]	
	Written warning – Level 1		Valid from date of warning + 6 months		
	Final warning		Valid from date of warning + 18 months		
	Case not found		If the incident is related to child protection see above, otherwise dispose of at the conclusion of the case	SECURE DISPOSAL	

PAYROLL AND PENSIONS

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.3.14	Absence record			Retain on personnel file	SECURE DISPOSAL	Yes
2.3.15	Batches		Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.16	Bonus Sheets		Taxes Management Act 1970 Income and Corporation Taxes 1988	If held on personnel file keep for term of employment Current year + 3 years	SECURE DISPOSAL	Yes
2.3.17	Car allowance claims		Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes

2.3.18	Car Loans	Taxes Management Act 1970 Income and Corporation Taxes 1988	Completion of loan + 6 years	SECURE DISPOSAL	Yes
2.3.19	Car Mileage Output	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.20	Elements		Current year + 2 years	SECURE DISPOSAL	Yes
2.3.21	Income tax from P60		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.22	Insurance	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.23	Maternity Payment		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.24	Members Allowance Register	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.25	National Insurance – Schedule of Payments	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.26	Overtime	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.27	Part Time Fee Claims	Taxes Management Act 1970 Income and	Current year + 6 years	SECURE DISPOSAL	Yes

		Corporation Taxes 1988			
2.3.28	Pay Packet Receipt by Employees		Current year + 2 years	SECURE DISPOSAL	Yes
2.3.29	Payroll Awards		Current year + 6 years	SECURE DISPOSAL	Yes
2.3.30	Payroll – gross/net weekly or monthly	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.31	Payroll Reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.32	Payslips – copies	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.33	Pension Payroll	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 / 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 –	Current year + 6 years	SECURE DISPOSAL	Yes

		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			
2.3.39	Time Sheets/ Clock Cards / Flexitime		Current year + 3 years	SECURE DISPOSAL	Yes

2.4 HEALTH AND SAFETY

	Basic description	file	Statutory Provisions	Retention Period	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 accident report if an incident occurred	SECURE DISPOSAL	
2.4.3	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident		Social Security [Claims and Payments] Regulations 1979 Reg 25. Social Security Administration Act 1992	The Accident Book – B1 510 – 3 years after last entry in the book. This includes the new format	SECURE DISPOSAL	Yes

		<p>Section 8. Limitation Act 1980</p> <p>Social Security [Claims and Payments] Regulations 1979. S1 1979 No. 628</p> <p>Social Security [Claims and Payments] Regulations S1 1987 No. 1968 Revokes all but Part 1 of S1 1979 No. 628</p> <p>Social Security Administration Act 1992 Section 8</p> <p>Social Security [Claims and Payments] Amendment [No. 30 Regulations 1993 S1 1993 No. 2113]</p> <p>Allows the information to be kept electronically</p>	<p>to be used from 1/1/04</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>Complete pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR</p>		
2.4.4	Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	As 2.4.3	As 2.4.3	SECURE DISPOSAL	Yes
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence [RIDDOR]. For more information see www.hse.gov.uk/RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 S1 2013 No 1471	Date of incident + 3 years provided that all records relating to the incident are held on personnel file	SECURE DISPOSAL	Yes

		Regulation 12(2)	[see 2.4.2 above]		
2.4.6	Control of Substances Hazardous to Health [COSHH]	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made Regulation 18(2).	Date of incident + 40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of Asbestos at Work Regulations 2012 S1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE Dose assessment and recording	The Ionising Radiation Regulations 2017. S1 2017 No 1075 Regulation 11 As amended by S1 2018 No 390 Personal Protective Equipment [Enforcement] Regulations 2018	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained [or a copy of these records] until the person to who the record relates has or would have attained	SECURE DISPOSAL	

			the age of 75 years, but in any event for at least 30 years from when the record was mad.		
2.4.9	Fire Precautions Log Books		Current year + 3 years	SECURE DISPOSAL	
2.4.10	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		Pass to new owner on sale or transfer of building		

2.5 FINANCIAL MANAGEMENT

	Basic Description	File	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
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RISK MANAGEMENT AND INSURANCE

2.5.1	Employer's Liability Insurance Certificate			Closure of the school + 40 years [May be kept electronically]	SECURE DISPOSAL To be passed to the Local Authority if the school closes	
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ASSET MANAGEMENT

2.5.2	Inventories of furniture and equipment			Current year + 6 years	SECURE DISPOSAL	
2.5.3	Burglary, theft and vandalism report forms			Current year + 6 years	SECURE DISPOSAL	

ACCOUNTS AND STATEMENTS [INCLUDING BUDGET MANAGEMENT]

2.5.4	Annual Accounts			Current year + 6 years	STANDARD DISPOSAL	
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2.5.5	Loans and grants managed by the school		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	
2.5.6	All records relating to the creation of budgets, including the annual budget statement and background papers		Life of the budget + 6 years	SECURE DISPOSAL	
2.5.7	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL	
2.5.8	Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL	
2.5.9	Records relating to the identification and collection of debt		Final payment of debt + 6 years	SECURE DISPOSAL	

PUPIL FINANCE

2.5.10	Student Grant applications		Current year + 3 years	SECURE DISPOSAL	Yes
2.5.11	Pupil Premium Fund records		Date pupil leaves the provision + 6 years	SECURE DISPOSAL	Yes

CONTRACT MANAGEMENT

2.5.12	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
2.5.13	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
2.5.14	Records relating to the monitoring of contracts		Life of contract + 6 or 12 years	SECURE DISPOSAL	

SCHOOL FUND

2.5.15	School Fund – Cheque books		Current year + 6 years	SECURE DISPOSAL	
2.5.16	School Fund – Paying in books		Current year + 6 years	SECURE DISPOSAL	
2.5.17	School Fund – Ledger		Current year + 6 years	SECURE DISPOSAL	
2.5.18	School Fund – Invoices		Current year + 6 years	SECURE DISPOSAL	

2.5.19	School Fund – Receipts		Current year + 6 years	SECURE DISPOSAL	
2.5.20	School Fund – Bank Statements		Current year + 6 years	SECURE DISPOSAL	
2.5.21	School Fund – Journey Books		Current year + 6 years	SECURE DISPOSAL	
SCHOOL MEALS MANAGEMENT					
2.5.22	Free school meals registers [where the register is used as a basis for funding]		Current year + 6 years	SECURE DISPOSAL	Yes
2.5.23	School meals registers		Current year + 6 years	SECURE DISPOSAL	Yes
2.5.24	School meals summary sheets		Current year + 6 years	SECURE DISPOSAL	Yes

2.6 PROPERTY MANAGEMENT

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.6.1	Records relating to the letting of school premises			Expiry of lease + 6 years	SECURE DISPOSAL	

MAINTENANCE

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 the local authority 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			As above (2.6.5)	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

3.1 ADMISSIONS PROCESS						
	Basic Description	File	Statutory Provisions	Retention Period [Operational]	Action at end of the 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 appeal panels December 2014	Life of the policy + 3 years then REVIEW	SECURE DISPOSAL	
3.1.2	Admissions – if the admission is successful		As above	DOB + 25 years	SECURE DISPOSAL	Yes
3.1.4	Register of Admissions		As above	DOB + 25 years	REVIEW The school 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	

				Local Authority.	
3.1.6	Proof of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeal panels December 2014	Current year + 1 year	SECURE DISPOSAL	Yes
3.1.7	Supplementary information form including additional information such as religion, medical conditions etc				
3.1.7.1	For successful admissions		This information should be added to the pupil file	SECURE DISPOSAL	Yes

3.2 PUPIL'S EDUCATIONAL RECORD

PLEASE NOTE: Any record containing pupil information may be subject to the requirements of IICSA. The School should implement any instruction which has been received from the IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If unsure about what records should be retained, please seek advice from the Local Authority or take independent legal advice.

3.2.1 Pupil's Educational Record

The Education [Pupil Information] [England] Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No. 688

3.2.1.1	Secondary	Limitation Act 1980 [Section 2]	Date of birth of the pupil + 25 years	REVIEW	Yes
3.2.2	Examination Results – Pupil copies				
3.2.2.1	Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after	Yes

				reasonable attempts to contact the pupil have failed	
3.2.2.2	Internal		This information should be added to the pupil file		Yes
3.2.3	Child Protection - information held on pupil file	'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'	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	Child Protection – information held in electronic management database (My Concern, Safeguard, CPOMS etc)	As above	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	SECURE DISPOSAL	Yes

			to any instruction given by IICSA		
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3.3 Attendance

Please Note: Any record containing pupil information may be subject to the requirements of IICSA. The School should implement any instruction which has been received from the IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If unsure about what records should be retained, please seek advice from the Local Authority or take independent legal advice.

3.3.1	Attendance Registers	School attendance: Department advice for maintained schools, Academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved DOB + 25 years	SECURE DISPOSAL	Yes
3.3.2	Correspondence relating to any absence [authorised or unauthorised]	Education Act 1996 Section 7	DOB + 25 years	SECURE DISPOSAL	Potential
3.3.3	Special Education Needs files, reviews and Education Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	DOB 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 process involved in managing the curriculum and extra-curricular activities.

4.1 STATISTICS AND MANAGEMENT INFORMATION

	Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
4.1.1	Curriculum Returns			Current year + 3 years	SECURE DISPOSAL	No
4.1.2	Examination Results [School copy]			Current year + 6 years	SECURE DISPOSAL	Yes
4.1.2.1	SATS Records					
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 keep a composite record of all of the whole year's SATS results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL	Yes
4.1.2.3	Examination Papers			The examination papers should be kept until any appeals/ validation process is complete	SECURE DISPOSAL	Yes
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					
4.1.5.1	Internal moderation			Academic year + 1 academic year	SECURE DISPOSAL	Yes

4.1.5.2	External moderation		Until superseded	SECURE DISPOSAL	Yes
4.2 IMPLEMENTATION OF CURRICULUM					
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	
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		SECURE DISPOSAL
4.2.6	Pupil's work		Where possible, the pupil's work should be returned to the pupil at the end of the academic year. If this is not the school policy, then current year + 1 year		SECURE DISPOSAL

4.3 School Trips

4.3.1	Parental consent forms for school trips where there has been no major incident		Keep for 3 months from date of trip then destroy	SECURE DISPOSAL	Yes
4.3.2	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980 [Section 2]	DOB 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 rules had been followed for all pupils	SECURE DISPOSAL	Yes

4.4 SCHOOL SUPPORT ORGANISATIONS

FAMILY LIAISON OFFICERS AND HOME SCHOOL LIAISON ASSISTANTS

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 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, DESTROY	SECURE DISPOSAL	Yes
4.4.5	Contact database entries		Current year then REVIEW. If contact is no longer active, DESTROY	SECURE DISPOSAL	Yes
4.4.6	Group registers		Current year + 2 years	SECURE DISPOSAL	Yes

PARENT TEACHER ASSOCIATIONS 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 – REVIEW	SECURE DISPOSAL	
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5 CENTRAL GOVERNMENT AND LOCAL AUTHORITY

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

Basic description	file	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
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7.1 LOCAL AUTHORITY

5.1.1	Secondary Transfer Sheets [primary]		Current year + 2 years	SECURE DISPOSAL	Yes
5.1.2	Attendance returns		Current year + 1 year	SECURE DISPOSAL	Yes

5.1.3	School census		Current year + 5 years	SECURE DISPOSAL	
5.1.4	Circulars and other information sent from the Local Authority		Operational Use	SECURE DISPOSAL	

7.2 CENTRAL GOVERNMENT

5.2.1	OFSTED reports and papers if a physical copy is held		Life of the report then REVIEW	SECURE DISPOSAL	
5.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	
5.2.3	Circulars and other information sent from central government		Operational Use	SECURE DISPOSAL	