

Grace Academy Coventry

Records, Retention, Destruction and Archive Policy

Policy Reference:	GA-VP20
Version:	V4
Status:	Final
Authors:	L Holt
Applicable to:	Grace Academy Coventry
Checked by:	Principal/LGB
Valid From:	September 2021
Review Date:	September 2024

Records, Retention, Destruction and Archive Policy

1. ABOUT THIS POLICY

Our School recognises that by efficiently managing our records, we will be able to comply with our legal and regulatory obligations, and to contribute to the effective overall management of our school. Maintaining good records helps us to provide the evidence needed to protect the legal rights and interests of our school, and for us to demonstrate our performance and accountability.

This policy provides the framework through which we will effectively manage our records.

It covers:

- Scope
- Responsibilities
- Safe destruction of records
- Freedom of Information Act 2000
- Relationships with existing policies

2. SCOPE

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all documents which facilitate the business carried out by the school and which are thereafter retained to provide evidence of transactions or activities. These records may be created, received or maintained in hard copy or electrical format e.g. paper documents, scanned documents, e-mails, audio and video recordings, text messages, notes of telephone and spreadsheets, Word Documents, presentations, etc.

3. LEGISLATION AND GUIDANCE

This policy meets the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000 (FOIA 2000). It is based on the IRMS Toolkit For Schools, the Department of Education – Data Protection Toolkit for Schools, Department of Education – Annual Review of School Records and Safe Destruction Checklist, and guidance published by the Information Commissioner's Office (ICO) on the GDPR.

4. RESPONSIBILITIES

4.1 The Governing Body

The governing body of the school/Academy Trust has a statutory responsibility to maintain

the school's records and record keeping systems in accordance with the regulatory framework of the school.

4.2 The Data Champion/responsible person

The responsible person will provide guidance on good records management practices within the school and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

4.3 All Staff

It is the responsibility for all members of staff to ensure that our school does not keep personal information for longer than is necessary for the purpose or purposes for which it was collected.

Our school will manage and document its records disposal process in line with the guidance provided by the IRMS Toolkit for Schools.

It is the responsibility of all members of the school to ensure that they:

- Manage school records consistently in accordance with school's policies and procedures;
 - Properly document their actions and decisions;
 - Hold personal information securely;
 - Only share personal information appropriately and do not disclose it to an unauthorised third party;
 - Dispose of records securely in accordance with the guidance set out in the Information and Records Management Society's toolkit for schools/ school's Records Retention Schedule which can be found here:
- Staff who do not comply with this policy may face disciplinary action.
 - This policy does not form part of any employee's contract of employment and may be amended at any time.

5. SAFE DESTRUCTION OF RECORDS

- All records containing personal information, or sensitive policy information will be made either unreadable or unreconstructable.
 - Paper records should be shredded
 - CDs / DVDs / Floppy Disks should be cut into pieces
 - Audio / Video Tapes and Fax Rolls should be dismantled and shredded
 - Hard Disks should be dismantled and sanded
- Any other records will be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.
- Do not put records containing personal information with the regular waste or a skip.

- Where an external provider is used, where possible, all records will be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider will be trained in the handling of confidential documents.
- The shredding will be planned with specific dates and all records will be identified as to the date of destruction.

PLEASE NOTE: if the records are recorded as 'to be destroyed' but have not yet been destroyed and a request for the records has been received they **MUST** still be provided.

6. FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 requires us to maintain a list of records which have been destroyed and who authorised their destruction

When destroying either a substantial amount of information or information which is of a particularly sensitive or important nature, members of staff should record at least:

- The information that has been destroyed
- The volume of the information that has been destroyed
- Who provided authorisation to destroy the information
- The date the information was destroyed

By following this guidance and completing the Annual Checklist, we will ensure that our school is compliant with the Data Protection rules and the Freedom of Information Act 2000.

7. RELATIONSHIP WITH EXISTING POLICIES

This policy is linked to our:

- Data Protection Policy
- Information Security Policy
- Freedom of Information Policy

Section 1 – The Governing Body

1.1 Governor Records - Governing Body Management					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.1.1	Instruments of government		For the life of the school	Consult local archives before disposal	
1.1.2	Trusts and endowments		For the life of the school	Consult local archives before disposal	
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors	YES	Date of election + 6 months	SECURE DISPOSAL	
1.1.4	Records relating to the appointment of co-opted governors	YES	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	
1.1.5	Records relating to the election of chair and vice chair	YES	Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE DISPOSAL	

1.1.6	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]		
-------	--	--	---	--	--

1.2 Governor Records – Governing Body Meetings					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.2.1	Meetings schedule		Current year	STANDARD DISPOSAL	
1.2.2	Agendas – principal copy		Where possible the agenda should be stored with the principal set of the minutes	Consult local archives before disposal	
1.2.3	Minutes – principal set (signed)	YES	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	
1.2.4	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 archives before disposal	
1.2.5	Register of attendance at full governing board meetings	YES	Date of last meeting in the book + 6 years	SECURE DISPOSAL	

1.2.6	Papers relating to the management of the annual parents' meeting	YES	Date of meeting + 6 years	SECURE DISPOSAL	
1.2.7	Agendas (Parent Annual Meeting) - additional copies		Date of meeting	STANDARD DISPOSAL	

1.3 Governor Records – School Management					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.3.1	Records relating to Governor Monitoring Visits	YES	Date of the visit + 3 years	SECURE DISPOSAL	
1.3.2	All records relating to the conversion of schools to Academy status	POSSIBLY	For the life of the organisation	Consult local archives before disposal	
1.3.3	Annual Reports required by the DfE	POSSIBLY	Date of report + 10 years	SECURE DISPOSAL	
1.3.4	Records relating to complaints made to and investigated by the governing body or head teacher	YES	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	

1.3.5	Correspondence sent and received by the governing body or Head Teacher	POSSIBLY	General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	
1.3.6	Action plans created and administered by the governing body		Until superseded or whilst relevant	SECURE DISPOSAL	
1.3.7	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 concluded.]		

1.4 Governor records – Governor HR Management					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.4.1	Records relating to the appointment of a clerk to the governing body	YES	Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL	
1.4.2	Records relating to the terms of office of serving governors, including evidence of appointment	YES	Date appointment ceases + 6 years		

1.4.3	Records relating to governor declaration against disqualification criteria	YES	Date appointment ceases + 6 years	SECURE DISPOSAL	
1.4.4	Register of business interests	YES	Date appointment ceases + 6 years	SECURE DISPOSAL	
1.4.5	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		
1.4.6	Records relating to the training required and received by governors	YES	Date Governor steps down + 6 years	SECURE DISPOSAL	
1.4.7	Records relating to the induction programme for new governors	YES	Date appointment ceases + 6 years	SECURE DISPOSAL	
1.4.8	Records relating to DBS checks carried out on clerk and members of the governing body	YES	Date of DBS check + 6 months	SECURE DISPOSAL	
1.4.9	Governor personnel files	YES	Date appointment ceases + 6 years	SECURE DISPOSAL	

Section 2 - Management of the School

2.1 Head Teacher and Senior Management Team Created Records					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
2.1.1	Log books of activity in the school maintained by the Head Teacher	POSSIBLY	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 County Archives Service if appropriate	
2.1.2	Reports created by the head teacher or the management team	POSSIBLY	Date of the report + a minimum of 3 years then review annually or as required if not destroyed	SECURE DISPOSAL	
2.1.3	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities which do not fall under any other category	POSSIBLY	Current academic year + 6 years then review annually, or as required if not destroyed	SECURE DISPOSAL	
2.1.4	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	POSSIBLY	Current year + 3 years	SECURE DISPOSAL	

2.1.5	Professional development plans	POSSIBLY	These should be held on the individual's personnel record. If not, then termination of employment + 6 years	SECURE DISPOSAL	
2.1.6	School development plans		Life of the plan + 3 years	SECURE DISPOSAL	

2.2 Operational Administration					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
2.2.1	General file series which do not fit under any other category	POSSIBLY	Current year + 5 years, then review	SECURE DISPOSAL	
2.2.2	Records relating to the creation and publication of the school brochure or prospectus	POSSIBLY	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	POSSIBLY	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 for use of images)	YES	Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL	
2.2.6	Newsletters and other items with a short operational use	YES	Current academic year + 1 year [Schools may decide to archive a copy]	STANDARD DISPOSAL	
2.2.7	Visitor management systems (including electronic systems, visitors books and signing-in sheets)	YES	Last entry in the visitors book + 6 years (in case of claims by parents or pupils about various actions).	SECURE DISPOSAL	
2.2.8	Walking bus registers	YES	Date of register + 6 years	SECURE DISPOSAL	

Section 3 – Human Resources

3.1 Recruitment					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
3.1.1	All records leading up to the appointment of a head teacher	YES	<p>Unsuccessful attempts - date of appointment plus 6 months.</p> <p>Successful attempts - 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.</p>	SECURE DISPOSAL	
3.1.2	Records of unsuccessful job applicants	YES	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	
3.1.3	Records of successful job applicants – Pre-employment vetting information + DBS Checks	YES	<p>Application forms, references and other documents – for the duration of the employee's employment + 6 years.</p> <p>You are not required to retain a copy of the DBS Certificate. If you wish to do so this should be kept for no longer than 6 months.</p>	SECURE DISPOSAL	

3.1.4	Records of successful job applicants - Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	YES	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. You are not required to retain a copy of the DBS Certificate. If you wish to do so this should be kept for no longer than 6 months.	SECURE DISPOSAL	
3.1.5	Records of successful job applicants - Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	YES	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 termination of employment + not less than 2 years	SECURE DISPOSAL	

3.2 Operational Staff Management

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
3.2.1	Staff personnel file	YES	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 completed.	SECURE DISPOSAL	

3.2.2	Annual appraisal /assessment records	YES	Current year + 6 years	SECURE DISPOSAL	
3.2.3	Staff training – where the training leads to continuing professional development	YES	Length of time required by the professional body	SECURE DISPOSAL	
3.2.4	Staff training – except where dealing with children, e.g. first aid or health and safety	YES	This should be retained on the personnel file	SECURE DISPOSAL	
3.2.5	Staff training – where the training relates to children (e.g. safeguarding or other child related training)	YES	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	
3.2.6	Sickness absence monitoring	YES	<p>If sickness pay is paid – Current Year + 3 Years. If sickness pay is not paid – current year + 3 years.</p> <p>Please see: https://irms.org.uk/page/SchoolsToolkit for further guidance, as discretion may be required.</p>	SECURE DISPOSAL	

3.3 Disciplinary and Grievance Processes					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
3.3.1	Records relating to any allegation of a child protection nature against a member of staff	YES	<p>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.</p> <p>If the allegations are found, they should be kept on the individual's personnel file and a copy provided to the person concerned. If the member of staff is part of any case which falls under the terms of reference of IICSA, then the file will need to be retained until IICSA enquiries are completed.¹</p>	SECURE DISPOSAL	
3.3.2	Oral warning	YES	Date of warning + 6 months	SECURE DISPOSAL	
3.3.3	Written warning – level 1	YES	Date of warning + 6 months	SECURE DISPOSAL	
3.3.4	Written warning – level 2	YES	Date of warning + 12 months	SECURE DISPOSAL	
3.3.5	Final warning	YES	Date of warning + 18 months	SECURE DISPOSAL	
3.3.6	Case not found – not related to child protection		Dispose of at the conclusion of the case	SECURE DISPOSAL	

¹ More information on the Inquiry into Child Sexual Abuse can be found here - <https://www.iicsa.org.uk/>

3.3.7	Case not found – related to child protection		If the incident is related to child protection then see 3.3.1, otherwise dispose of at the conclusion of the case.	SECURE DISPOSAL	
-------	--	--	--	-----------------	--

Section 4 – Pensions and Payroll

4.1 Payroll and Pensions					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
4.1.1	Absence record	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.2	Batches	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.3	Bonus sheets	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.4	Car allowance claims	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.4	Car loans	YES	Completion of loan + 6 years	SECURE DISPOSAL	
4.1.5	Car mileage output	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.6	Elements	YES	Current year + 2 years	SECURE DISPOSAL	
4.1.7	Insurance	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.8	Maternity payment	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.9	Members allowance register	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.10	Overtime	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.11	Part time fee claims	YES	Completion of loan + 6 years	SECURE DISPOSAL	
4.1.12	Pay packet receipt by employee	YES	Current year + 2 years	SECURE DISPOSAL	

4.1.13	Payroll awards	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.14	Payroll – gross/net weekly or monthly	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.15	Payroll reports	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.16	Payslips – copies	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.17	Pension payroll	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.18	Personal bank details	YES	Until superseded + 3 years	SECURE DISPOSAL	
4.1.19	Sickness records	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.20	Superannuation adjustments	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.21	Superannuation reports	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.22	Tax forms P6/P11/ P11D/P35/P45/ P46/ P48	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.23	Time sheets/clock cards/flexitime	YES	Current year + 3 years	SECURE DISPOSAL	

Section 5 – Health and Safety

5.1 Health and Safety					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
5.1.1	Health and safety policy statements		Life of policy + 3 years		
5.1.2	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 has occurred	SECURE DISPOSAL	
5.1.3	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	YES	The Accident Book must be kept for 3 years after last entry in the book	SECURE DISPOSAL	
5.1.4	Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	YES	The Accident Book must be kept for 3 years after last entry in the book	SECURE DISPOSAL	
5.1.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR).	YES	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	
5.1.6	Control of Substances Hazardous to Health (COSHH)	POSSIBLY	Date of incident + 40 years	SECURE DISPOSAL	

5.1.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos		Last action + 40 years	SECURE DISPOSAL	
5.1.8	Fire precautions log books		Current year + 3 years	SECURE DISPOSAL	
5.1.9	Process of monitoring areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features or PPE. Dose assessment and recording	YES	2 years from the date the assessment was made. The record should include the condition of the equipment at the time of the examination. Records should be kept until the person that they relate to has or would have attained the age of 75, or at least 30 years from when the record was made.	SECURE DISPOSAL	
5.1.10	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		

Section 6 – Financial Management

6.1 - Financial Management

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.1.1	Employer's liability insurance certificate		Closure of the school + 40 years	SECURE DISPOSAL To be passed to the Local Authority if the school closes	

6.2 Asset Management

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.2.1	Inventories of furniture and equipment		Current year + 6 years	SECURE DISPOSAL	
6.2.2	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL	

6.3 Accounts and Statements

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.3.1	Annual accounts		Current year + 6 years	STANDARD DISPOSAL	

6.3.2	Loans and grants managed by the school		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL	
6.3.3	All records relating to the creation and management of budgets, including the annual budget statement and back-ground papers		Life of the budget + 3 years	SECURE DISPOSAL	
6.3.4	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL	
6.3.5	Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL	
6.3.6	Records relating to the identification and collection of debt		Final payment of debt + 6 years	SECURE DISPOSAL	

6.4 Pupil Finance

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.4.1	Student grant applications	YES	Current year + 3 years	SECURE DISPOSAL	
6.4.2	Pupil premium fund records	YES	Date pupil leaves the provision + 6 years	SECURE DISPOSAL	

6.5 Contract Management					
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.5.1	All records relating to the management of contracts under seal		Last payment on the contract + 6 years	SECURE DISPOSAL	
6.5.2	All records relating to the management of contracts under signature		Life of contract + 6 or 12 years	SECURE DISPOSAL	
6.5.3	Records relating to the monitoring of contracts		Life of contract + 6 or 12 years	SECURE DISPOSAL	

6.6 School Fund					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.6.1	School Fund – Cheque books		Current year + 6 years	SECURE DISPOSAL	
6.6.2	School Fund – Paying in books		Current year + 6 years	SECURE DISPOSAL	
6.6.3	School Fund – Ledger		Current year + 6 years	SECURE DISPOSAL	
6.6.4	School Fund – Invoices		Current year + 6 years	SECURE DISPOSAL	
6.6.5	School Fund – Receipts		Current year + 6 years	SECURE DISPOSAL	
6.6.6	School Fund – Bank statements		Current year + 6 years	SECURE DISPOSAL	

6.6.7	School Fund – Journey Books		Current year + 6 years	SECURE DISPOSAL	
-------	-----------------------------	--	------------------------	-----------------	--

6.7 School Meals Management					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
6.7.1	Free school meals registers (where the register is used as a basis for funding)	YES	Current year + 6 years	SECURE DISPOSAL	
6.7.2	School meals registers	YES	Current year + 3 years	SECURE DISPOSAL	
6.7.3	School meals summary sheets	YES	Current year + 3 years	SECURE DISPOSAL	

Section 7 – Property Management

7.1 Property Management					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
7.1.1	Title deeds of properties belonging to the school		These should be retained by the property's owner unless the property has been registered with the Land Registry		
7.1.2	Plans of properties belonging to the school		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.		
7.1.3	Leases of property leased by or to the school		Expiry of lease + 6 years	SECURE DISPOSAL	
7.1.4	Records relating to the letting of school premises		Current financial year + 6 years	SECURE DISPOSAL	

7.2 Property Management – Maintenance					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
7.2.1	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.	SECURE DISPOSAL	

7.2.2	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 on to any new owners if the building is leased or sold.	SECURE DISPOSAL	
-------	--	--	---	-----------------	--

Section 8 – Pupil Management

8.1 Admissions Process					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
8.1.1	All records relating to the creation and implementation of the School Admissions Policy		Life of the policy + 3 years then review	SECURE DISPOSAL	
8.1.2	Admissions – if the admission is successful	YES	Date of admission + 1 year	SECURE DISPOSAL	
8.1.3	Admissions – if the appeal is unsuccessful	YES	Resolution of case + 1 year	SECURE DISPOSAL	
8.1.4	Register of Admissions	YES	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	SECURE DISPOSAL	
8.1.5	Admissions – Secondary Schools – Casual	YES	Current year + 1 year	SECURE DISPOSAL	
8.1.6	Proofs of address supplied by parents as part of the admissions process	YES	Current year + 1 year	SECURE DISPOSAL	

8.1.7	Supplementary information form including additional information such as religion, medical conditions etc. - successful admissions	YES	This information should be added to the pupil file	SECURE DISPOSAL	
8.1.8	Supplementary information form including additional information such as religion, medical conditions etc. - unsuccessful admissions	YES	Until appeals process completed	SECURE DISPOSAL	

8.2 Pupils Educational Record					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
8.2.1	Primary School - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	Retain whilst the child remains at the primary school	<p>The record should follow the pupil when he/she leaves the primary school.</p> <p>This will include:</p> <ul style="list-style-type: none"> • To another primary school • To a secondary school • To a pupil referral unit 	

8.2.2	Secondary School - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	Date of birth of the pupil + 25 years	REVIEW	
8.2.3	Public Examination Results	YES	This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed	
8.2.4	Internal Examination Results	YES	This information should be added to the pupil file		
8.2.5	Child protection information held on pupil file	YES	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	
8.2.6	Child protection information held in separate files	YES	DOB of the child + 25 years then review. Principle copies are retained with the Local Authority Social Services. These records will be subject to instructions given by IICSA.	SECURE DISPOSAL	

8.3 Attendance					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
8.3.1	Attendance Registers	YES	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the last entry was made.	SECURE DISPOSAL	
8.3.2	Correspondence relating to any absence (authorised or unauthorised)	YES	Current academic year + 2 years	SECURE DISPOSAL	

8.4 Special Educational Needs Information					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
8.4	Special Educational Needs files, reviews and Education Health and Care Plan. Including advice and information provided to parents regarding educational needs and accessibility strategy	YES	Date of birth of the pupil + 31 years.	SECURE DISPOSAL	

Section 9 - Curriculum management and Extra-Curricular Activities.

9.1 Statistics and Management Information					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
9.1.1	Curriculum returns		Current year + 3 years	SECURE DISPOSAL	
9.1.2	Examination Results (school's copy)	YES	Current year + 6 years	SECURE DISPOSAL	
9.1.3	SATS Results	YES	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 of the whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL	
9.1.4	SATS examination papers	YES	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	
9.1.5	Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL	
9.1.6	Value added and contextual data		Current year + 6 years	SECURE DISPOSAL	
9.1.7	Self-evaluation forms - internal moderation	YES	Academic year plus 1 academic year	SECURE DISPOSAL	

9.1.8	Self-evaluation forms - external moderation	YES	Until superseded	SECURE DISPOSAL	
-------	---	-----	------------------	-----------------	--

9.2 Implementation of the Curriculum					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
9.2.1	Schemes of work		Current year + 1 year	SECURE DISPOSAL	
9.2.2	Timetable		Current year + 1 year	SECURE DISPOSAL	
9.2.3	Class record books	YES	Current year + 1 year	SECURE DISPOSAL	
9.2.4	Mark books	YES	Current year + 1 year	SECURE DISPOSAL	
9.2.5	Record of homework set		Current year + 1 year	SECURE DISPOSAL	
9.2.6	Pupil's work	POSSIBLY	<p>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's policy then current year + 1 year</p> <p>The school may also elect to retain some copies of pupil work for a reasonable length of time, to allow for inspection from external agencies (e.g. OFSTED)</p>	SECURE DISPOSAL	

9.4 School Trips

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
9.4.1	Parental consent forms for school trips – where there has been no major incident	YES	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).	SECURE DISPOSAL	
9.4.2	Parental permission slips for school trips – where there has been a major incident	YES	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 rules had been followed for all pupils	SECURE DISPOSAL	

9.5 Organisations and Groups that support the school

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
9.5.1	Day books	YES	Current year + 1 year	SECURE DISPOSAL	
9.5.2	Reports for outside agencies where the report has been included on the case file created by the outside agency	YES	Current year + 1 year	SECURE DISPOSAL	

9.5.3	Referral forms	YES	Current year + 1 year	SECURE DISPOSAL	
9.5.4	Mark books	YES	Current year + 1 year	SECURE DISPOSAL	
9.5.5	Contact data sheets	YES	Current then review, if no longer necessary or if superseded by new details	SECURE DISPOSAL	
9.5.6	Contact database entries	YES	Current then review, if no longer necessary or if superseded by new details	SECURE DISPOSAL	
9.5.7	Group registers	YES	Current year + 2 years	SECURE DISPOSAL	
9.5.8	Records relating to the creation and management of the School Parent Teacher Association and Old Pupils Association	YES	Current Year + 6 Years. School may wish to retain documents for archive purposes.	SECURE DISPOSAL	

Section 10 – Central Government and Local Authority

10.1 Local Authority					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
10.1	Secondary Transfer Sheets (primary)	YES	Current year + 2 years	SECURE DISPOSAL	
10.2	Attendance returns	YES	Current year + 1 year	SECURE DISPOSAL	
10.3	School census returns	YES	Current year + 5 years	SECURE DISPOSAL	
10.4	Circulars and other information sent from the local authority		Whilst in use	SECURE DISPOSAL	

10.2 Central Government					
Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
10.2.1	OFSTED reports and papers where a physical copy is held		Life of the report then review	SECURE DISPOSAL	
10.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	

10.2.3	Circulars and other information sent from central government		Whilst in use	SECURE DISPOSAL	
--------	--	--	---------------	-----------------	--