



**Policy name:**  
**School Records Management and Retention Policy**

Governor Approval Date: Spring 2024  
Review Date: Spring 2026

## **1. Introduction**

- 1.1 The school recognises that by efficiently managing its records and reviewing retention, it will comply with its legal and regulatory obligations and contribute to the effective overall management of the school.
- 1.2 Records provide evidence for protecting legal rights and interests of the school as well as evidence for demonstrating performance, compliance and accountability.
- 1.3 Record keeping is an essential part of the school's administrative function, and this policy provides a framework through which this effective management and retention can be achieved and audited.

This policy covers the following:

- The scope of the policy;
- The responsibilities of the school and its staff;
- Pupil Record Management;
- Information Audits;
- Email Records;
- Retention;
- Safe Disposal of Records/Data;
- Appendix One – retention schedule.

## **2. Scope of the policy**

- 2.1 This policy applies to all records created, received or maintained by the staff of the school while carrying out its functions.
- 2.2 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 (see the retention schedule at Appendix 1 of this policy) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 2.3 A small percentage of the school's records will be selected for permanent preservation as part of the school's archives and for historical research. This will be done in liaison with the County Archives Service and will contain the minimum amount of personal data required in compliance with the GDPR and data protection laws currently in force.

## **3. Relationship with existing policies**

3.1 This policy should be read in conjunction with the following:

3.1.1 The Freedom of Information Policy;

3.1.2 The Data Protection Policy;

3.1.3 The Schools Privacy Notice

#### **4. The Responsibilities of the School and its Staff**

4.1 The school has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

4.2 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 in a timely way. They will also monitor compliance with this policy by surveying, at least annually, to check if records are stored securely and can be accessed appropriately.

4.3 Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines (also see the safe disposal or records/data section of this policy).

4.4 The Data Protection Officer for the school will provide guidance on ensuring that the school complies with the General Data Protection Regulations (GDPR) and data protection laws in respect of the records management and record keeping and the retention and disposal referred to within this policy.

#### **5. Pupil Record Management**

5.1 This part of the policy relates to the type of information which should be included in pupil records and sets out information about how pupil records should be managed; it should be read in conjunction with the Data Protection Policy and the Privacy Notice.

5.2 The pupil record is the core record for documenting the pupil's progression through the education system and should accompany the pupil to every school they attend. The information contained in the pupil record should be accurate and up to date.

5.3 The central pupil record is kept in electronic form in the schools information management system but other pupil records may be taken from this and stored in

other locations (such as attendance records, registers, class lists etc...). Further details on this can be found in the Privacy Notice.

- 5.4 Pupils (and parents) have a right to see their educational record, please refer to the Privacy Notice for details on this.
- 5.5 Pupil records include information obtained from the admission form and local authority at the point the pupil enters school and includes personal, medical and any special educational needs information. The pupil record may also contain information regarding pupil attainment, annual written reports to parents and any information relating to behaviour including exclusions (fixed or permanent).
- 5.6 Pupil records will be transferred to any new school which the pupil attends, this includes instances where the pupil leaves primary school to join secondary school or in-year transfers including a move to be EHE.
- 5.7 The school does not need to keep copies of any information in the pupil record once this has been transferred to a pupil's new school, except if there is an ongoing legal action, or possible pending legal action, when the pupil leaves the school. Custody of, and responsibility for, the records pass to the school the pupil transfers to.
- 5.8 Pupil records will be transferred to the new school electronically [usually by the schools to schools CTF or equivalent system].
- 5.9 The information which should be included in the pupil record and provided to the secondary school (or new primary school) can be found in the Information Management Toolkit for Schools.
- 5.10 The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years old.
- 5.11 The pupil record will be disposed of in accordance with the safe disposal of records/data section later in this policy.
- 5.12 If the school is requested to transfer a pupil's record outside the EEA because the pupil has moved into that area then we will do so in accordance with the data protection laws and will ensure that the country is compliant with GDPR prior to the transfer. If the institution outside the EEA is unable to show that they are compliant with the GDPR then the school will require parental consent to the transfer.
- 5.13 All pupil records are kept securely on an encrypted and password protected electronic system. Where paper copies of pupil records are held, these are kept securely in accordance with the Privacy Notice and Data Protection Policy.

## **6. Information Audits**

- 6.1 An information audit (sometimes known as Record of Processing Activities or data flow map) is a map of all the personal data which is held by the school both electronically and in paper form. The information audit is designed to assist schools to know what information they hold, what legal basis they have for holding this information, where the information is held and what it is used for.
- 6.2 The information audit is an ongoing process that assists the school with managing the personal data they hold and ensuring compliance with the General Data Protection Regulations and data protection laws in force.
- 6.3 The school will regularly review and update the information audit, and this will be monitored by the Data Protection Officer at least once per academic year.
- 6.4 It is a legal requirement for all organisations to have an information audit.

## **7. Email Records**

- 7.1 Whilst emails may be used to send information, this should be done in compliance with the Data Protection Policy and any personal data should be sent via encrypted messaging to ensure compliance with the GDPR.
- 7.2 Emails should not be used as a means of recording and storing information; if information or attachments from the email are required to be stored or recorded then these should be saved in the appropriate place and the email should be deleted.
- 7.3 Where it is necessary to keep the content of an email this should be done by saving the email in the .msg format and storing this in an appropriate place electronically. The location for storage and the appropriate retention period will depend on the class of record the content of the email comes under e.g. pupil record, part of a contract, school financial information etc... Please refer to the retention information later in this policy.

## **8. Retention of Records and Personal Data**

- 8.1 In compliance with the Freedom of Information Act 2000 and the GDPR and Data Protection laws, the school keeps a Retention Schedule listing the records it keeps, the period of retention for each record and the action to be taken when it is of no further administrative use. The Retention Schedule can be found at Appendix One to this policy.

- 8.2 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.
- 8.3 Where appropriate the Retention Schedule should be reviewed and amended to include any new record series created and remove any obsolete record series. A review of the schedule should be carried out as and when these amendments are required and at least once per academic year.
- 8.4 The Retention Schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of how it is stored.
- 8.5 Some of the retention periods are governed by Statute whilst others follow the guidelines on best practice. Every effort has been made to ensure that these retention periods are compliant with the GDPR and Data Protection Laws.
- 8.6 If a record series is to be kept for longer or shorter periods than laid out in the Retention Schedule, then the reasons for this need to be documented.

## **9. Safe Disposal of Records/Data:**

- 9.1 This policy relates to all types of records whether they are paper copies or electronically held.
- 9.2 The GDPR and data protection laws stipulate that personal data should not be held for longer than is necessary for the purpose(s) for which it was held.
- 9.3 The school must ensure that records that are no longer required for business use are reviewed as soon as possible so that only the appropriate records are destroyed. The school will review to determine whether records are to be selected for permanent preservation (if this is the case then the personal data contained therein should be kept to an absolute minimum), destroyed, converted into an electronic format or retained for research or litigating purposes.
- 9.4 All records containing personal information or sensitive policy information should be made either unreadable or unreconstructable.
- 9.5 Paper records will be shredded using a cross-cutting shredder.
- 9.6 All electronic records will be permanently deleted/destroyed.
- 9.7 The school will keep a list of records which have been destroyed and who authorised their destruction in line with the Freedom of Information Act 2000.
- 9.8 Where there is a need for permanent preservation of records the school should ensure that any personal data is kept to a minimum required for the preservation

and that the arrangements should be made to transfer the records to the County Archives Service.

- 9.9 Where lengthy retention periods have been allocated to records, it may be appropriate to consider converting the paper records into electronic records for storage. If this is to be done, then care should be taken to ensure that the school can prove that the electronic version is a genuine copy of the original.

**10. Breaches of Policy:**

- 10.1 Any breaches of this policy may lead to a breach under the Data Protection Act and could lead to sanctions being imposed by the Information Commissioners Office (ICO).

**11. Review:**

11. 1 This policy should be reviewed biennially.

The policy should next be reviewed: March 2026.

## Appendix One: Retention Schedule

### Governing Body

Management of Governing Body					
Basic file description	DPA Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Instruments of government.	No		Permanent	Consult local archives before disposal.	
Trusts and Endowments	No		Permanent	Consult local archives before disposal.	
Records relating to the election of parent and staff governors not appointed by the governors	Yes		Date of election + 6 months	SECURE DISPOSAL	Records contain personal information.
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 of co-opted governors can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning	SECURE DISPOSAL	Records contain personal information.

<b>Management of Governing Body</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
			children). In this case retain for 25 years.		
Records relating to the election of the 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	Records contain personal information.
Scheme of delegation and terms of reference for committees	No		Until superseded or whilst relevant.	These could be offered to the archives if appropriate.	Transfer to Archives when the school has closed.
Meetings schedule	No		Current Year	STANDARD DISPOSAL	
Agendas – principal copy	Check		Where possible the agenda should be stored with the principal set of the minutes.	Consult local archives before disposal.	Review to see if personal information is contained within the agenda (unlikely but need to make sure).

<b>Management of Governing Body</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Minutes – principal set (signed)	Check		Although generally kept for the life of the organisation, the LA is only required to make these available for 10 years from the date of the meeting.	Consult local archives before disposal.	Review to see if personal information is contained within these minutes.
Reports made to the governors' meeting which are referred to in the minutes	Check		Although generally kept for the life of the organisation, the LA is only required to make these available for 10 years from the date of the meeting.	Consult local archives before disposal.	Check if they contain personal information before reviewing how to dispose of the records.
Register of attendance at full governing body meetings.	Yes		Date of the meeting plus 6 years	SECURE DISPOSAL	Records contain personal information.

<b>Management of governing body</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Papers relating to the management of the annual parents' meeting	Yes		Date of meeting + 6 years	SECURE DISPOSAL	Records contain personal information.
Agendas – additional copies	No		Date of meeting	STANDARD DISPOSAL	
Records relating to Governor Monitoring visits	Check		Date of visit + 3 years	SECURE DISPOSAL	Personal information may be contained within these records.
Annual reports required by the DfE	No		Date of report + 10 years	SECURE DISPOSAL	
All records relating to the conversion of schools to Academy status	No		For the life of the organisation	Consult local archives before disposal	
Records relating to complaints made to and investigated by the governing body or head teacher	Yes		Major complaints – current year + 6 years; if negligence is involved then current year + 15 years; if child protection or safeguarding issues are involved then current year + 40 years.	SECURE DISPOSAL	Records contain personal information.

<b>Management of governing body</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Correspondence sent and received by the governing body or headteacher	Check		General correspondence should be kept for current year + 3 years	SECURE DISPOSAL	Check if the records contain personal information before disposal.
Action plans created and administered by the governing body	No		Until superseded or whilst relevant	SECURE DISPOSAL	
Policy documents created and administered by the governing body.	No		Until superseded (The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusions, until the IICSA has issued its recommendations)	STANDARD DISPOSAL	
Records relating to the appointment of a clerk to the governing body.	Yes		Date on which the clerk appointment ceases + 6 years	SECURE DISPOSAL	Records contain personal information.
Records relating to the terms of office of serving governors, including evidence of appointment.	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL	Records contain personal information.

<b>Management of governing body</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Records relating to governor declaration against disqualification criteria	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL	Records contain personal information.
Register of business interests.	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL	Records contain personal information
Governors Code of Conduct	No		This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation.	STANDARD DISPOSAL	
Records relating to the training required and received by Governors	Yes		Date Governor steps down + 6 years	SECURE DISPOSAL	Records contain personal information.
Records relating to the induction programme for new governors	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL	Records contain personal information.
Records relating to DBS checks carried out on clerk and members of governing body.	Yes		Date of DBS check + 6 years	SECURE DISPOSAL	Records contain personal information including special category data.
Governors personnel file	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL	Records contain personal information.

## Management of the school

Management of the school					
Basic file description	DPA Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Log Books of activity in the school maintained by the Head Teacher and SLT	Check		Date of last entry in the book + 6 years, then review	Retain in the school for 6 years from the date of the last entry. These can be kept for historical purposes.	If you are unable to store these in school then you could Transfer to the Archives.  Review for personal information and consider anonymising this.
Minutes of the Senior Management Team meetings and the meetings of other internal administrative bodies.	Check		Date of the meeting + 3 years then review annually.	SECURE DISPOSAL	Review records for personal information.
Reports created by the Head Teacher or the Management Team.	Check		Date of the report + a minimum of 3 years then review annually.	SECURE DISPOSAL	Review records for personal information.
Records created by head teachers and other members of staff with administrative responsibilities	Check		Current academic year + 6 years then review annually.	SECURE DISPOSAL	Review records for personal information.

<b>Management of the school</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Correspondence created by head teachers and other members of staff with administrative responsibilities	Check		Date of correspondence + 3 years then review	SECURE DISPOSAL	Review records for personal information.
Professional development plans	Yes		These should be held on the individual's personnel record. If not then termination of employment + 6 years.	SECURE DISPOSAL	Records contain personal information.
School development plans	No		Life of plan + 3 years	SECURE DISPOSAL	

<b>Operational administration</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
General file series which do not fit under any other category	Check		Current year + 5 years then review annually	SECURE DISPOSAL	Review records for personal information.
Records relating to the creation and publication of the school brochure or prospectus	No		Current academic year + 3 years	The school could preserve a copy for their archive otherwise	

				STANDARD DISPOSAL	
Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current academic year + 1 year	STANDARD DISPOSAL	
School privacy notice which is published for parents as part of GDPR compliance	No		Until superseded and then + 6 years	STANDARD DISPOSAL	
Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	Yes		Consent will last whilst the pupil attends school, it can then be destroyed when the pupil leaves.	SECURE DISPOSAL	Records contain personal information.
Newsletters and other items with a short operational use.	No		Current year + 1 year or review	STANDARD DISPOSAL	
Visitor management systems (including electronic systems, visitors books and signing in sheets)	Yes		Last entry in the visitors book <sup>6 years</sup> (in case of claims by parents or pupils about various actions)	SECURE DISPOSAL	Records contain personal information.
Walking bus registers	Yes		Date of register + 6 years	SECURE DISPOSAL	Records contain personal information.

## Human Resources

### Recruitment

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
All records leading up to the appointment of a new headteacher	Yes		<p>Date of appointment + 6 years</p> <p>Add to personnel file and retain until end of appointment + 6 years, except cases of negligence or claims of child abuse then retain for at least 15 years</p>	SECURE DISPOSAL	Records contain personal information.
All records leading up to the appointment of a new member of staff/governor	Yes		<p>Unsuccessful applicants - Date of appointment of successful candidate + 6 months</p> <p>Successful candidate – all</p>	SECURE DISPOSAL	Records contain personal information

			relevant information should be added to the staff personnel file (see below) and all other information retained for 6 months		
Pre-employment vetting information (including DBS checks)	Yes	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education 2018 (statutory guidance from DfE Sections 73 & 74)	Application forms, references and other documents – for the duration of the employee’s employment + 6 years.	SECURE DISPOSAL	Records contain personal information
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 online system. If it is necessary to take a copy of	SECURE DISPOSAL	Records contain personal information.

			documentation then it should be retained on the staff personal file		
Pre-employment vetting information – evidence proving the right to work in the United Kingdom – successful candidates	Yes	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 termination of employment + not less than 2 years	SECURE DISPOSAL	Records contain personal information.
Staff Personal files	Yes	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	SECURE DISPOSAL	Records contain personal information.

			the case then the file will need to be retained until IICSA enquiries are complete.		
Annual appraisal/assessment records	Yes		Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Sickness absence monitoring	Yes		<p>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 accident records.</p> <p>It could be argued that where sickness pay is not paid then current</p>	SECURE DISPOSAL	Records contain personal information.

			year + 3 years is acceptable, whilst if sickness 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		
Staff training – where the training leads to continuing professional development	Yes		Length of time required by the professional body	SECURE DISPOSAL	Records contain personal information.
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	

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	Records contain personal information.
<b>Disciplinary and Grievance Process</b>					
Records relating to any allegation of a child protection nature against a member of staff	Yes	<p>Keeping Children Safe in Education statutory guidance for schools and colleges September 2018.</p> <p>Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of</p>	<p>Until the person’s normal retirement age or 10 years from the date of the allegation (whichever is the longer) then review.</p> <p>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</p>	SECURE DISPOSAL	Records contain personal records.

		children 2018.	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 enquires are complete.		
Disciplinary proceedings:	Yes				
<ul style="list-style-type: none"> <li><i>Oral warning</i></li> </ul>			Date of warning + 6 months	DESTROY Securely SHRED  If this is placed on a personal file, it must be weeded from the file.	
<ul style="list-style-type: none"> <li><i>written warning – level one</i></li> </ul>			Date of warning + 6 months	DESTROY Securely SHRED  If this is placed on a personal file, it must be	

				weeded from the file.	
<ul style="list-style-type: none"> <li><i>written warning – level two</i></li> </ul>			Date of warning + 12 months	DESTROY Securely SHRED  If this is placed on a personal file, it must be weeded from the file.	
<ul style="list-style-type: none"> <li><i>final warning</i></li> </ul>			Date of warning + 18 months	DESTROY Securely SHRED  If this is placed on a personal file, it must be weeded from the file.	
<ul style="list-style-type: none"> <li><i>case not found</i></li> </ul>			DESTROY immediately at the conclusion of the case UNLESS it relates to a child protection issue then retain on the personnel file.	DESTROY Securely SHRED	
<b>Payroll and Pensions</b>					

Absence records	Yes		Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Batches	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Bonus sheets	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Car allowance claims	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988.	Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Car loans	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Completion of the loan + 6 years	SECURE DISPOSAL	Records contain personal information.
Car mileage output	Yes	Taxes Management Act 1970;	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.

		Income and Corporation Taxes 1988			
Elements	Yes		Current year + 2 years	SECURE DISPOSAL	Records contain personal information.
Income tax form P60	Yes		Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Insurance	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Maternity payment	Yes		Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Members allowance register	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
National Insurance – schedule of payments	Yes	Taxes Management Act 1970; Income and	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.

		Corporation Taxes 1988			
Overtime	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Part time fee claims	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Pay packet receipt by employee	Yes		Current year + 2 years	SECURE DISPOSAL	Records contain personal information.
Payroll awards	Yes		Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Payroll – gross/net weekly or monthly	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.

Payroll reports	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information
Pay slip copies	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Pension payroll	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Personal bank details	Yes		If employment ceases then end of employment + 6 years.	SECURE DISPOSAL	Records contain personal information.

			Until suspended + 3 years.		
Sickness records	Yes		Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Staff returns	Yes		Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Superannuation adjustments	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Tax year + 6 years	SECURE DISPOSAL	Records contain personal information
Superannuation reports	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Records contain personal information
Tax forms P6/P11/P11D/P35/P45/P46/P48	Yes		The minimum requirement = as stated in the Inland Revenue booklet 490 – is for at least 3 years after the end of the tax	SECURE DISPOSAL	Records contain personal information.

			<p>year to which they apply.</p> <p>Originals must be retained in paper/electronic format.</p> <p>It is a corporate decision to retain for current year + 6 years.</p> <p>Employees should retain records for 22 months after current tax year.</p> <p>Current year + 6 years.</p>		
Timesheets/clock cards/ flexi-time	Yes		Current year + 3 years	SECURE DISPOSAL	Records contain personal information.

**Health and Safety**

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Health and Safety Policy statements	No		Life of policy + 3 Years	SECURE DISPOSAL	
Health and Safety Risk Assessments	No		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	
Accident Reporting Records relating to individuals who are over 18 years of age at the time of the accident	Yes	<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 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>	SECURE DISPOSAL	Records contain personal information.

		<p>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 SI 1993 No. 2113</p> <p>Allows the information to be kept electronically.</p>	<p>Completed pages must be kept secure with restricted access. Data Protection Act 2018; GDPR.</p>		
<p>Accident reporting records relating to individuals who are under 18 years of age at the time of the incident.</p>	<p>Yes</p>	<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:</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 1/1/04.</p> <p>This means that if it takes 5 years to complete, the book</p>	<p>SECURE DISPOSAL</p>	<p>Records contain personal information.</p>

		<p>SI 1979 No 628</p> <p>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 SI 1993 No. 2113</p> <p>Allows the information to be kept electronically.</p>	<p>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; GDPR.</p>		
<p><i>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></i></p>	Yes	<p>Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 SI 2013 No.1471, Regulation 12(2).</p>	<p>Date of incident + 3 years provided that all records relating to the incident are held on personnel file</p>	SECURE DISPOSAL	Records contain personal information.
COSHH	No	<p>Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation</p>	<p>Date of incident + 40 years</p>	SECURE DISPOSAL	

		11; records kept under the 1994 & 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18(2).			
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation. Maintenance records and controls, safety features and PPE  Dose assessment and recording.	No	The Ionising Radiation Regulations 2017. SI 2017 No. 1075 Regulation 11.  As amended by SI 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 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.	SECURE DISPOSAL	

Fire Precautions log books	No		Current year + 3 years	SECURE DISPOSAL	
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.	No		Pass to new owner on sale or transfer of building.		

#### Financial Management

Risk management and insurance					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Employer's Liability Insurance certificate	No		Permanent whilst the school is open. Closure of school + 40 years [may be kept electronically]	SECURE DISPOSAL	To be passed to the LA if the school closes.
Asset Management					

Inventories of equipment and furniture	No		Current year + 6 years	SECURE DISPOSAL	
Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL	
<b>Accounts and Statements (including budget management)</b>					
Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL	
Loans and grants managed by school	No		Date of last payment on loan + 12 years	Review to see whether a further retention period is required	DESTORY Securely
All records relating to the creation and management of budgets, including the annual budget statement and background papers.			Life of the budget + 3 years	SECURE DISPOSAL	

Invoices, receipts, order books and requisition, delivery notices.	No		Current financial year + 6 years	SECURE DISPOSAL	
Records relating to the collection and banking of monies.	NO		Final payment of debt + 6 years	SECURE DISPOSAL	
<b>Pupil Finance</b>					
Student Grant Applications	Yes		Current year + 3 years	SECURE DISPOSAL	Records contain personal information.
Pupil Premium Fund records	Yes		Date pupil leaves school + 6 years	SECURE DISPOSAL	Records contain personal information.
<b>Contract Management</b>					
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on	SECURE DISPOSAL	

			the contract + 6 years		
Records relating to the monitoring of contracts	No		Life of contract + 6 or 12 years	SECURE DISPOSAL	
<b>School Fund</b>					
School Fund – Cheque books	No		Current year + 6 years	SECURE DISPOSAL	
School Fund – paying in books	No		Current year + 6 years	SECURE DISPOSAL	
School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL	
School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL	
School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL	
School Fund – Bank Statements	No		Current year + 6 years	SECURE DISPOSAL	
School Fund – Journey books	No		Current year + 6 years	SECURE DISPOSAL	
<b>School Meals Management</b>					
Free school meals registers (where the register is used as a basis for funding)	Yes		Current year + 6 years	SECURE DISPOSAL	
School meals registers	Yes		Current year + 3 years	SECURE DISPOSAL	

School meals summary sheets	Yes		Current year + 3 years	SECURE DISPOSAL	
<b>Property Management</b>					
Title deeds of properties belonging to the school	No		These should follow the property unless the property has been registered with the Land Registry.		
Plans of properties belonging to the school	No		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.		

Leases of property leased by or to the school.	No		Expiry of lease + 6 years	SECURE DISPOSAL	
Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL	
<b>Maintenance</b>					
All records relating to the maintenance of the school carried out by contractors	No		There 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	
All records relating to the maintenance of the school carried out by school employees, including maintenance logbooks	No		These should be retained whilst the building belongs to the school and should	SECURE DISPOSAL	

			be passed on to any new owners if the building is leased or sold.		
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## Pupil Management

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
All records relating to the creation and implementation of the School Admissions' Policy	No	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	

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panel December 2014	Date of admission + 1 year	SEUCRE DISPOSAL	Records contain personal information

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panel December 2014	Resolution of case + 1 year	SECURE DISPOSAL	Records contain personal information

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Register of Admissions	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panel, December 2014	Every entry in the admission register must be preserved for a period of 3 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.	Records contain personal information.
Admissions – secondary schools – casual	Yes		Current Year + 1 year	SECURE DISPOSAL	Records contain personal information.

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Proofs of address supplied by parents as part of the admissions process.	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panrels December 2014	Current Year + 1 year	SECURE DISPOSAL	Records contain personal information.

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Supplementary information form including additional information such as religion, medical conditions etc...	Yes		For successful admissions – the information should be added to the pupil file  For unsuccessful admissions – until the appeals process is completed	SECURE DISPOSAL	Records contain personal information.
<b>Pupil's Education Record</b>					

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No.1437 as amended by SI2018 No 688  Limitation Act	Primary School – retain whilst the child remains at the primary school  Secondary School – Date of birth of the pupil + 25 years	Primary School – the file should follow the pupil when they leave the primary school. This will include: moving to another primary school, a secondary school or a pupil referral unit.  Review	Records contain personal information.

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Examination results – pupil copies	Yes		<p>Public – this information should be added to the pupil file.</p> <p>Internal – this information should be added to the pupil file.</p>	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed.	Records contain personal information.

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Child Protection information held on the pupil file	Yes	Keeping children safe in education statutory guidance for schools and colleges 2018; working together to safeguard children. A guide to inter-agency working to safeguarding and promote the welfare of children.	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	Records contain sensitive personal information.

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Child protection information held in separate files	Yes	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 LA social services record. Note: these records will be subject to any instruction given by IICSA.	SECURE DISPOSAL	Records contain personal information.
<b>Attendance</b>					
Attendance registers	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and LAs October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL	Records contain personal information.

<b>Admissions Process</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Correspondence relating to any absence (authorised or unauthorised)	Check	Education Act 1996, Section 7	Current academic year + 2 years	SECURE DISPOSAL	Review for personal information.
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	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	Records contain personal information.

### **Curriculum and Extra Curricular Activities**

<b>Curriculum</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
<b>Statistics and Management Information</b>					

<b>Curriculum</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL	
Examination Results (school's copy)	Yes		Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
SATS records - results	Yes		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 of the whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison.	SECURE DISPOSAL	Records contain personal information.
SATS records – examination papers			The examination papers should be kept until any appeals/validation process is complete.	SECURE DISPOSAL	
Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL	Records contain personal information.
Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL	Records contain personal information.

<b>Curriculum</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Self-Evaluation Forms	Yes			SECURE DISPOSAL	Records contain personal information
Internal moderation	Yes		Academic year plus 1 academic year	SECURE DISPOSAL	Records contain personal information
External moderation	Yes		Until superseded	SECURE DISPOSAL	Records contain personal information
<b>Implementation of Curriculum</b>					
Schemes of work	No		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	
Timetable	No		Current year + 1 year		
Class record books	No		Current year + 1 year		
Mark books	No		Current year + 1 year		
Record of homework set	No		Current year + 1 year		

<b>Curriculum</b>					
<b>Basic file description</b>	<b>DPA Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Pupils' work	No		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.	SECURE DISPOSAL	

<b>School Trips</b>					
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Parental consent forms for school trips where there has been no major incident	Yes		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	SECURE DISPOSAL	Records contain personal information.

			consent forms at the end of the trip (or at the end of the academic year).		
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	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	Records contain personal information

<b>School Support Organisations</b>					
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Day books	Yes		Current year + 2 years then review	SECURE DISPOSAL	Records contain personal information
Reports for outside agencies – where the report has been included	Yes		Whilst child is attending school and then destroy	SECURE DISPOSAL	Records contain personal information

on the case file created by the outside agency.					
Referral forms	Yes		While the referral is current	SECURE DISPOSAL	Records contain personal information
Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Records contain personal information
Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Records contain personal information
Group registers	Yes		Current year + 2 years	SECURE DISPOSAL	Records contain personal information.
<b>Parent Teacher Associations and Old Pupils Associations</b>					
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Association			Current year + 6 years then review	SECURE DISPOSAL	

**Central Government and Local Authority**

<b>Local Authority</b>					
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL	Records contain personal information
Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL	Records contain personal information
School Census Returns	No		Current year + 5 years	SECURE DISPOSAL	
Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL	
<b>Central Government</b>					
OfSTED reports and papers where a physical copy is held	No		Life of the report then review	SECURE DISPOSAL	
Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL	
Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL	

