

Data Retention Policy (v 3.0)

The Beeches Primary School



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UK GDPR Data Retention Schedule

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Training available upon request

Revision History

Rev 2	Original	N Burford
Rev 2.1	Review – N Burford	Hyperlink added to end of document if further guidance is required
Rev 2.2	Review – N Burford	No Change
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Rev3	Review – N Burford	The ICT Service guidance template used

Introduction

The Beeches Primary School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. This document provides the policy framework through which this effective management can be achieved and audited.

Scope of the Policy

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

- Records are defined as all those documents which facilitate the business carried out by the School and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- A small percentage of the School's records will be selected for permanent preservation as part of the institution's archives and for historical research.

Responsibilities

- The School has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Headteacher has overall responsibility for this policy.
- The person responsible for records management in the School will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

- Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the School's records management guidelines.

Relationship with Existing Policies

This policy has been drawn up within the context of:

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

Safe Disposal of Records

Where records have been identified for destruction, they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

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

Members of staff should record at least:

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

This should be kept in an Excel spreadsheet or similar suitable format.

Transfer of Information

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

School Closures

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

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

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

This schedule will be reviewed annually or as required. The reference numbers included are for our reference purposes and will allow us to easily identify what items have been edited or updated.

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Contracts

1: Contracts

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
1.01	All records relating to the management of contracts under seal	No	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer	Limitation Act 1980	SECURE DISPOSAL
Notes					
1.02	All records relating to the management of contracts under signature	No	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer	Limitation Act 1980	SECURE DISPOSAL
Notes					
1.03	Records relating to the management of contracts with external providers	No	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer		SECURE DISPOSAL
Notes					
1.04	Records relating to the monitoring of contracts	No	End of the contract or until the final payment has been made whichever is the longer		SECURE DISPOSAL
Notes					
1.05	All records relating to the maintenance of the school carried out by contractors	No	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.		SECURE DISPOSAL
Notes					

1.06	All records relating to the maintenance of the school carried out by school employees, including maintenance logbooks	No	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered into the health and safety file		SECURE DISPOSAL
Notes					
1.07	Records relating to the management of software licences	No	Date licence expires + 6 years		SECURE DISPOSAL
Notes					

Education Management

2: Education Management – Management Information

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
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2.01	Published Admission Number (PAN) reports	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
2.02	Curriculum returns	No	Current year + 3 years		SECURE DISPOSAL
Notes					
2.03	Self-evaluation forms	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
2.04	Self Evaluation Forms - External moderation	Yes	Until superseded		SECURE DISPOSAL
Notes					
2.05	Self Evaluation Forms - Internal moderation	Yes	Academic year plus one academic year		SECURE DISPOSAL
Notes					
2.06	Value added and contextual data	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					

3: Education Management – Policies and Frameworks

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
3.01	Complaints Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained		SECURE DISPOSAL

Notes					
3.02	Data Protection Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained		SECURE DISPOSAL
Notes					
3.03	Freedom of Information Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained		SECURE DISPOSAL
Notes					
3.04	Information Security Breach Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained		SECURE DISPOSAL
Notes					
3.05	Special Educational Needs Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained		SECURE DISPOSAL
Notes					
3.06	Equality Information and Objectives (public sector equality duty). Statement for publication	No	Life of statement or date statement superseded + 3 years		SECURE DISPOSAL
Notes					
3.07	Risk and Control Framework	No	Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of		SECURE DISPOSAL

			previous policies should be retained		
Notes					
3.08	Rules and Bylaws	No	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained		SECURE DISPOSAL
Notes					

4: Education Management – Strategy

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
4.01	Strategic Review	No	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained		SECURE DISPOSAL
Notes					
4.02	Strategic Plan [also known as School Development Plans]	No	Life of plan or until plan superseded + 3 years.If major changes are made to the plan then an archive copy of previous plans should be retained		SECURE DISPOSAL
Notes					
4.03	Accessibility Plan	No	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained	Equality Act 2010	SECURE DISPOSAL
Notes					

5: Examinations

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
5.01	SATs records Examination papers	Yes	The examination papers should be kept until any appeals/validation process is complete		SECURE DISPOSAL
Notes					
5.02	SATs records Results	Yes	The SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison		SECURE DISPOSAL
Notes					
5.03	Examination Results Pupil Copies: Public	Yes	This information should be added to the pupil file		Schools should follow the instructions of the Examination Board about disposing of uncollected certificates
Notes					
5.04	Examination results pupil copies: Internal	Yes	This information should be added to the pupil file		
Notes					

5.05	Examination results (schools' copy)	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
5.06	Management of examination registrations	Yes	The examination board will usually mandate how long these records need to be retained		SECURE DISPOSAL
Notes					

6: Extra Curriculum and Miscellaneous Activities

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
6.01	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools	No	Date of Visit + 15 years	Limitation Act 1980	SECURE DISPOSAL
Notes					
6.02	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools	No	Date of Visit + 15 years	Limitation Act 1980	SECURE DISPOSAL
Notes					
6.03	Parental consent forms for school trips where there has been no major incident	Yes	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time		SECURE DISPOSAL
Notes	One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is				

	available on the DfE website for establishments to adopt and adapt, as appropriate, at https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities . A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.				
6.04	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 or 15 years after the incident whichever is the longer. 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	Limitation Act 1980	SECURE DISPOSAL
Notes					
6.05	Records relating to residential trips	Yes	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer	Limitation Act 1980	SECURE DISPOSAL
Notes					

Finance

7: Finance - Funding

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
7.01	Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.]	No	Date of last payment of funding + 6 years		SECURE DISPOSAL

Notes					
7.02	Funding Agreement Termination of the funding agreement	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes	Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.				
7.03	Funding Records Capital Grant	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes					
7.04	Funding Records Earmarked Annual Grant (EAG)	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes					
7.05	Funding Records General Annual Grant (GAG)	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes					
7.06	Per pupil funding records	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes					
7.07	Funding records	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes	Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].				
7.08	Gift Aid and Tax Relief	Yes	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes					
7.09	Exclusions agreement	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
Notes	The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.				

7.10	Records relating to loans	No	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000		SECURE DISPOSAL
Notes					
7.11	Management of Endowment Funds	No	Life of the fund + 6 years		SECURE DISPOSAL
Notes					
7.12	Investment policies	No	Life of the investment + 6 years		SECURE DISPOSAL
Notes					
7.13	Pupil Premium Fund records	Yes	Date pupil leaves the provision + 6 years		SECURE DISPOSAL
Notes					
7.14	Student Grant applications	Yes	Current year + 3 years		SECURE DISPOSAL
Notes					

8: Finance - Operational

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
8.01	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
8.02	Records relating to the collection and banking of monies	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					

8.03	Records relating to the identification and collection of debt	Yes	Payment or write off of debt + 6 years		SECURE DISPOSAL
Notes					

9: Finance – Risk Management and Insurance

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
9.01	Employers Liability Insurance Certificate	No	Year of issue + 40 years. Pass to the Local Authority if the school closes	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.	SECURE DISPOSAL
Notes					

9.02	Insurance policies	No	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.	SECURE DISPOSAL
Notes					
9.03	Records relating to the settlement of insurance claims	Yes	Date claim settled + 6 years		SECURE DISPOSAL
Notes					
9.04	Burglary, theft and vandalism report forms	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					

9.05	Audit Committee and appointment of responsible officers	No	As long as necessary		SECURE DISPOSAL
Notes	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.				

10: Finance – School Fund

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
10.01	School Fund Ledger	Yes [ledger may contain names of people in receipt of grants]	Current financial year + 6 years		SECURE DISPOSAL
Notes					
10.02	Whole of government accounts returns	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
10.03	School Fund Journey books	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
10.04	School Fund Invoices	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
10.05	School Fund Receipts	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
10.06	School Fund Bank statements	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					

10.07	School Fund Cheque books	No	Current financial year + 1 year		SECURE DISPOSAL
Notes					
10.08	School Fund Paying in books	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					

11: Finance – School Meals

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
11.01	Free school meals registers	Yes	Current financial year + 3 years		SECURE DISPOSAL
Notes					
11.02	School meals summary sheets	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
11.03	School meals registers	Yes	Current financial year + 3 years		SECURE DISPOSAL
Notes					

12: Finance – Strategic Finance

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
12.01	Annual accounts	No	Current year + 6 years		SECURE DISPOSAL
Notes					

12.02	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No	Life of the budget + 3 years		SECURE DISPOSAL
Notes					
12.03	Statement of financial activities for the year	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
12.04	Financial Planning	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
12.05	Value for money statement	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					
12.06	Borrowing powers	No	Until superseded + 6 years		SECURE DISPOSAL
Notes					
12.07	Charging and remissions policy	No	Date policy superseded + 3 years		SECURE DISPOSAL
Notes					
12.08	Independent Auditors report on regularity	No	Financial year report relates to + 6 years		SECURE DISPOSAL
Notes					
12.09	Independent Auditors report on financial statements	Yes	Financial year report relates to + 6 years		SECURE DISPOSAL
Notes					
12.10	Records relating to the management of VAT	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					

Governing Bodies

13: Governing Bodies – Activities

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
13.01	Records relating to Governor Monitoring Visits	Yes	Date of the visit + 3 years		SECURE DISPOSAL
Notes					

14: Governing Bodies – Governance

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
14.01	Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Companies Act 2006 section 355	SECURE DISPOSAL
Notes	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))				
14.02	Articles of Association	No	Life of the Academy		SECURE DISPOSAL
Notes					
14.03	Memorandum of Association	No	This can be disposed of once the Academy has been incorporated		SECURE DISPOSAL
Notes					
14.04	Memorandum of Understanding of Shared Governance among Schools	No	Life of Memorandum of Understanding + 6 years		SECURE DISPOSAL
Notes					
14.05	Governance Statement	No	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes		SECURE DISPOSAL
Notes					
14.06	Written Scheme of Delegation	Yes	Life of Written Scheme of Delegation + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
Notes					
14.07	Special Resolutions to amend the Constitution	No	Date constitution superseded + 10 years. It may be	Companies Act 2006 section 355	SECURE DISPOSAL

			appropriate to retain one copy of each constitution for archival purposes		
Notes	Companies Act 2006 section 355 Section 355: This section refers to. Records of Resolutions and meetings etc. it does not mention. Constitutions, Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))				
14.08	Annual Report and Accounts	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
Notes					
14.09	Annual Report Trustees Report	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
Notes					
14.10	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years		SECURE DISPOSAL
Notes					
14.11	Annual Return	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
Notes					
14.12	Instruments of Government	No	For the life of the school		Consult local archives before disposal
Notes					
14.13	Register of Directors	Yes	Date Director resigns + 10 years	Companies Act 2006	SECURE DISPOSAL
Notes	Companies Act Section 121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he / she ceased to be a member				

14.14	Scheme of Delegation and Terms of Reference for Committees	No	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]		These could be offered to the archives if appropriate
Notes					
14.15	Trusts and Endowments managed by the Governing Body	Yes	Life of the Trust or Endowment + 6 years		SECURE DISPOSAL
Notes					
14.16	Records relating to complaints dealt with by the Governing Body Annual Report and Accounts	Yes	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)		SECURE DISPOSAL
Notes					
14.17	All records relating to the conversion of schools to Academy status	No	For the life of the organisation	Companies Act 2006 section 355	Consult local archives before disposal
Notes					
14.18	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		SECURE DISPOSAL

			such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report		
Notes					

15: Governing Bodies – Governors, Directors and Trustees

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
15.01	Appointment of Trustees and Governors and Directors	Yes	Life of appointment + 6 years	Companies Act 2006 section 355	SECURE DISPOSAL
Notes					
15.02	Records relating to the election of parent and staff governors not appointed by the governors	Yes	Date of election + 6 months		SECURE DISPOSAL
Notes					
15.03	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. Statutory Provisions		SECURE DISPOSAL
Notes					

15.04	Records relating to the terms of office of serving governors including evidence of appointment	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.		SECURE DISPOSAL
Notes					
15.05	Records relating to Governor Declaration against disqualification criteria	Yes	Date appointment ceases plus 6 years		SECURE DISPOSAL
Notes					
15.06	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		SECURE DISPOSAL
Notes					
15.07	Records relating to DBS checks carried out on clerk and members of the governing body	Yes	Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)		SECURE DISPOSAL
Notes					
15.08	Governor personnel files	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years		SECURE DISPOSAL
Notes					
15.09	Records relating to the induction programme for new governors	Yes	Date appointment ceases plus 6 years		SECURE DISPOSAL
Notes					
15.10	Records relating to the training required and received by Governors	Yes	Date Governor steps down + 6 years		SECURE DISPOSAL
Notes					

15.11	Appointment and removal of Members	No	Life of appointment + 6 years		SECURE DISPOSAL
Notes					
15.12	Register of members	Yes	Date Member resigns + 10 years	Companies Act 2006	SECURE DISPOSAL
Notes					
15.13	Statement of Trustees Responsibilities	No	Life of statement + 6 years		SECURE DISPOSAL
Notes					
15.14	Register of Trustees interests	Yes	Date Trustee resigns + 10 years	Companies Act 2006	SECURE DISPOSAL
Notes					
15.15	Declaration of Interests Statements [Governors] [this is not a statutory register]	Yes	Date Governor resigns + 10 years		SECURE DISPOSAL
Notes					

16: Governing Bodies – Meetings

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
16.01	Board Meeting Minutes	Yes	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES
Notes					
16.02	Board Decisions	Could be if the decisions refer to living individuals	Date of the meeting + a minimum of 10 years		OFFER TO ARCHIVES
Notes					

16.03	Board Meeting: Annual Schedule of Business	No	Current year		SECURE DISPOSAL
Notes					
16.04	Board Meeting: Procedures for conduct of meeting	No	Date procedures superseded + 6 years	Limitation Act 1980 (Section 2)	SECURE DISPOSAL
Notes					
16.05	Records relating to the management of General Members Meetings	No	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES
Notes					
16.06	Minutes relating to any committees set up by the Board of Directors	Could be if the minutes refer to living individuals	Date of the meeting + a minimum of 10 years		OFFER TO ARCHIVES
Notes					
16.07	Records relating to the management of the Annual General Meeting	Could be if the minutes refer to living individuals	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES
Notes					
16.08	Meetings Schedule	No	Current year		STANDARD DISPOSAL
Notes					
16.09	Agendas for Governing Body meetings	May be data protection issues, if the meeting is dealing with confidential issues relating to staff	One copy should be retained with the master set of minutes. All other copies can be disposed of		SECURE DISPOSAL
Notes					
16.10	Agendas Additional Copies	No	Date pf meeting		STANDARD DISPOSAL

Notes					
16.11	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	May be data protection issues, if the meeting is dealing with confidential issues relating to staff	Date of meeting + 10 years		OFFER TO ARCHIVES
Notes					
16.12	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Yes - May have names and personal issues unless redacted	Date of meeting + 10 years		SECURE DISPOSAL
Notes					
16.13	Reports presented to the Governing Body	Yes	Date of meeting the report was presented to + 10 years		SECURE DISPOSAL or retain with the signed set of minutes
Notes					
16.14	Reports made to the Governors Meeting which are referred to in the minutes	Potential	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.	Companies Act 2006	Consult local archives before disposal
Notes					
16.15	Register of attendance at Full Governing Board meetings	Yes	Date of last meeting in the book + 6 years		SECURE DISPOSAL
Notes					
16.16	Papers relating to the management of the Annual Parents Meeting	Yes	Date of meeting + 6 years		SECURE DISPOSAL

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Miscellaneous Categories

17: Health and Safety

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
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17.01	Health and Safety policy statements	No	Life of policy + 3 years		SECURE DISPOSAL
Notes					
17.02	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)	No	Pass to new owner on sale or transfer of building		
Notes					
17.03	Fire precautions log books	No	Current year + 6 years		SECURE DISPOSAL
Notes					
17.04	Fire risk assessments	No unless containing Personal Emergency Evacuation plans	Life of the risk assessment + 3 years	Fire Service Order 2005	SECURE DISPOSAL
Notes					
17.05	Accident reporting: Adults	Yes	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below 17.09 Do not keep completed entries in the book. They must be removed and kept in a locked location.				
17.06	Records relating to accident/injury at work including incident reports	Yes	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of		SECURE DISPOSAL

			incident plus 15 years (Negligence)		
Notes					
17.07	Accident reporting: Children	Yes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below 17.09 Do not keep completed entries in the book. They must be removed and kept in a locked location.	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below [see also the incident reporting form]				
17.08	Control of Substances Hazardous to Health (COSHH)	No	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years		SECURE DISPOSAL
Notes					
17.09	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 17.05 and 17.07	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	SECURE DISPOSAL
Notes	17.09 For more information see: http://www.hse.gov.uk/RIDDOR/ https://www.hse.gov.uk/pubns/edis1.htm concerns schools				
17.10	Health and Safety risk assessments	No	Life of risk assessment + 3 years		SECURE DISPOSAL
Notes					

17.11	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos	Yes	Last action + 40 years	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	SECURE DISPOSAL
Notes					
17.12	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording	No	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	The Ionising Radiations Regulation 2017	SECURE DISPOSAL
Notes					

18: Liaison with LEA - DfE

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
18.01	OFSTED reports and papers	No	Life of the report then REVIEW		SECURE DISPOSAL
Notes					

18.02	Returns made to central government	No	Current year + 6 years		SECURE DISPOSAL
Notes					
18.03	School census returns	No	Current year + 5 years		SECURE DISPOSAL
Notes					
18.04	Circulars and other information sent from the Local Authority	No	Operational use		SECURE DISPOSAL
Notes					
18.05	Circulars and other information sent from central government	No	Operational use		SECURE DISPOSAL
Notes					
18.06	Attendance returns	Yes	Academic year + 1 year		SECURE DISPOSAL
Notes					
18.07	Secondary transfer sheets (Primary)	Yes	Academic year + 2 years		SECURE DISPOSAL
Notes					

19: Parent Teacher Association

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
19.01	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Yes	Current year + 6 years then REVIEW		SECURE DISPOSAL
Notes					

20: Property

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
20.01	Title deeds of properties belonging to the school	No	These should follow the property, unless the property has been registered with the Land Registry		Transfer to new owner
Notes					
20.02	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	No	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold		Pass to next owner
Notes					
20.03	Leases of property leased by or to the school	No	Expiry of lease + 6 years		SECURE DISPOSAL
Notes					
20.04	Business continuity and disaster recovery plans	Yes	These are dynamic documents which should be kept up to date		SECURE DISPOSAL OF OLD PLANS
Notes					
20.05	Records relating to the letting of school premises	No	Current financial year + 6 years		SECURE DISPOSAL
Notes					

21: Pupils and Students

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
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21.01	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary	Yes	Retain whilst the child remains at the primary school	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	The file should follow the pupil when they leave the primary school. This will include: To another primary school To a secondary school To a pupil referral unit If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention
Notes					
21.02	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary	Yes	Date of birth of the pupil + 30 years	Limitation Act 1980 (Section 2)	SECURE DISPOSAL
Notes Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued					
21.03	Attendance registers	Yes	Every entry in the attendance register must be preserved for a period of 6 years after the	School attendance Guidance for maintained	SECURE DISPOSAL

			date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	schools, academies, independent schools and local authorities [updated and re-published annually] School Attendance (Pupil Registration) (England) Regulations 2024	
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852				
21.04	Correspondence relating to any absence (authorised or unauthorised)	Potential	Current academic year + 2 years	Education Act 1996 Section 7	SECURE DISPOSAL
Notes					

22: School Admissions

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
22.01	All records relating to the creation and implementation of the School Admissions Policy	No	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL

Notes					
22.02	Register of admissions	Yes	<p>Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made.</p> <p>Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.</p>	<p>School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.</p> <p>School Attendance (Pupil Registration) (England) Regulations 2024</p>	REVIEW Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852				
22.03	Admissions if the appeal is unsuccessful	Yes	Resolution of case + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL
Notes					
22.04	Admissions if the admission is successful	Yes	Date of admission + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL
Notes					
22.05	Admissions Secondary Schools Casual	Yes	Current academic year + 1 year		SECURE DISPOSAL
Notes					

22.06	Proofs of address supplied by parents as part of the admissions process	Yes	Current academic year + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL
Notes					
22.07	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions	Yes	This information should be added to the pupil file		As per pupil file
Notes					
22.08	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.	Yes	Until appeals process completed		SECURE DISPOSAL
Notes					
22.09	Records relating to the management of exclusions	Yes	Date of birth of the pupil involved + 25 years		SECURE DISPOSAL
Notes					

23: School Assets

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
23.01	Community School leases for land	No	Date lease expires + 6 years		SECURE DISPOSAL
Notes					
23.02	Commercial transfer arrangements	No	Date of transfer + 6 years		SECURE DISPOSAL

Notes					
23.03	Transfer of land to the Academy Trust	No	Life of land ownership then transfer to new owner		SECURE DISPOSAL
Notes					
23.04	Transfers of freehold land	No	Life of land ownership then transfer to new owner		SECURE DISPOSAL
Notes					
23.05	Records relating to the leasing of shared facilities, such as sports centres	No	End of lease + 6 years		SECURE DISPOSAL
Notes					
23.06	Land and building valuations	No	Date valuation superseded + 6 years		SECURE DISPOSAL
Notes					
23.07	Disposal of assets	No	Date asset disposed of + 6 years		SECURE DISPOSAL
Notes					
23.08	Burglary, theft and vandalism report forms	No	Date of insurance settlement + 6 years		SECURE DISPOSAL
Notes					
23.09	Inventories of furniture and equipment	No	Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment		SECURE DISPOSAL
Notes					

24: School Management

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
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24.01	Logbooks of activity in the school maintained by the Head Teacher	There may be data protection issues if the logbook refers to individual pupils or members of staff	Date of last entry in the book + a minimum of 6 years then REVIEW		These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
Notes					
24.02	Visitor Management Systems (including electronic systems, visitor's books and signing in sheets)	Yes	Academic Year + 1 year [Schools may decide to archive one copy]		SECURE DISPOSAL
Notes					
24.03	School Privacy Notice which is sent to parents as part of GDPR compliance	No	Life of the privacy notice/until the privacy notice plus 6 years		SECURE DISPOSAL
Notes					
24.04	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	Yes	Consents should be retained for as long as the consent is relied on.		SECURE DISPOSAL
Notes					
24.05	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year		STANDARD DISPOSAL
Notes	Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy				
24.06	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then REVIEW		SECURE DISPOSAL
Notes					
24.07	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report	Date of the report + a minimum of 3 years then REVIEW		SECURE DISPOSAL

		refers to individual pupils or members of staff			
Notes					
24.08	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff	Current academic year + 3 years then REVIEW		SECURE DISPOSAL
Notes					
24.09	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Date of correspondence + 3 years then REVIEW		SECURE DISPOSAL
Notes					
24.10	Management of complaints	Yes	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding, then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)		SECURE DISPOSAL

Notes					
24.11	Newsletters and other items with a short operational use	No	Current year + 1 year		SECURE DISPOSAL
Notes	Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy				
24.12	Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years. Schools should consider archiving one copy for historical reasons		STANDARD DISPOSAL
Notes					

25: Special Education Needs and Disabilities

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
25.01	Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of birth of the pupil + 30 years	Limitation Act 1980	SECURE DISPOSAL
Notes					
25.02	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	SECURE DISPOSAL
Notes	IICSA recommendations awaited. This would also apply to Educational Health Care Plans, however, timescales would be 30 years plus current. Item currently under review				
25.03	Advice and information provided to parents regarding educational needs	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a	Special Educational Needs and Disability Act 2001 Section 2	SECURE DISPOSAL

			legal hold then date legal action ceases + 6 years		
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.				
25.04	Accessibility strategy		Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years	Special Educational Needs and Disability Act 2001 Section 14	
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.				

Teachers and Staff

26: Teachers and Staff Disciplinary

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
26.01	Disciplinary Proceedings: Oral warning	Yes	Date of warning + 6 months		SECURE DISPOSAL
Notes	Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct				

	five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.				
26.02	Disciplinary Proceedings: Written warning level 1	Yes	Date of warning + 6 months		SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.				
26.03	Disciplinary Proceedings: Written warning level 2	Yes	Date of warning + 12 months		SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective				

	period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept				
26.04	Disciplinary Proceedings: Final warning	Yes	Date of warning + 18 months		SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept				
26.05	Disciplinary Proceedings: Case not found	Yes	If the incident is child protection related, then see IRMSTK29.1 otherwise dispose of at the conclusion of the case Statutory Provisions		SECURE DISPOSAL
Notes					

27: Teachers and Staff Pay and Pensions

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
27.01	Records relating to the agreement of pay and conditions	No	Date pay and conditions superseded + 6 years		SECURE DISPOSAL
Notes					
27.02	Payroll records	Yes	Date payroll run + 6 years		SECURE DISPOSAL
Notes					

27.03	Payroll reports	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.04	Payroll awards	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
27.05	Payroll gross / net weekly or monthly	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.06	Payslips copies	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.07	Pay packet receipt by employee	Yes	Current year + 2 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.08	Maternity pay records	Yes	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	SECURE DISPOSAL
Notes					

27.09	Part time fee claims	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.10	Overtime	Yes	Current year + 3 years		SECURE DISPOSAL
Notes					
27.11	National Insurance Schedule of payments	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
27.12	Insurance	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.13	Car allowance claims	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.14	Car mileage output	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.15	Car loans	Yes	Completion of loan + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL

Notes					
27.16	Time sheets /clock cards / flexitime	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.17	Bonus sheets	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.18	Staff returns	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.19	Sickness Records	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.20	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
27.21	Personal bank details	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					

27.22	Income tax form P60	Yes	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes	There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.				
27.23	Pension payroll	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.24	Superannuation adjustments	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
Notes					
27.25	Superannuation reports	Yes	Current year + 6 years		SECURE DISPOSAL
Notes					
27.26	Members Allowance register	Yes	Current year + 6 years	Taxes Management Act 1970; Income and	SECURE DISPOSAL

				Corporation Taxes 1988	
Notes					
27.27	Records relating to pension registrations	Yes	Date of last payment on the pension + 6 years		SECURE DISPOSAL
Notes					
27.28	Management of the Teachers' Pension Scheme	Yes	Date of last payment on the pension + 6 years		SECURE DISPOSAL
Notes					
27.29	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	From the end of the year in which the accounts were signed for a minimum of 6 years	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15	SECURE DISPOSAL
Notes					

28: Teachers and Staff Recruitment

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
28.01	All records leading up to the appointment of a new Head Teacher	Yes	Length of appointment + 6 years		SECURE DISPOSAL
Notes	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.				

28.02	All records leading up to the appointment of a new member of staff successful candidate	Yes	All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months		SECURE DISPOSAL
Notes					
28.03	All records leading up to the appointment of a new member of staff unsuccessful candidates	Yes			SECURE DISPOSAL
Notes					
28.04	Pre-employment vetting information DBS Checks	Yes	Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of	https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74	SECURE DISPOSAL

			Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.		
Notes	Academies are bound by the legislation that applies to independent schools NOT maintained schools.				
28.05	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure	Yes	Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be added to the Staff Personal File		SECURE DISPOSAL
Notes					
28.06	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom	Yes	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.	SECURE DISPOSAL
Notes	Employers are required to take a clear copy of the documents which they are shown as part of this process				
28.07	Records relating to the employment of overseas teachers	Yes	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that		SECURE DISPOSAL

			the documents are kept for termination of employment plus not less than 2 years		
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29: Teachers and Staff Safeguarding

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
29.01	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	See Notes	SECURE DISPOSAL
Notes	<p>Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015 July 2018 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf. Keeping children safe in education Statutory guidance September 2021. Sections 132, 133 The updated guidance (see below) does not mention a time limit for retention, but GDPR must be borne in mind - for only as long as necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section 35. Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)</p> <p>The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.</p>				

30: Teachers and Staff – Staff Management

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
30.01	Staff Personal File, including employment contract and staff training records	Yes	Termination of employment + 6 years	Limitation Act 1980	SECURE DISPOSAL
Notes					

30.02	Timesheets	Yes	Current year + 3 years		SECURE DISPOSAL
Notes					
30.03	Absence record	Yes	Current year + 3 years		SECURE DISPOSAL
Notes					
30.04	Sickness Absence Monitoring	Yes		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' (2003) It could be argued that where sickness pay is not paid then current 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 time to investigate if they need to.	SECURE DISPOSAL
Notes					
30.05	Annual appraisal/assessment records	Yes	Current year + 3 years		SECURE DISPOSAL
Notes					
30.06	Records relating to the TUPE process	Yes	Date last member of staff transfers or leaves the organisation + 6 years		SECURE DISPOSAL
Notes					

30.07	Training needs analysis	No	Current year + 1 year		SECURE DISPOSAL
Notes					
30.08	Staff Training where the training leads to Continuing Professional Development	Yes	Length of time required by the professional body		SECURE DISPOSAL
Notes					
30.09	Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes	This should be retained on the personnel file [see 30.01 above]		SECURE DISPOSAL
Notes					
30.10	Staff Training where the training relates to children (e.g. safeguarding or other child related training)	Yes	Date of the training + 40 years		SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.				
30.11	Professional Development Plans	Yes	Life of the plan or plan superseded + 6 years		SECURE DISPOSAL
Notes					

31: Teaching and the Curriculum

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
31.01	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

Notes					
31.02	Timetable	No	Academic 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
Notes					
31.03	Class record books	No	Academic 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
Notes					
31.04	Mark books	No	Academic 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
Notes					
31.05	Record of homework set	No	Academic 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
Notes					
31.06	Pupils work	Yes		Where possible, 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
Notes					

32: Transport Educational

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
32.01	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Disposal of the vehicle + 6 years	Limitation Act 1980	SECURE DISPOSAL
Notes					
32.02	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance	No	Disposal of the vehicle + 6 years	Limitation Act 1980	SECURE DISPOSAL
Notes					
32.03	Service logs and vehicle logs	No	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	Limitation Act 1980	SECURE DISPOSAL
Notes					
32.04	GPS tracking data relating to the vehicles	No	Current year + 12 months	Limitation Act 1980	SECURE DISPOSAL
Notes					
32.05	Tachograph: Analogue and electronic including driver's cards	Yes	Current year + 12 months	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also	SECURE DISPOSAL

				apply includes digital recording equipment	
Notes					
32.06	Driver's records book	Yes	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.	SECURE DISPOSAL
Notes					
32.07	Walking bus registers	Yes	Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting		SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
Notes					

33: Welfare

Reference number	Retention Period Description	Personal Information	Retention Period	Statutory Provisions	Disposal
33.01	Family Liaison Officers and Home School Liaison Assistants: Day Books	Yes	Current year + 2 years then review		SECURE DISPOSAL
Notes					

33.02	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Whilst child is attending school and then destroy		SECURE DISPOSAL
Notes					
33.03	Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes	While the referral is current		SECURE DISPOSAL
Notes					
33.04	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets	Yes	Current year then review, if contact is no longer active then destroy		SECURE DISPOSAL
Notes					
33.05	Family Liaison Officers and Home School Liaison Assistants: Contact database entries	Yes	Current year then review, if contact is no longer active then destroy		SECURE DISPOSAL
Notes					
33.06	Family Liaison Officers and Home School Liaison Assistants: Group Registers	Yes	Current year + 2 years		SECURE DISPOSAL
Notes					
33.07	Accessibility Plan relating to individual pupils	Yes	The plan should be included on the pupil file	Limitation Act 1980	SECURE DISPOSAL
Notes					
33.08	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	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	SECURE DISPOSAL

Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.				
33.09	Child protection information held in separate files	Yes	Date of birth 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	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	SECURE DISPOSAL these records MUST be shredded
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.				
33.10	Correspondence relating to authorised absence	Yes	Current academic year + 2 years	Education Act 1996 Section 7	SECURE DISPOSAL
Notes					

Additional Tables for items not already included in this schedule.

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