



The Active Learning Trust
ACTIVE LEARNERS · ACTIVE LEADERS · ACTIVE CITIZENS

RECORDS RETENTION POLICY

This policy is reviewed every two years by the Trust Board

History of Document

Issue No	Author/Owner	Date Reviewed	Date Approved by Trust Board	Comments
1	DPO	May 2018	10 May 2018	1 st formal issue
2	DPO	June 2018	12 July 2018	New processes and reasons for retention added
3	DPO	October 2018	11 October 2018	One amendment and 2 new records
4	DPO	December 2018	13 December 2018	New processes and clarification re Health & Safety
5	DPO	February 2019	14 February 2019	Minor amendments to dates of legislation
6	DPO	May 2019	23 May 2019	Minor amendments and finance documents
7	DPO	July 2019	11 July 2019	Minor amendment
8	DPO	Dec 2019	12 December 2019	Minor amendment
9	DPO	February 2020	13 February 2020	Minor amendments
10	DPO	July 2020	22 October 2020	Former Pupils data on SIMS - approved by the Board 13/12/18 / track and trace

1. INTRODUCTION

- 1.1 The main aim of this Records Retention Policy (“Policy”) is to enable The Active Learning Trust (“Trust”) to manage its records effectively and in compliance with data protection and other regulation. As an organisation it collects, holds, stores and creates significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and records.
- 1.2 The Trust is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 1.3 Section 2 of the Policy sets out the main categories of information that the Trust holds, the length of time that it intends to hold them, and the reason for this. It also sets out the legal requirements for certain categories of document.
- 1.4 Section 3 of the Policy sets out the destruction procedure for records at the end of their retention period. The Trust’s Data Protection Officer shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this Policy should be referred to her.
- 1.5 If a record or piece of information is reaching the end of its stated retention period, but it is of the view that it should be kept longer, the Trust’s Data Protection Officer should be contacted, who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

2. RECORD RETENTION PERIOD

PUPIL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
All records relating to the creation and implementation of a School's Admission Policy	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years
Admission Emails from County Council	Best practice as determined through personal data mapping exercise	Once child is registered with the school.
Published Admission Number (PAN) Reports	Recommended by IRMS	Current year + 6 years
Admissions – if the admission is successful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year
Admissions – if an appeal is unsuccessful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year
Proof of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year

PUPIL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Admission Register/Application Lists – Manual	Regulation 14 of The Education (Pupil Registration) (England) Regulations 2006	Three years after the date on which the entry was made.
Admission Register – Computerised	Regulation 15 (5) of The Education (Pupil Registration) (England) Regulations 2006	Three years after the end of the school year during which the entry was made. This applies to every back up copy. The difference in retention periods as between manual and computerised registers has probably come about in error but this is what the Regulations say.
Attendance Register – Manual	Regulation 14 of The Education (Pupil Registration) (England) Regulations 2006	Three years after the date on which the entry was made.
Attendance Register – Computerised	Regulation 15 (5) of The Education (Pupil Registration) (England) Regulations 2006	Three years after the end of the school year during which the entry was made. This applies to every back up copy. The difference in retention periods as between manual and computerised registers has probably come about in error but this is what the Regulations say.
Attendance returns to County Council	Best Practice as determined through personal data mapping exercise	Current year + 1 year
Pupil Educational Record/ – blue file (Suffolk) / manilla file (Cambridgeshire)	Pupil information Regulations 2005 (maintained schools only). Same approach applied in academy context. Section Two Limitation Act 1980	Pupil Educational Record follows the pupil. The last school retains the file until the former pupil is 25 years of age.

PUPIL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Child Protection/safeguarding information and records (held in hard copy format and electronic format).	<p>“Keeping children safe in education. Statutory guidance for schools and colleges – current version</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children – current version</p>	<p>Pupil’s Child Protection/safeguarding file(s) follow the pupil. The last school retains the file until further notice.</p> <p>Subject to moratorium on destruction due to historic child abuse enquiry. See https://www.iicsa.org.uk/document/guidance-note-retention-instructions-and-data-protection-requirements</p>
Records of Prejudice Related Incidents and Restraint and Reasonable Force Records.	Best practice	As above
Correspondence relating to authorised absence	Section 7 Education Act 1996	Current academic year + 2 years
Biometric – finger print	Data protection requirements	Until permission is withdrawn or child leaves the school.
Pupil photographs	Best practice	Disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate.
SEN files	Limitation Act 1980	25 years from date of birth of the pupil.
Education Health and Care Plans	<p>Special Educational Needs and Disability Regulations 2014</p> <p>Children and families Act 2014, part 3</p>	25 years from date of birth of the pupil.
Statements of Special Educational Needs (now historic)	Originally under Special Educational Needs and Disability Regulations 2001	25 years from date of birth of pupil.
Advice and information provided to parents regarding educational needs	Originally under Special Educational Needs and Disability Regulations 2001	25 years from date of birth of pupil.

Accessibility Strategy	Originally under Special Educational Needs and Disability Regulations 2001	25 years from date of birth of pupil.
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PUPIL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Looked After Children (LAC) files	Pupil information Regulations 2005 (maintained schools only). Same approach applied in academy context.	LAC file follows the pupil. The last school retains the file until the former pupil is 25 years of age.
Walking Bus Register	Recommended by IRMS	Date of register + 3 years
Family Liaison – day books	Recommended by IRMS	Current year + 2 years
Reports for outside agencies	Recommended by IRMS	Whilst child is attending school and then destroy
Referral forms	Recommended by IRMS	While the referral is current
Contact data sheets	Recommended by IRMS	Current year and then review, if contact is no longer active, then destroy
Contact database entries	Recommended by IRMS	Current year and then review, if contact is no longer active, then destroy
Group Registers	Recommended by IRMS	Current year + 2 years
Curriculum Returns	Recommended by IRMS	Current year + 3 years
Curriculum – Self Evaluation	Recommended by IRMS	Current year + 6 years
Timetable	Recommended by IRMS	Current year + 1 year
Class record books	Recommended by IRMS	Current year + 1 year
Marks Books	Recommended by IRMS	Current year + 1 year
Record of homework set	Recommended by IRMS	Current year + 1 year
Records created by primary schools to obtain approval to run an Educational Visit outside the classroom	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 "Legal Framework and Employer Systems" and Section 4 "Good Practice."	Date of visit + 14 years
Records created by secondary schools to obtain approval to run an	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info	Date of visit + 10 years

Educational Visit outside the classroom	specifically Section 3 “Legal Framework and Employer Systems” and Section 4 “Good Practice.”	
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PUPIL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Parental consent forms for school trips where there has been no major incident	Recommended by IRMS	Conclusion of the trip or up to a month thereafter in case queries raised.
Parental consent forms for school trips where there has been a major incident	Limitation Act 1980 - Section 2	DOB of the pupil involved in the incident + 25 years – permission slips for all pupils on the trip to be retained for this period.
Pupils Work	Recommended by IRMS	Where possible return to the pupil at the end of the academic year – else current year + 1 year
Completed SATs practice papers and PiXL tests.	Retain until the outcomes have been used for assessment purposes, e.g. to complete a separate question level analysis for each pupil to identify gaps in learning.	Confidentially destroy
SATs Results	Recommended by IRMS	Should be put on pupil's educational file and then retained until pupil is 25 years old. Composite record of whole year SATs results – current year + 6 years.
GCSE – Pre-Exam Registration (Statement of Entries) /Pupil signed list of exam entries	Recommended by IRMS	Until at least the first half term (October) when enquiries about results have passed.
GCSE - Exam Entries	Best Practice as determined through personal data mapping exercise	Until end of February in year exams are registered
Exam Access Arrangements and assessment outcome.	Recommended by IRMS	Exam access arrangement documentation to be deleted at end of the assessment outcome at end of 26 months.
Exam Register (from Exam Board), Internal Register, Exam Seating Plan	Best Practice as determined through personal data mapping exercise	One year after exam to which they relate

Exam results from NCFE and BTEC	Best Practice as determined through personal data mapping exercise	3 years
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PUPIL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Exam results from other Examining Boards	Recommended by IRMS	6 years
Appeal correspondence	Best Practice as determined through personal data mapping exercise	Until the date that appeals are allowed, has passed.
Exam Certificates	Best Practice as determined through personal data mapping exercise	Indefinite
Work Experience/Placement	Best Practice as determined through personal data mapping exercise	3 years
Meeting papers relating to the annual parents' meeting	Section 33 Education Act 2002	Date of meeting and 6 years
Elective Home Education – original pupil educational files / SEND/Safeguarding files	In case child returns to school education and educational history required.	Retain until the child is 25 years of age.
Permanent Exclusion Records	6 months after the exclusion to allow for a claim of discrimination.	The former school should hold a copy of the confidential minutes regarding the exclusion in its minute book. Exclusion letters and decision notice and evidence of all matters leading up to the exclusion should be in the former pupil's file that was forwarded to the new school. No need to keep any other evidence as the signed minutes supersede the event.
Pupil Holiday requests	Best Practice as determined through personal data mapping exercise.	Retain until the child leaves the school then securely destroy.
Former primary & secondary school pupil data on SIMs where the educational records, CTF file and safeguarding files of	Recommended by IRMS	Retain until end of the 5 th academic year after the child left the school.

that child have moved with the child to their next school		
Former primary & secondary school pupil data on SIMs where the next school is unknown.	Recommended by IRMS	Retain until the former pupil is aged 25 years unless flagged as a safeguarding concern in which case the former pupil records are to be held indefinitely.
Former Sixth Form pupil data on SIMS	Recommended by IRMS	Retain until the former pupil is 25 years of age unless flagged as having a safeguard concern in which case the former pupil records are to be held indefinitely.

OPERATIONAL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Records relating to the creation and publication of the school brochure and prospectus/brochure	Recommended by IRMS	Current year + 3 years
Records relating to the creation and distribution of circulars to staff, parents or pupils	Recommended by IRMS	Current year + 1 year
Newsletters and other items with a short operational use	Recommended by IRMS	Current year + 1 year
Visitors Books and Signing in Sheets and electronic visitor registration systems - including Staff/Governors/Contractors	Recommended by IRMS	Current year + 6 years
Records relating to the creation and management of Parent Teacher Associations and/or old Pupils Associations	Recommended by IRMS	Current year + 6 years
Free School Meals Registers	Recommended by IRMS	Current year + 6 years

School Meals Registers	Recommended by IRMS	Current year + 3 years
Schools Meals Summary Sheets	Recommended by IRMS	Current year + 3 years
Agency emails and information	Trust best practice	A year after end of contract in case of a complaint.
Subject Access Requests – unredacted and redacted copies	Trust best practice	Six months if no further queries/correspondence else a year if further correspondence or complaints (case by case basis)
Freedom of Information requests and responses	Trust best practice	Six months if no further queries/correspondence else a year if further correspondence or complaints (case by case basis)

OPERATIONAL ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
CCTV images	Per Trust's Use of Images Policy	Up to 30 days
CCTV recordings – for SARs/ investigations	Per Trust's Use of Images Policy	Six months unless further correspondence on SAR, still part of criminal investigation.
Whistleblowing – correspondence and report of investigation	Limitation Act 1980	Closure of case + 6 years
References provided for volunteers, secondees	In case they formed part of any challenge or tribunal case	6 months but no more than 12 months after issue

EMPLOYEE ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Original job application form for successful candidate	Ability to provide subsequent employment references.	Termination + 6 years
Documentation relating to an applicant who withdrew their application	Trust best practice	6 months after date of application
Confirmation of pre-employment medical check clearance	In accordance with KCSIE requirements and Trust Recruitment & Selection Policy – current version.	Termination + 6 years
DBS certificates/ copies	In accordance with KCSIE requirements and Trust Recruitment & Selection Policy – current version.	Six months – If, in very exceptional circumstances, it is considered necessary to retain a copy of the original certificate for longer than six months, consent should be sought from the applicant and retained on file.
Confirmation of DBS outcome and any associated docs (e.g. risk assessment or certificate of good conduct).	Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, current version.	Termination + 25 years
Barred List clearance	Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, current version.	Termination + 25 years
Prohibition check	Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, current version.	Termination + 25 years
Copies of documents used for identity authentication for DBS and Asylum and Immigration Act purposes	Recommended within Home Office “An Employers Guide to Right to Work Checks”, current version.	Termination + 2 years
UK Border Agency Documentation (Work Permit)	Recommended within Home Office “An Employers Guide to Right to Work Checks”, current version.	Termination + 2 years
Records relating to employees from outside of	Recommended within Home Office “An Employers Guide	Termination + 2 years

the UK e.g. visa, work permits etc	to Right to Work Checks”, current version.	
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EMPLOYEE ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Copies of qualifications certificates relevant to employment	In accordance with KCSIE requirements and Trust Recruitment & Selection Policy – current version.	Termination + 6 years
NQT – Satisfactory completion of skills tests	In accordance with KCSIE Requirements and to establish Qualified Teacher Status – current version.	Termination + 6 years
Two original references	In accordance with KCSIE Requirements and Trust Recruitment & Selection Policy – current version.	Termination + 6 years
Agreed reference from a Settlement Agreement	As part of the legal agreement which does not have an end date on its implementation.	To be retained indefinitely so don't keep it with the main body of the personnel file.
Original contract acceptance	In accordance with employment legislation (contractual) requirements and good practice.	Termination + 6 years
Copy of Contract of employment and any variation letters or side letters	In accordance with employment legislation (contractual) requirements.	Termination + 6 years
Formal disciplinary warnings – child protection related	Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, current version.	Termination + 25 years
Formal disciplinary warnings – not child protection related	Ability to provide subsequent employment references.	Termination + 6 years
Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment	To secure against challenge re deductions from earnings claims	Termination + 7years

Exit Interview Notes	In accordance with Trust Safer Employment policy and practices.	Termination + 7years
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EMPLOYEE ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	To secure against challenge re accuracy of salary and related payments. To respond to HMRC enquiries.	Six years from the date of redundancy
Retirement Benefit Schemes – records of notifiable events, for example, relating to incapacity	Statutory requirement	Six years from the end of the scheme year in which the event took place
Salary assessment forms – teachers	To secure against challenges re correct payment of earnings and to respond to HMRC and other audit requirements.	Current year + 6 years
Appraisal information	Ability to provide subsequent employment references.	Current year + 6 years
Staff induction including NQTs Induction	Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, current version.	Completion + 6 years
Working time records	Statutory requirement	Two years from date on which they were made
Volunteer records	Trust best practice	Length of period in such role - unless the volunteer was involved in any child protection issues.
Photo Driving Licence (School Minibus)	Best practice as determined through data mapping school visits	Return once pertinent information has been checked.
Inland Revenue/HMRC correspondence	Statutory	Termination + 6 years
National Minimum wage records	National Minimum Wage Act	3 years after the end of the pay reference period following the one that the records cover.

Wage/salary records (also overtime, bonuses, expenses)	Statutory	Termination + 6 years
Pecuniary/Business Interest Declarations	Trust best practice	Termination + 2 years

EMPLOYEE ADMINISTRATION

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Time sheets	To secure an audit trail of the correct salary payments and to respond to subsequent HMRC enquiries.	Current year + 6 years
Training Records that form part of an individual's personnel file.	Trust best practice	Termination + 6 years
CPD forms to book training.	Trust agreed practice.	Retain until the end of the same academic year.
Management Letters	Trust best practice	Termination + 6 years
Application forms, short listing forms and interview notes (for unsuccessful candidates)	In line with the Trust Recruitment & selection Policy	Six months from the date that the Trust notifies a candidate of its decision.
Application forms and interview notes (for unsuccessful candidates) where consent has been provided to retain on file to identify if a person might be suitable for any other vacancies that may arise.	To enable strength and depth in the Trust's recruitment approaches.	Two complete academic years
Speculative job applications where consent has been provided to retain on file to identify if a person might be suitable for vacancies as they arise.	To enable strength and depth in the Trust's recruitment approaches.	Two complete academic years
Disqualification by Association Check (for people working with under 8's)	Disqualification by Association legislation (removed with effect from September 2018)	Where there is a nil declaration they can be removed from personnel files, but they should not be removed if there

		was anything at all declared on them.
Archived Single Central Records - all data held on all tabs – employees, workers and contractors, Governors and Trustees etc	Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, current version.	Termination plus 25 years
Former Staff records SIMS		Termination plus 7 years.

HEALTH & SAFETY / MEDICAL

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Health & Safety Policy Statements	Recommended by IRMS	Life of Policy + 3 years
Health & Safety risk assessments	Recommended by IRMS	Life of risk assessment + 3 years
Accident Books /Register Incident/near mis reporting form Accident & incident forms First Aid Book Head Bump Book School Medicine Administering Form Records of Medication Administered in Schools Medical Form for PE Fixtures & local visits Any other medical forms.	Limitation Act 1970 Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995	3 years from the date of the last entry (or if the accident involves a child/young adult, then until that person reaches age 21).
Records re work with substances hazardous to health (COSHH)	Control of Hazardous Substances to Health Regulations 2002	Up to 40 years. Recommend: Permanent
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Regulation 19 of Control of Asbestos at Work Regulations 2012	Last action + 40 years
Records relating to accident/injury at work	Health & Safety legislation. Allows for the ability to respond knowledgeably to	Termination + 12 years In the case of serious accidents a further retention

	subsequent injury compensation challenges.	period may need to be considered
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Recommended by IRMS	Last action + 50 years
Fire prevention log books	Recommended by IRMS	Current year + 6 years

HEALTH & SAFETY / MEDICAL

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Pupil doctor & hospital visit forms	Best Practice as determined through personal data mapping exercise.	Retain until the child leaves the school then securely destroy (unless they should be held in a child's safeguarding file)
Medical certificates – i.e. formal documents issued by a GP or hospital, Occupational Health service reports related to the fitness to work, and sickness absence record of an employee.	In accordance with demonstrating proper processing of sickness and absence from work payments and processes.	Current year + 6 years.
SMP, SAP, SSPP records, calculations, certificates (Mat B1s) or other medical evidence, notifications, declarations and notices including written notes of sickness absence meetings	Statutory	Three years after the end of the tax year in which the leave period ends.
Statutory Sick Pay records, calculations, certificates, self-certificates	In accordance with demonstrating proper processing of sickness and absence from work payments and processes and to provide the ability to respond to retrospective benefit claim enquiries of statutory bodies.	Six years after the employment ceases
Parental leave records	To maintain an accurate record of employment and the rationale for the processing of paid leave entitlements. To	Eighteen from birth/adoption of the child or if the child receives a disability living allowance.

	respond to employment status enquiries from benefits and other statutory agencies.	
Other special leave of absence including parental leave, maternity leave	To maintain an accurate record of employment and to respond to references and other benefit/agency or other organisation enquiries.	Current year + 6 years
Medical Scheme documentation	Commercial	Permanent unless personal data is included

HEALTH & SAFETY / MEDICAL

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Records relating to accident reporting – Children	Regulation 25 of Social Security (Claims and Payments) Regulations 1979. Section 8 of Social Security Administration Act 1992. Limitation Act 1980.	DOB of the child + 25 years
Track and Trace data	COVID-19	21 days

PENSION RECORDS

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Records about employees and workers	Detailed Guidance for Employers: (April 2017) pensions regulator.gov.uk	
Records re the Scheme		
Records re active members and opt in / opt out		
Trust Deed / Rules and HMRC approvals		
Trustees' Minutes and annual accounts		
Policies including investment policies		
Records held under Retirement Benefits	Recommended by IRMS. For pension purposes, all	Current year + 6 years

Schemes (Information Powers) Regulations 1995	employees should refer to the data retention provisions published by their pension scheme operator.	
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INSURANCE

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Employer's Liability Insurance	Employers' Liability (Compulsory Insurance Regulation) 1998	40 years
Policies	Commercial	3 years after lapse
Claims correspondence	Commercial	3 years after settlement
Burglary, theft and vandalism report forms	Recommended by IRMS	Current year + 6 years
Insurance Policies (Excluding Liability)	Per IRMS	Change from 6 years after lapse to 3 years after lapse
Insurance Schedules	Per IRMS	10 years

CENTRAL GOVERNMENT AND LOCAL AUTHORITY

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
OFSTED reports and papers	Recommended by IRMS	Life of the report

Returns made to central government (DfE/EFSA)	Recommended by IRMS	Current year + 6 years
Circulars and other information sent from Central Government /Local Authority	Recommended by IRMS	Until end of operational use
School Census Returns – Pupil and Workforce	Recommended by IRMS	Current year + 5 years

PREMISES/PROPERTY

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Original title deeds	Recommended by IRMS	Permanent / to disposal of property
Leases	Limitation Act 1980	12 years after lease has expired
Building records, plans, consents and certification and warranties etc	Limitations Act 1980	6 years after disposal or permanent if of historical / archival interest. Carry out review re: longer retention, e.g. if possible actions against contractors
Records relating to the letting of school premises	Recommended by IRMS	Current year + 6 years
All records relating to the maintenance of the school carried out by contractors	Recommended by IRMS	Current year + 6 years
All records relating to the maintenance of the school carried out by school employee including maintenance log books	Recommended by IRMS	Current year + 6 years

TAX AND FINANCE

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Annual accounts and review (including transferred records on amalgamation)	Companies Act 2006 Charities Act 2011	Current year + 6 years Recommended: permanent record
Tax and accounting records – invoices, receipts, order books, requisitions, delivery notes, cheques.	Finance Act 1998 Taxes Management Act 1970	Current financial year + 6 years
Information relevant for VAT purposes	Finance Act 1998 and HMRC Notice 700/21	Current financial year + 6 years
Banking records / bank statements / receipts book/sales ledger / identification and collection of debt	Companies Act 2006 Charities Act 2011	6 years from transaction
Inventories of furniture & equipment	Recommended by IRMS	Current year + 6 years
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Recommended by IRMS	Life of the budget + 3 years

Post 16 Bursary and Applications Documents	Finance Act 1998	Current financial year + 6 years
Early Education funding for 3 & 4-year-olds and eligible 2-year-olds - Parent/carer authorisation forms and proof of eligibility and emails.	Suffolk County Council-Parent Authorisation Form (PAF) Guidance	7 years
External Audit Reports	Per Trust's Financial Control Manual	Permanently
Deeds of Covenant	Per Trust's Financial Control Manual	12 years after final payment
Primary Salaries & Wages Records	Per Trust's Financial Control Manual	7 years
Employee furlough agreement	HMRC	5 years

TAX AND FINANCE

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Expense Accounts	Per Trust's Financial Control Manual	7 years
Voluntary Fund Records	Per Trust's Financial Control Manual	Current year + 3 previous years
Finance System Back Up	Per Trust's Financial Control Manual	Retained/maintained by supplier (PS Financials) for 6 years.

CONTRACT MANAGEMENT

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years

All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years
Records relating to the monitoring of contracts	Recommended by IRMS	Current year + 2 years

GOVERNANCE RECORDS

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Company Articles of Association, Rules / bylaws	Companies Act 2006 Charities Act 2011	Permanent
Academy funding agreement and any supplemental agreements	Charities Act 2011	Permanent
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Recommended by IRMS	Date of proposal accepted or declined + 3 years
Agendas for meetings of Trust Board/Governing Body/ sub committee meetings	Recommended by IRMS	One copy to be retained with the master set of minutes.
Principal set – signed minutes and written resolutions of meetings of	Companies Act 2006 Charities Act 2011	Permanent

Trust Board/ Governing Body/ sub committees		
Inspection copies of minutes and written resolutions of meetings of Trust Board/ Governing Body/ sub committees	Recommended by IRMS	Date of meeting and three years
Reports presented to the Trust Board/Governing Body/ sub committee	Recommended by IRMS	6 years
Action plans administered by Trust Board/ Governing Body	Recommended by IRMS	Life of the action plan + 3 years
Policy documentation by Trust Board/ Governing Body	Recommended by IRMS	Life of the policy + 3 years
Records relating to complaints dealt with the Trust Board/ Governing Body	Recommended by IRMS	Date of resolution of the complaint and 6 years - then review in cases of contentious disputes.

GOVERNANCE RECORDS

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION - THEN SECURELY DESTROY
Declaration of Eligibility as a School Governor	Best Practice as determined through personal data mapping exercise	For successful candidate, term of office + 1 year / unsuccessful candidates after the vote has taken place and all candidates are satisfied with the result.
Governor Self Nomination Forms	Best Practice as determined through personal data mapping exercise	For successful candidate, term of office + 1 year / unsuccessful candidates after the vote has taken place and all candidates are satisfied with the result.
Governor Pecuniary Interests	Best Practice as determined through personal data mapping exercise	Term of office + 1 year or 1 year.

Parent Voting Forms	Best Practice as determined through personal data mapping exercise	After the vote has taken place and all candidates are satisfied with the result.
Documents of clear historical / archival significance	Data Protection regulation	Legal advice should be obtained after 25/5/18
Intellectual Property records and legal files re provision of service	Limitation Act 1980	Life of service provision or Intellectual Property + 6 years
Governor Training Records	Best Practice as determined through personal data mapping exercise	Term of Office + 1 year
Former Governors ID records	Trust best practice	Until the end of the academic year in which they cease being a governor or for six months – whichever is longer.

HEAD TEACHER AND SENIOR MANAGEMENT TEAM (SMT) RECORDS

RECORD TYPE	LEGISLATION / REASONS FOR RETENTION	RETENTION – THEN SECURELY DESTROY
Log books of activity in the school maintained by the Headteacher	Recommended by IRMS	Date of last entry and a minimum of 6 years.
Minutes of the SMT meetings and meetings of other internal administrative bodies	Recommended by IRMS	Date of meeting and 3 years
Reports created by Executive Headteacher, Headteacher or the SMT	Recommended by IRMS	Date of report and 3 years
Records created by Executive Head Teachers, Head Teachers, Deputy	Recommended by IRMS	Current academic year and 6 years

Head Teachers, Heads of Year and other members of staff with administrative responsibilities		
Correspondence created by the Executive Head Teacher, Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	Recommended by IRMS	Date of correspondence and 3 years
Professional Development Plans	Recommended by IRMS	Life of the plan + 6 years
School Development Plans	Recommended by IRMS	Life of the plan + 3 years

3. DELETION OF RECORDS

- 3.1. When a record is at the end of its retention period, it should be dealt with in accordance with this Policy.

Confidential waste

- 3.2. This should either be securely shredded on site or securely stored in confidential waste bins or sacks located in a locked office until collected for secure destruction by an accredited third party processor.
- 3.3. Anything that contains personal information should be treated as confidential.
- 3.4. Where deleting electronically, please refer to the school's ICT Technician to ensure that this is carried out effectively.

Other records

- 3.5. Other records can be deleted or placed in recycling bins where appropriate.

Automatic deletion

- 3.6. Certain information will be automatically archived by the computer systems. Should you want to retrieve any information, or prevent this happening in a particular circumstance, please contact your school's ICT Technician.

Individual responsibility

- 3.7. Much of the retention and deletion of records will be automatic, but when faced with a decision about an individual record, you should ask yourself the following:
- 3.7.1. Has the information come to the end of its useful life?
 - 3.7.2. Is there a legal requirement to keep this information or record for a set period? (Refer to Section 2 of the Policy for more information)
 - 3.7.3. Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)
 - 3.7.4. Would the record be useful for the organisation as a precedent, learning document, or for performance management processes?
 - 3.7.5. Is the record of historic or statistical significance?
- 3.8. If the decision is made to keep the record, this should be referred to a School Data Controller and reasons given.

List of Records

- 3.9 A list of hard copy records to be destroyed in bulk at the end of a retention period must be maintained and should include:
- 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.
- 3.10 This list should be kept in an Excel spreadsheet or similar suitable format

Review

- 3.11 This Policy will be reviewed every two years by the Trust Board.