



# Retention Policy

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## Version History

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July 2024	LT		Updated to new format
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## 1. ADMINISTRATION

<b>Retention Schedule – Administration (Operational)</b>				
<b>Files Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
General files that do not fit another criteria.	Possibly	Best Practice	Current + 6 years	Secure disposal
Visitor Books / Signing in system	Yes	Best Practice	Current + 2 years	Secure disposal
Newsletters and circulars to staff, parents, and pupils	No	Best Practice	Current + 1 year	Disposal
School brochure/prospectus	No	Best practice	Current academic year + 1 year	Disposal
Privacy Notices	No	Best Practice	Current academic year	Disposal
PTA records	No	Financial Regulations	Current + 6 years	Secure Disposal

## 2. GOVERNANCE

<b>Retention Schedule – Governance</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Master Funding Agreement	No	Best Practice	For life of organise or when superseded	Archive
Articles of Association	No	Best Practice	For life of organisation	Archive
Supplementary Agreements	No	Best Practice	For life of organisation or superseded	Archive
Instruments of Government	No	Best Practice		
Trust and endowments	No	Best Practice	Permanent	Archive
Scheme of Delegation	No	Best Practice	Until superseded	Secure Disposal
All records relating to the conversation from school to academy status	No	Best Practice	For life of organisation – to be stored by the academy	Secure Disposal
Agenda and minutes including attendance and supporting documents for meetings	Possibly	Best Practice	Current + 6 years	Secure Disposal
Records related to serving Members, Trustees, AIC members and Directors including register of business interest	Yes	Best Practice	Current + 1 year	Secure Disposal
Governance visit records	No	Best Practice	Current + 1 years	Secure Disposal
Annual Reports required by DfE	No	Education Regulation	Date of report + 10 years	Secure Disposal
Record of all elected AIC members	Yes	Best Practice	Current year	Secure Disposal
Policy Documents	No	Best Practice	Until superseded	Disposal

File Description	UKGDPR	Basis for Retention	Retention Period	Action at End of Term
Subject Access Requests	Yes	Best Practice	Request attached to pupil or staff file	Secure Disposal
FOI Request	No	Best Practice	Current + 6 Years	Secure Disposal
Data Breaches	Yes	Best Practice	Current +6 years	Secure Disposal

<b>Retention Schedule – Management Records (Executive Team, Principal &amp; Senior Management Teams)</b>				
File Description	UKGDPR	Basis for Retention	Retention Period	Action at End of Term
Minutes of the senior management team and other internal administrative bodies	Yes / No	Best Practice	Date of meeting + 6 years	Secure Disposal / Archive
Reports made by the Executive Team, Principal and management team	Yes / No	Best Practice	Date of meeting + 3 years	Secure Disposal / Archive
Professional development plans	Yes	Best Practice	Life of plan + 6 years	Secure Disposal
School development plan	No	Best Practice	Life of plan + 3 years	Disposal
Self-Evaluation Forms	Yes	Best Practice	Current year + 6 years	Secure Disposal
Records created by Principals, deputy principals, heads of year and other members of staff with administrative responsibilities	Yes / No	Best Practice	Closure of file + 6 years	Secure Disposal / Disposal as appropriate
Correspondence created by Principals, deputy principals, heads of year and other members of staff with administrative responsibilities	Yes / No	Best Practice	Date of correspondence + 3 years	Secure Disposal
Complaints	Yes	Best Practice	Date of last record + 3 years	Secure Disposal

<b>Retention Schedule – DfE, LA and Government</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Attendance Returns	Yes	Best Practice	Current + 1 year	Secure Disposal
Secondary transfer sheets	Yes	Best Practice	Current + 2 years	Secure Disposal
School Census Return	Yes	Best Practice	Current + 3 year	Secure Disposal
Workforce Census Return	Yes	Best Practice	Current + 3 Year	Secure Disposal
Circulars from DfE or LA	No	Best Practice	Whilst required operationally	Disposal
HMI reports	No	Best Practice	Do no keep	Secure Disposal
OFSTED Report	No	Best Practice	Replace former report with new inspection report	Secure Disposal
Returns to central government	No	Best Practice	Current + 6 years	Secure Disposal

### 3. PUPILS

<b>Retention Schedule – Pupils including Safeguarding and SEN</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Attendance registers	Yes	School attendance	Date of register + 3 years	Secure Disposal
Pupil files	Yes	Best Practice	Retain for the period child is at school	Follow pupil
Examination records	No	Best Practice	Year of examination + 6 years	Secure Disposal
Examination records – internal	Yes	Best Practice	Year of examination + 6 year	Secure Disposal
SATs results	Yes	Best Practice	Record on pupil file. Composite data may be kept for up to 6 years to allow comparison	Follow pupil
SATs examination papers	Yes	Best Practice	Until appeals/validation process is completed	Secure Disposal
Child Protection information held on pupil file	Yes	KCSIE	If kept in pupil file then follow pupil records	Follow child
Child protection information held in Separate file	Yes	Education Act 2002	File to follow child	Follow child
Correspondence relating to authorised absence	Yes	Best Practice	Date of Absence + 2 years	Secure Disposal
SEN Files, reviews and IEPs	Yes	Special Educational Needs and Disabilities Act 2001	Retain for the time the pupil is at school	Follow pupil
Educational Health Care Plans	Yes			
Proposed statement or amended statement	Yes			
Advice and information to parents regarding educational needs	Yes			
Accessibility Strategy	Yes			



Reports from outside agencies	Yes	Best Practice	Whilst child attends school	Secure Disposal
Referral Forms	Yes	Best Practice	Whilst referral is current. Then file on pupil file	File on pupil file
All reports/referrals to be uploaded onto Bromcom/CPoms	Yes	Best Practice	Pupil file	File to follow child
Records relating to creation and implementation of Admission Policy	No	Schools Admissions Code	Life of Policy + 3 years	Secure Disposal
Admissions – if successful	Yes		Admission + 1 year	Secure Disposal
Unsuccessful admission (appeals)	Yes		Resolution + 1 year	Secure Disposal
Proof of address supplied by parent as part of the admissions process	Yes		Current + 1 year	Secure Disposal
Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process for successful admissions	Yes	Best Practice	This information should be transferred with the pupil file	Secure Disposal
Supplementary information form for unsuccessful admissions	Yes	School Admissions Regulations	Until appeals process is completed	Secure Disposal
Admissions Register	Yes	School Admissions Code	Entry + 6 years	Secure Disposal
Academy Improvement Plan	No	Best Practice	Current + 6 years	Disposal
Schemes of work	No	Best Practice	Current + 6 year (it may be appropriate to review these records at the end of the retention period).	Secure Disposal
Mark Books	No/Yes			
Homework Records	No			
Timetables	No			
Pupils work	Yes			
PAN Reports	Yes	Best Practice	Current + 6 years	Secure Disposal
Self-Evaluation Form	Yes	Best Practice	Current + 6 years	Secure Disposal
Internal Moderation	Yes	Best Practice	Current + 6 year	Secure Disposal
External Moderation	Yes	Best Practice	Until superseded	Secure Disposal

Value Added and Contextual Data	Yes	Best Practice	Current + 6 Years	Secure Disposal
Multi purpose consent form	Yes	Best Practice	For period of time child is at school or until consent is remove	Secure Disposal
School Meal Register	Yes	Best Practice	Current + 3 years	Secure Disposal
School Meal Summary Sheet	No	Best Practice	Current + 3 years	Secure Disposal
Pupil Attendance Register	Yes	Best Practice	Date of Register + 3 years	Secure Disposal
Educational visits – financial records	Yes	Financial regulation	Current + 6 years	Secure Disposal
Permanent Exclusions	Yes	Best Practice	Current + 6 years	Secure Disposal
School Clubs – letters / permission slips	Yes	Best Practice	Secure disposal after club has finished unless there is a major incident.	Secure Disposal

<b>Retention Schedule – Educational Visits</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Records created to obtain approval to run an educational visit outside the classroom	No	Health and Safety of Pupils on Educational Visits (1998)	Date of visit + 14 years	Secure Disposal
Parental consent for school trips where there has been <b>NO MAJOR INCIDENT</b>	Yes	Best Practice	Conclusion of the trip	Secure disposal
Parental consent for school trips where there has been <b>A MAJOR INCIDENT</b>	Yes	RIDDOR, OEAP Limitation Act 1980	All permissions for ALL children that attended DOB of child/ren involved + 25 years	Secure disposal

#### 4. INFORMATION TECHNOLOGY

<b>Retention Schedule – ICT</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Finance Data on Access and IMP Planner	Yes	Best Practice	Current + 6 years	Secure Disposal
Backup drivers for servers	Yes	Best Practice		
MIS System – pupil records	Yes	Best Practice	Current + 1 year after child leaves	Secure deletion from Bromcom
MIS system – staff records	Yes	Best Practice	6 years after the employee's leaving date	Secure Deletion
Remote learning service i.e Class Dojo	Yes	Best Practice	Current + 6 years	Secure deletion
Assessment tools	Yes	Best Practice	Current + 6 years or life of contract	Secure Deletion
FSM electronic data	Yes	Best Practice	Current + 6 years	Secure Deletion

<b>Retention Schedule - CCTV</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
CCTV footage/recordings	Yes	Trust Policy	In line with each academy system. Best practice would be 30 days	Automatic deletion
CCTV footage (recorded copies)	Yes	Trust Policy	Closure of investigation + 1 year	Secure Disposal

## 5. FINANCE

<b>Retention Schedule – Finance</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Annual Accounts	No	Financial Regulations	Current year + 6 years	Disposal
Loans and Grants	No	Financial Regulations	Date of last payment on loan + 12 years	Secure Disposal
Contracts management monitoring records	No	Limitations Act	Current year + 2 years	Secure Disposal
Contracts under seal	No	Limitations Act	Contract completion date + 12 years	Secure Disposal
Contracts under signature	No	Limitations Act	Contract completion date + 6 years	Secure Disposal
Service Level Agreements	No	Financial Regulations	Until superseded	Secure Disposal
Copy orders	No	Financial Regulations	Current year + 2 years	Disposal
Budget reports / monitoring reports	Yes	Best practice	Current year + 3 years	Secure Disposal
Invoices, receipts, and other finance records	Yes	Financial Regulations	Current year + 6 years	Secure Disposal / Disposal as appropriate
Annual budgets and background paperwork	No	Best Practice	Current year + 6 years	Secure Disposal
Order books and requisitions	No	Financial Regulations	Current year + 6 years	Secure Disposal
Delivery notes	No	Financial Regulations	Current year + 6 years	Disposal
Debtor records	No	Limitations Act	Current year + 6 years	Secure Disposal
Free school meal registers	Yes	Financial Regulations	Current year + 6 years	Secure Disposal
Pupil Premium Fund records	Yes	Financial Regulations	Date pupil leaves establishment + 6 years	Secure Disposal

## 6. PEOPLE

<b>Retention Schedule – HR</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Job applications, interview notes and recruitment records of unsuccessful candidates	Yes	Limitation Act 1980 (Section 2)	6 months after notifying unsuccessful candidates	Secure Disposal
Job applications, interview notes and recruitment records of successful candidates	Yes	Limitation Act 1980 (Section 2)	Add to staff personnel file and retain for 6 years after employment ceases	Secure Disposal
Written particulars of employment, contracts of employment and changes to terms and conditions	Yes	Limitation Act 1980 (Section 2)	Add to staff personnel file and retain for 6 years after employment ceases	Secure Disposal
Right to work	Yes	Home Office Guidance	Add to staff personnel file and retain for 6 years after employment ceases	Secure Disposal
Identification documents	Yes	Limitation Act 1980 (Section 2)	Add to staff personnel file and retain for 6 years after employment ceases	Secure Disposal
Immigration checks	Yes	Home Office Guidance and KCSIE	6 years after termination of employment	Secure Disposal
DBS checks and disclosure of criminal record forms	Yes	DBS guidance 2023 and KCSIE	Do not keep copies	Secure Disposal
Staff personnel files	Yes	Limitation Act 1980 (Section 2)	While employment continues and 6 years after employment ceases. (This should be kept under review, if IICSA investigation is in place, this needs to remain in place until enquiries are completed)	Secure Disposal

File Description	UKGDPR	Basis for Retention	Retention Period	Action at End of Term
Disciplinary Proceedings	Yes	Where the warning relates to child protection issues (see below)	For non-child protection related disciplinary matters, remove records from personnel file after the retention period indicated in specific sections below as no longer active but maintain record in separate file for 6 years after employment ceases	Secure Disposal
Allegations of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Employment Practices Code and Education Act 2002 Guidance	10 years from the date of allegation or the person's normal retirement age (whichever is longer). This should be kept under review and if IICSA investigation is in place, this should remain in place until enquiries are completed.  Records should be maintained in a separate file <b>NOT</b> on personnel files	Secure Disposal
Case not found		See above	If child protection – see above, otherwise destroy at conclusion of case	Secure Disposal
Annual Leave records	No	Best Practice	6 years after the end of the Tax Year they relate to	Secure Disposal
Annual Appraisal and assessment records	Yes	Best Practice	Current year + 5 years	Secure Disposal

<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Verbal Warning, Aide Memoire and Written Warning – Level 1	Yes	ACAS Code of Practice	Date of warning + 6 months	Remove from personnel file as no longer active but maintain a record in a separate file for 6 years after employment ceases and then secure disposal.
Written Warning – Level 2	Yes	ACAS Code of Practice	Date of warning + 12 months	
Final Warning	Yes	ACAS Code of Practice	Date of warning + 18 months	
Redundancy records	Yes	Best Practice	Date of redundancy + 6 years	Secure Disposal
Sickness absence monitoring	Yes	Best Practice	3 years after the end of the Tax Year they relate to	Secure Disposal

<b>Retention Schedule – Training</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Training – CPD	Yes	Best Practice	6 years after employment ceases or length of time required by the professional body	Secure Disposal
Staff training relating to safeguarding or other child related training	Yes	Best Practice	6 years after employment ceases, if IICSA investigation is in place, record needs to remain in place until enquiries are completed	Secure Disposal

## 7. ESTATES

<b>Retention Schedule – Property</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Title Deeds	No	Best Practice	Permanent	These should follow the property
Plans of Property	No	Best Practice	Permanent – retain in school whilst operational	To be transferred to new owner if building is leased, sold or archived
Leases	No	Best Practice	Expiry of lease + 6 years	Secure Disposal
Inventories of equipment and furniture	No	Best Practice	Current year + 6 years	Disposal
Burglary, theft and vandalism reports	Possibly	Best Practice	Current year + 6 years	Secure Disposal / Disposal as appropriate
Lettings	No	Best Practice	Current financial year + 3 years	Secure Disposal
All records relating to maintenance carries out by contractors	No	Financial Regulations	Current year + 6 years	Secure Disposal
In house maintenance log books	No	Best Practice	Last entry + 10 years	Secure Disposal
Contractor reports	No	Best Practice	Current year + 6 years	Secure Disposal



<b>Retention Schedule – Health and Safety</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Accessibility Plans	Yes	Disability Discrimination Act	Current year + 6 years	Disposal
Health and Safety risk assessments	No	Best Practice	Current year + 3 years	Disposal
Health and Safety policy statements	No	Best Practice	Date of expiry + 3 years	Disposal
Any record relating to any reportable death, injury, disease or dangerous occurrence	Yes	Best Practice	Date of incident + 3 years (if relate to child protection, they should be maintained for 24 years)	Review at the end of this period, in the case of serious injury leading to further action.
Records relating to accident / injury at work (Staff)	Yes	Best Practice	Date of incident + 12 years	
Accident reporting (other adults)	Yes	Social security	Date of incident + 7 years	Secure Disposal
Accident reporting (children)	Yes	Social security	DOB + 25 years	Secure Disposal
Accident book	Yes	Social security	3 years from last entry, completed pages must be kept secure with restricted access (DPA 2018 & GDPR)	Secure Disposal
COSHH	No	Control of Substances Hazardous to Health Regulations 2002	Current + 40 years (where appropriate an additional retention period may be allocated)	Disposal
Incident reports	Yes		Current + 20 years	Secure Disposal
Process of monitoring areas where employees and persons are likely to have come in to contact with asbestos	No	Control of Asbestos at Work Regulations 2012	Last action + 40 years	Secure Disposal

<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Process of monitoring areas where employees and persons are likely to have come in to contact with radiation	No	The Ionising Radiation Regulations 2017	2 years from the date on which examination was made and records to include the condition of the equipment at the time of the examination (a copy to be maintained until person affected would have reached 75 years of age, but last action + 30 years minimum)	Secure Disposal
Fire precautions logbook	No	Best Practice	Current + 6 years	Secure Disposal

## 8. CATERING

<b>Retention Schedule – Health and Safety</b>				
<b>File Description</b>	<b>UKGDPR</b>	<b>Basis for Retention</b>	<b>Retention Period</b>	<b>Action at End of Term</b>
Allergen information	<b>Yes</b>			
Menus	<b>No</b>			
Allergen breaches	<b>Yes</b>		<b>Current + 6 years</b>	<b>Secure Disposal</b>