

Management of the School					
1.1 Governing Body					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Agenda for Governing Body meetings	There 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	
Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff				
Principal Set (signed)			PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service	
Inspection Copies			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.	
Reports presented to the Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes	
Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002. Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL	
Instruments of Government including Articles of Association	No		PERMANENT	There should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	
Trusts and Endowments managed by the Governing Body	No		PERMANENT	There should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	
Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL	
Policy documents created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL	
Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL	
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL	
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL	
1.2 Head Teacher and Senior Management Team					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book 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	
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL	
Reports created by the Head Teacher or the Management Team	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	
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 log book refers to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL	
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 log book refers to individual pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL	
Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL	
School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL	
1.3 Admissions Process					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review.	SECURE DISPOSAL	
Admissions - if the admission is successful	Yes	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	SECURE DISPOSAL	
Admissions - if the appeal is unsuccessful	Yes	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	SECURE DISPOSAL	
Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	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.	
Admissions - Secondary Schools -Casual	Yes		Current year + 1 year	SECURE DISPOSAL	
Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL	
Supplementary information from including additional information such as religion, medical conditions etc.	Yes				
For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL	
For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL	
1.4 Operational Administration					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL	

Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL	
Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL	
Newsletter and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL	
Visitors' Books and signing sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL	
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL	
Human Resources					
2.1 Recruitment					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL	
All records leading up to the appointment of a new member of staff - unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	
All records leading up to the appointment of a new member of staff - successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL	
Pre-employment vetting information - DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months		
Proof 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 placed on the member of staff's personal file		
Pre-employment vetting information - Evidence proving the right to work in the United Kingdom	Yes	An employer's guide to right to work checks (Home Office May 2015)	Where possible these documents should be added to the Staff Personal File (See below), but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years		
2.2 Operational Staff Management					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Staff Personal File	Yes	Limitation Act 1980 (section 2)	Termination of Employment + 6 years	SECURE DISPOSAL	
Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL	
Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL	
2.3 Management of Disciplinary and Grievance Processes					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"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"	Until the person's normal retirement age of 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be amicus should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL shredded	These records must be
Disciplinary Proceedings	Yes				
Oral warning			Date of warning + 6 months	SECURE DISPOSAL	(if warnings are placed
written warning - level 1			Date of warning + 6 months		on personal files then they must be weeded from the file)
written warning - level 2			Date of warning + 12 months		
final warning			Date of warning + 18 months		
case not found			If the incident is child protection related then see above otherwise dispose at the conclusion of the case.	SECURE DISPOSAL	
2.4 Health and Safety					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL	
Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL	
Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL	
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980			
adults			Date of the incident + 6 years	SECURE DISPOSAL	
Children			DOB of the child + 25 years	SECURE DISPOSAL	
Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18(2)	Current year + 40 years	SECURE DISPOSAL	
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL	
Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL	
2.5 Payroll and Pensions					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL	
Records held under Retirement Benefits Schemes (information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL	

Financial Management of the School				
3.1 Risk Management and Insurance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
3.2 Asset Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
3.3 Accounts and Statements including Budget Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
All records relating to the creation and management of budgets including the Annual Budget statement background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
				FSD keep for current + 6 years
3.4 Contract Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
3.5 School Fund				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
School Fund - Cheque books	No		Current year + 6 years	SECURE DISPOSAL
School fund - Paying in books	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Ledger	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Invoices	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Receipts	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Bank Statements	No		Current year + 6 years	SECURE DISPOSAL
School Fund - Journey Books	No		Current year + 6 years	SECURE DISPOSAL
3.6 School Meals Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
School Meals Register	Yes		Current year + 3 years	SECURE DISPOSAL
School Meals Summary Sheets	Yes		Current year + 3 years	SECURE DISPOSAL
Property Management				
4.1 Property Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Title deeds of properties belonging to the school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
Plans of property belong to the school	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	
Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
4.2 Maintenance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
Pupil Management				
5.1 Pupil's Education Record				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		
Secondary		Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
Examination Results - Pupil Copies	Yes			
Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
Internal			This information should be added to the pupil file	

This review took place as the independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention				
Child Protection information held on pupil file	Yes	"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	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.	SECURE DISPOSAL - these records MUST be shredded
Child protection information held in separate files	Yes	"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	DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL - these records MUST be shredded
Attendance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Attendance Registers	Yes	School attendance: Department advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL
Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
Special Educational Needs				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Special Educational Needs files, reviews and individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	REVIEW NOTE: this retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of Birth of the pupil + 25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL unless the document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of Birth of the pupil + 25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL unless the document is subject to a legal hold
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of Birth of the pupil + 25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL unless the document is subject to a legal hold
Curriculum Management				
6.1 Statistics and Management Information				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
SATS records - Results	Yes		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
Examination Papers			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL
6.2 Implementation of Curriculum				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Schemes of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Timetable	No		Current year + 1 year	
Class record books	No		Current year + 1 year	
Mark books	No		Current year + 1 year	
Record of homework set	No		Current year + 1 year	
Pupils' work	No		Where possible pupils' 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
Extra Curricular Activities				
7.1 Educational Visits outside the Classroom				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No	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 + 10 years	SECURE DISPOSAL

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 DOB + 22 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	
Parental permission slips for school trips - where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years The permission slips for the all the pupils on the trip need to be retained to show that the rules had been followed for all pupils		
7.2 Walking Bus					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Walking Bus Register	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)	
7.3 Family Liaison Officers and Home School Liaison Assistants					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Day books	Yes		Current year + 2 years then review		
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		
Referral forms	Yes		While the referral is current		
Contract data sheets	Yes		Current year then review, if contract is no longer active then destroy		
Contract database entries	Yes		Current year then review, if contract is no longer active then destroy		
Group Register	Yes		Current year + 2 years		
Central Government and Local Authority					
8.1 Local Authority					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL	
Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL	
School Census Returns	No		Current year + 5 years	SECURE DISPOSAL	
Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL	
8.2 Central Government					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record	
OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL	
Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL	
Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL	