



RETENTION SCHEDULE

Document Control - Policy Amendments

Date	Version	Summary of Changes	Reviewer/s
Apr-25	1.0	New template based on IRMS schedule and DfE guidance on record keeping and retention for academies and academy trusts	C Everard, COO

Policy Review

Next Review Date:	April 2028
Ratified by:	Executive Leadership Team
Date Ratified:	May 2025
Dissemination:	The policy will be made available to all Trust employees

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1. Education Management

1.1 Management Information

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
1.1.1	Published Admission Number (PAN) Reports	Yes	Current year + 6 years	Secure disposal	
1.1.2	Curriculum returns	No	Current year + 3 years	Secure disposal	
1.1.3	Self-Evaluation Forms	Yes	Current year + 6 years	Secure disposal	
1.1.4	Self-Evaluation Forms - External moderation	Yes	Until superseded	Secure disposal	
1.1.5	Self-Evaluation Forms - Internal moderation	Yes	Academic year plus one academic year	Secure disposal	
1.1.6	Value Added and Contextual Data	Yes	Current year + 6 years	Secure disposal	

1.2 Policies and Frameworks

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
1.2.1	Complaints Policy	No	Life of the policy or policy superseded + 3 years.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	

1.2.2	Data Protection Policy	No	Life of the policy or policy superseded + 3 years.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	
1.2.3	Freedom of Information Policy	No	Life of the policy or policy superseded + 3 years.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	
1.2.4	Information Security Breach Policy	No	Life of the policy or policy superseded + 3 years.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	
1.2.5	Special Educational Needs Policy	No	Life of the policy or policy superseded + 3 years.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	
1.2.6	Equality Information and Objectives (public sector equality duty) Statement for publication	No	Life of statement or date statement superseded + 3 years	Secure disposal	
1.2.7	Risk and Control Framework	No	Life of the policy or policy superseded + 3	Secure disposal	

			years. If major changes are made to the policy then an archive copy of previous policies should be retained		
1.2.8	Rules and Bylaws	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	

1.3 Strategy

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
1.3.1	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	
1.3.2	Strategic Plan / School Development Plan	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	
1.3.3	Accessibility Plan	No	Life of plan or plan superseded + 3 years the review. If major changes	Secure disposal	Equality Act 2010

			are made to the plan, then an archive copy of previous policies should be retained		
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1.4 Examinations

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
1.4.1	SATS records – examination papers	Yes	The examination papers should be kept until any appeals/validation process is complete	Secure disposal	
1.4.2	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	
1.4.3	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		

1.4.4	Examination results pupil copies: Internal	Yes	This information should be added to the pupil file		
1.4.5	Examination Results (Schools copy)	Yes	Current year + 6 years	Secure disposal	
1.4.6	Management of examination registrations	Yes	The examination board will usually mandate how long these records need to be retained		

1.5 Extra Curricula and Miscellaneous

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
1.5.1	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	Secure disposal	Limitation Act 1980
1.5.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools	Yes	Date of visit + 15 years	Secure disposal	Limitation Act 1980
1.5.3	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	Secure disposal	

			issued by the school for this period of time		
1.5.4	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	Secure disposal	Limitation Act 1980
1.5.5	Records relating to residential trips	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	Secure disposal	
1.5.6	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	Secure disposal	

2. Finance

2.1 Funding

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
2.1.1	Funding Agreement with Secretary of State and supplemental funding agreements	No	Date of last payment of funding + 6 years	Secure disposal	
2.1.2	Funding Agreement Termination of the funding agreement	No	Date of last payment of funding + 6 years.	Secure disposal	
2.1.3	Funding Records Capital Grant	No	Date of last payment of funding + 6 years	Secure disposal	
2.1.4	Funding Records Earmarked Annual Grant (EAG)	No	Date of last payment of funding + 6 years	Secure disposal	
2.1.5	Funding Records – General Annual Grant (GAG)	No	Date of last payment of funding + 6 years	Secure disposal	
2.1.6	Funding records	No	Date of last payment of funding + 6 years	Secure disposal	
2.1.7	Gift Aid and Tax Relief	Yes	Date of last payment of funding + 6 year	Secure disposal	
2.1.8	Exclusion agreements	No	Date of last payment of funding + 6 year, The Academy can enter into an arrangement with a Local Authority (LA), so	Secure disposal	

			that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.		
2.1.9	Records relating to loans		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	
2.1.10	Management of Endowment Funds	No	Life of the fund + 6 years	Secure disposal	
2.1.11	Investment policies	No	Life of the fund + 6 years	Secure disposal	
2.1.12	Pupil Premium Fund Records	Yes	Date pupil leaves the provision + 6 years	Secure disposal	
2.1.13	Student Grant applications	Yes	Current year + 3 years	Secure disposal	

2.2 Operational

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
2.2.1	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years	Secure disposal	
2.2.2	Records relating to the collection and banking of monies	No	Current financial year + 6 years	Secure disposal	
2.2.3	Records relating to the identification and collection of debt	Yes	Payment or write off debt + 6 years	Secure disposal	

2.3 Risk Management and Insurance

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
2.3.1	Employers Liability Insurance Certificate	No	Year of issue + 40 years. Pass to the Local Authority if the school closes	Secure disposal	
2.3.2	Insurance policies	No	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	Secure disposal	
2.3.3	Records relating to the settlement of insurance claims	Yes	Date settled claim + 6 years	Secure disposal	
2.3.4	Burglary, theft and vandalism report forms		Current financial year + 6 years	Secure disposal	
2.3.5	Audit committee and appointment of responsible officers	No	As long as necessary. Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.	Secure disposal	

2.4 School Fund

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
2.4.1	School Fund – Ledger	Yes (Ledger may contain names of	Current financial year + 6 years	Secure disposal	

		people in receipt of grants)			
2.4.2	Whole of government accounts returns	No	Current financial year + 6 years	Secure disposal	
2.4.3	School Fund – Invoices	No	Current financial year + 6 years	Secure disposal	
2.4.4	School Fund – Receipts	No	Current financial year + 6 years	Secure disposal	
2.4.5	School Fund – Bank statements	No	Current financial year + 6 years	Secure disposal	
2.4.6	School Fund – cheque books	No	Current financial year + 6 years	Secure disposal	
2.4.7	School Fund – Paying in books	no	Current financial year + 6 years	Secure disposal	

2.5 School Meals

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
2.5.1	Free school meals registers	Yes	Current financial year + 3 years	Secure disposal	
2.5.2	School meals summary sheets	No	Current financial year + 6 years	Secure disposal	
2.5.3	School meal registers	Yes	Current financial year + 3 years	Secure disposal	

2.6 Strategic Finance

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
2.6.1	Annual accounts	No	Current year + 6 years	Secure disposal	

2.6.2	Statement of financial activities for the year	No	Current financial year + 6 years	Secure disposal	
2.6.3	Financial planning	No	Current financial year + 6 years	Secure disposal	
2.6.4	Value for money statement	No	Current financial year + 6 years	Secure disposal	
2.6.5	Borrowing powers	No	Until superseded + 6 years	Secure disposal	
2.6.6	Charging and remissions policy	No	Date policy superseded + 3 years	Secure disposal	
2.6.7	Independent Auditor's report on regularity	No	Financial year report relates to + 6 years	Secure disposal	
2.6.8	Independent Auditor's report on financial statements	No	Financial year report relates to + 6 years	Secure disposal	
2.6.9	Records relating to the management of VAT	No	Financial year report relates to + 6 years	Secure disposal	

3. Governing Bodies

3.1 Activities

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.1.1	Records relating to Governor Monitoring Visits	Yes	Date of the visit + 3 years	Secure disposal	

3.2 Governance

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.2.1	Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes.	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.2.2	Articles of Association	No	Life of the Academy / Trust	Consult local archives before disposal	
3.2.3	Memorandum of Association	No	Can be disposed of once the Academy Trust has been incorporated	Secure disposal	
3.2.4	Memorandum of Understanding of Shared Governance among Schools	No	Life of Memorandum of Understanding + 6 years	Secure disposal	
3.2.5	Governance Statement	No	Life of governance statement + 6 years. Once copy of each iteration may need to	Secure disposal	

			be retained for archive purposes.		
3.2.6	Written Scheme of Delegation	Yes	Life of Written Scheme of Delegation + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.2.7	Special Resolutions to amend the Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes.	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.2.8	Annual Report and Accounts	No	Date of report + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.2.9	Annual Report – Trustees Report	No	Date of report + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.2.10	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	Secure disposal	
3.2.11	Annual Return	No	Date of report + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.2.12	Instruments of Government	No	For the life of the school	Consult local archives before disposal	
3.2.13	Register of Directors	Yes	Date Director resigns + 10 years	Secure disposal	Companies Act 2006 (<i>section 121</i>)
3.2.14	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	

3.2.15	Trusts and Endowments managed by the Governing Body	Yes	Life of appointment + 6 years	Secure disposal	
3.2.16	Records relating to complaints dealt with by the Governing Body Annual Reports and Accounts	Yes	Records 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.	Secure disposal	
3.2.17	All records relating to the conversion of schools to Academy status	No	For the life of the organisation	For the life of the organisation	Companies Act 2006 (<i>section 355</i>)
3.2.18	Policy documents created and administered by the Governing Body	No	Until superseded.	Secure disposal	

3.3 Governance, Directors and Trustees

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.3.1	Appointment of Trustees, Governors and Directors	Yes	Life of appointment + 6 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
3.3.2	Records relating to the election of parent and staff governors not appointed by the governors	Yes	Date of election + 6 years	Secure disposal	

3.3.3	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.	Secure disposal	
3.3.4	Records relating to the terms of office or 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	
3.3.5	Records relating to the Governor Declaration against disqualification criteria	Yes	Date appointment ceases plus 6 years	Secure disposal	
3.3.5	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	
3.3.6	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	

3.3.7	Records relating to DBS checks carried out on clerk and members of the governing body	Yes	Date of DBS check + 6 months	Secure disposal	
3.3.8	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	
3.3.9	Records relating to the induction programme for new governors	Yes	Date appointment ceases plus 6 years	Secure disposal	
3.3.10	Records relating to the training required and received by Governors	Yes	Date Governor steps down + 6 years	Secure disposal	
3.3.11	Appointment and removal of Members	No	Life of appointment plus 6 years	Secure disposal	
3.3.12	Register of members		Date Member resigns + 10 years	Secure disposal	Companies Act 2006
3.3.13	Statement of Trustees Responsibilities	No	Life of statement plus 6 years	Secure disposal	
3.3.14	Register of Trustees Interests		Date Trustee resigns + 10 years	Secure disposal	Companies Act 2006
3.3.15	Declaration of Interests Statements [Governors] [this is not a statutory register]	Yes	Date Governor resigns + 10 years	Secure disposal	

3.4 Meetings

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.4.1	Board Meeting Minutes	Yes	Minutes must be kept for at least 10 years from the date of the meeting	Offer to archives	Companies Act 2006 section 248
3.4.2	Board Decisions	Could be if the decisions refer to living individuals	Date of the meeting + a minimum of 10 years	Offer to archives	
3.4.3	Board Meeting: Annual Schedule of Business	No	Current year	Secure disposal	
3.4.4	Board Meeting: Procedures for conduct of meeting	No	Date procedures superseded + 6 years	Secure disposal	Limitation Act 1980 (<i>section 2</i>)
3.4.5	Records relating to the management of General Members Meetings	Could be if the minutes refer to living individuals	Minutes must be kept for at least 10 years from the date of the meeting	Offer to archives	Companies Act 2006 section 248
3.4.6	Minutes relating to any committees set up by the Board of Directors	Yes	Minutes must be kept for at least 10 years from the date of the meeting	Secure disposal	Companies Act 2006 (<i>section 248</i>)
3.4.7	Records relating to the management of the Annual General Meeting	Yes	Minutes must be kept for at least 10 years from the date of the meeting	Secure disposal	Companies Act 2006 (<i>section 248</i>)
3.4.8	Meetings Schedule	No	Current year	Secure disposal	Companies Act 2006 (<i>section 248</i>)
3.4.9	Agendas for Governing Body meetings	May be data protection issues, if the meeting is	One copy should be retained with the master set of minutes.	Secure disposal	

		dealing with confidential issues relating to staff	All other copies can be disposed of		
3.4.10	Agendas Additional Copies	No	Date of meeting	Standard Disposal	
3.4.11	Minutes and papers considered at meetings of the Governing Body and 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	
3.4.12	Meeting 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	Education Act 2002 (<i>section 33</i>)
3.4.13	Reports presented to the Governing Body	Yes	Date of meeting the report was presented + 10 years	Secure disposal or retain with the signed set of minutes	
3.4.14	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.	Consult local archives before disposal	Companies Act 2006
3.4.15	Register of attendance at Full Governing Board meetings	Yes	Date of last meeting in the book + 6 years	Secure disposal	
3.4.16	Papers relating to the management of the Annual Parents Meeting	Yes	Date of last meeting + 6 years	Secure disposal	

3.5 Health & Safety

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.5.1	Health and Safety Policy Statements	No	Life of the policy + 3 years	Secure disposal	
3.5.2	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 of transfer of building	Secure disposal	
3.5.3	Fire precautions logbooks	No	Current year + 6 years	Secure disposal	
3.5.4	Fire Risk Assessments	No unless containing Personal Emergency Evacuation plans	Life of the risk assessment + 3 years	Secure disposal	Fire Service Order 2005
3.5.5	Records relating to accident / injury at work			Secure disposal	
3.5.6	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	Secure disposal	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980

3.5.7	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 incident plus 15 years (Negligence)	Secure disposal	
3.5.8	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. Do not keep completed entries in the book. They must be removed and kept in a locked location.	Secure disposal	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
3.5.9	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	
3.5.10	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.	Secure disposal	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8.

					Limitation Act 1982
3.5.11	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Yes	Last action + 40 years	Secure disposal	Control of Asbestos at Work Regulations 2012 SI 1012 No. 632 Regulation 19
3.5.12	Process of monitoring of areas where employees and persons likely to have become in 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	Secure disposal	The Ionising Radiations Regulation 2017

3.6 Liaison with LA / DfE

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.6.1	OFSTED reports and papers	No	Life of the report then REVIEW	Secure disposal	

3.6.2	Returns made to central government	No	Current year + 6 years	Secure disposal	
3.6.3	School Census Returns	No	Current year + 5 years	Secure disposal	
3.6.4	Circulars and other information sent from the Local Authority		Operational use	Secure disposal	
3.6.5	Circulars and other information sent from the central government	No	Until end of operational use	Secure disposal	
3.6.6	Attendance Returns		Current year + 1 year	Secure disposal	
3.6.7	Secondary Transfer Sheets (Primary)		Current year + 2 years	Secure disposal	

3.7 Parent Teacher Associations

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.7.1	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	

3.8 Property

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.8.1	Title deeds of properties belonging to the trust	No	These should follow the property, unless the property has been registered with the Land Registry	Secure disposal	

3.8.2	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 new owner	
3.8.3	Leases of property leased by or to the trust	No	Expiry of lease + 6 years	Secure disposal	
3.8.4	Business continuity and disaster recovery plans	Yes	These are dynamic documents which should be kept up to date	Secure disposal of old plans	
3.8.5	Records relating to the letting of academy premises	No	Current financial year + 6 years	Secure disposal	

3.9 Pupils / Students

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.9.1	Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005 Primary	Yes	Retain whilst the child remains at the primary school	Primary: the file should follow the pupil when they leave the school. This will include to another primary school, a secondary school, a pupil referral unit. If a pupil dies whilst at primary school the file should be transferred to the Local Authority to be retained for the statutory retention period. If a pupil transfers to an independent school, is home schooled or leaves the country the file should be transferred to the Local Authority to be retained	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437

				for the statutory period. Secondary: Secure disposal	
3.9.2	Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005 Secondary	Yes	Date of birth of the pupil + 25 years	Secure disposal. 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	Limitation Act 1980 (Section 2)
3.9.3	Attendance Registers	Yes	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	Secure disposal	School attendance: Department advice for maintained schools, academies, independent schools and local authorities, October 2014
3.9.4	Correspondence relating to any absence (authorised or unauthorised)	Potential	Current academic year + 2 years	Secure disposal	Education Act 1996 (Section 7)

3.10 School Admissions

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.10.1	All records relating to the creation and implementation of the School Admissions Policy	No	Life of the policy + 7 years then review. 15(2) of the regulation refers to the 7 preceding years	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission

					appeals panels – December 2014
3.10.2	Register of admissions	Yes	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.	Review – schools may wish to keep permanently, as often schools receive enquiries from past pupils to confirm the dates that they attended the school	School attendance: Department advice for maintained schools, Academies, independent schools and local authorities – October 2014
3.10.3	Admissions – if the appeal is unsuccessful	Yes	Resolution of case + 1 year	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014
3.10.4	Admissions – if the appeal is successful	Yes	Resolution of case + 1 year	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014
3.10.5	Admissions – Secondary Schools – Casual	Yes	Current academic year + 1 year	Secure disposal	
3.10.6	Proofs of address supplied by parents as part of the admissions process	Yes	Current academic year + 1 year	Secure disposal	School Admissions Code Statutory Guidance for admission

					authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014
3.10.7	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	
3.10.8	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions	Yes	Until appeals process completed	Secure disposal	
3.10.9	Records relating to the management of exclusions	Yes	Date of birth of the pupil involved + 25 years	Secure disposal	

3.11 School Assets

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.11.1	Community school leases for land	No	Date lease expires + 6 years	Secure disposal	
3.11.2	Commercial transfer arrangements	No	Date lease expires + 6 years	Secure disposal	

3.11.3	Transfer of land to the Academy Trust	No	Life of land ownership then transfer to new owner	Secure disposal	
3.11.4	Transfers of freehold land	No	Life of land ownership then transfer to new owner	Secure disposal	
3.11.5	Records relating to the leasing of shared facilities, such as sports centres	No	End of lease + 6 years	Secure disposal	
3.11.6	Land and building valuations	No	Date valuation superseded + 6 years	Secure disposal	
3.11.7	Disposal of assets	No	Date asset disposed of + 6 years	Secure disposal	
3.11.8	Burglary, theft and vandalism report forms	No	Date of insurance settlement + 6 years	Secure disposal	
3.11.9	Inventories of furniture and equipment		Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment	Secure disposal	

3.12 School Management

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.12.1	Logbooks of activity in the school maintained by the Headteacher	There may be data protection issues if the logbook refers to individual pupils	Date of birth of the pupil involved + 25 years	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate	

		or members of staff			
3.12.2	Visitor Management Systems (including electronic systems, visitors' books and signing in sheets)	Yes	Academic Year + 1 year	Secure disposal	
3.12.3	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	
3.12.4	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	
3.12.5	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year	Standard disposal	
3.12.6	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	
3.12.7	Reports created by the Headteacher or management team	There may be data protection issues if the report refers to individual pupils or members of staff	Date of the meeting + 3 years then REVIEW	Secure disposal	

3.12.8	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 records refer to individual pupils or members of staff	Current academic year + 3 years then REVIEW	Secure disposal	
3.12.9	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	
3.12.10	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	Secure disposal	
3.12.11	Newsletters and other items with a short operational use	No	Current year + 1 year	SECURE DISPOSAL - 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	
3.12.12	Records relating to the creation and publication of	No	Current year + 3 years. Schools should consider archiving	Standard disposal	

	the school brochure or prospectus		one copy for historical reasons		
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3.13 Special Educational Needs & Disabilities

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
3.13.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of birth of the pupil + 25 years	Secure disposal	Limitation Act 1980
3.13.2	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	Secure disposal	Education Act 1996 Special Educational Needs and Disability Act 2001 (<i>Section 1</i>).
3.13.3	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 legal hold then date legal action ceases + 6 years	Secure disposal	Special Educational Needs and Disability Act 2001 (<i>Section 2</i>).
3.13.4	Accessibility Strategy	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	Secure disposal	Special Educational Needs and Disability Act 2001 (<i>Section 14</i>).

			legal hold then date legal action ceases + 6 years		
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4. Teachers and Staff

4.1 Disciplinary

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.1.1	Disciplinary Proceedings: Oral warning	Yes	Date of warning + 6 months	Secure disposal	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.
4.1.2	Disciplinary Proceedings: Written warning level 1	Yes	Date of warning + 12 months	Secure disposal	"
4.1.3	Disciplinary Proceedings: Written warning level 2	Yes	Date of warning + 6 months	Secure disposal	"

4.1.4	Disciplinary Proceedings: Final warning	Yes	Date of warning + 18 months	Secure disposal	"
4.1.5	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	Secure disposal	"

4.2 Pay and Pensions

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.2.1	Records relating to the agreement of pay and conditions	No	Date pay and conditions superseded + 6 years	Secure disposal	
4.2.2	Payroll records	Yes	Date payroll run + 6 years	Secure disposal	
4.2.3	Payroll reports	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.4	Payroll awards	Yes	Current year + 6 years	Secure disposal	
4.2.5	Payroll gross / net weekly or monthly	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.6	Payslips copies	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988

4.2.7	Pay packet receipt by employee	Yes	Current year + 2 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.8	Maternity pay records	Yes	Current year + 3 years	Secure disposal	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
4.2.9	Part time fee claims	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.10	Overtime	Yes	Current year + 3 years	Secure disposal	
4.2.11	National Insurance Schedule of payments	Yes	Current year + 6 years	Secure disposal	
4.2.12	Insurance	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.13	Car allowance claims	Yes	Current year + 3 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.14	Car mileage output	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.15	Car loans	Yes	Completion of loan + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988; Income and Corporation Taxes 1988
4.2.16	Time sheets /clock cards / flexitime	Yes	Current year + 3 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988

4.2.17	Bonus sheets	Yes	Current year + 3 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1988
4.2.18	Staff returns	Yes	Current year + 3 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1989
4.2.19	Sickness records	Yes	Current year + 3 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1990
4.2.20	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48	Yes	Current year + 6 years	Secure disposal	
4.2.21	Personal bank details	Yes	Until superseded + 3 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1992
4.2.22	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	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1993

			2025 or longer if you are self-employed.		
4.2.23	Pension payroll	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1994
4.2.24	Superannuation adjustments	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1995
4.2.25	Superannuation reports	Yes	Current year + 6 years	Secure disposal	
4.2.26	Members Allowance register	Yes	Current year + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1997
4.2.27	Records relating to pension registrations	Yes	Date of last payment on the pension + 6 years	Secure disposal	
4.2.28	Management of the Teachers Pension Scheme	Yes	Date of last payment on the pension + 6 years	Secure disposal	Taxes Management Act 1970; Income and Corporation Taxes 1999
4.2.29	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	Secure disposal	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15

4.3 Recruitment

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.3.1	All records leading up to the appointment of a new Headteacher	Yes	Date of appointment + 6 years	Secure disposal	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
4.3.2	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	
4.3.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes	All relevant information should be added to the personnel file and all other information retained for 6 months	Secure disposal	
4.3.4	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.	Secure disposal	Academies are bound by the legislation that applies to independent schools NOT maintained schools.

4.3.5	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	
4.3.6	Pre-employment vetting information – Evidence proving the right to work in the UK	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.	Secure disposal	An employer's guide to right to work checks – Home Office – May 2015) last updated 27 April 2022
4.3.7	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 the documents are kept for termination of employment plus not less than 2 years.	Secure disposal	

4.4 Safeguarding

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.4.1	Allegation of child protection 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.	Secure disposal	Keeping children safe in education Statutory guidance for schools and colleges; Working together to safeguard children.

4.5 Staff Management

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.5.1	Staff Personnel file, including employment contract and staff training records	Yes	Termination of employment + 6 years	Secure disposal	Limitation Act 1980
4.5.2	Timesheets	Yes	Current year + 3 years	Secure disposal	
4.5.3	Absence record	Yes	Current year + 3 years	Secure disposal	
4.5.4	Sickness Absence Monitoring	Yes	Current year + 3 years	Secure disposal	
4.5.5	Annual appraisal/assessment records	Yes	Current year + 3 years	Secure disposal	
4.5.6	Records relating to the TUPE process	Yes	Date last member of staff transfers or leaves the organisation + 6 years	Secure disposal	
4.5.7	Training needs analysis	No	Current year + 1 year	Secure disposal	

4.5.8	Staff Training where the training leads to Continuing Professional Development	Yes	Length of time required by the professional body	Secure disposal	
4.5.9	Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes	This should be retained on the personnel file	Secure disposal	
4.5.10	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	
4.5.11	Professional Development Plans	Yes	Life of the plan or plan superseded + 6 years	Secure disposal	

4.6 Teaching and the Curriculum

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.6.1	Schemes of Work	No	Current year + 1 year	Secure disposal	
4.6.2	Timetable	No	Academic year + 1 year	Secure disposal	
4.6.3	Class Record Books	No	Academic year + 1 year	Secure disposal	
4.6.4	Mark Books	No	Academic year + 1 year	Secure disposal	
4.6.5	Record of homework set	No	Academic year + 1 year	Secure disposal	
4.6.6	Pupil's 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	

4.7 Transport (Educational)

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.7.1	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	Secure disposal	Limitation Act 1980
4.7.2	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	Secure disposal	Limitation Act 1980
4.7.3	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	Secure disposal	Limitation Act 1980
4.7.4	GPS tracking data relating to the vehicles	No	Current year + 12 months	Secure disposal	Limitation Act 1980
4.7.5	Tachograph: Analogue and electronic including driver's cards	Yes	Current year + 12 months	Secure disposal	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 apply includes digital recording equipment
4.7.6	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.	Secure disposal	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.
4.7.7	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 backup copies should be destroyed at the same time]	

4.8 Welfare

Ref.	Basic file description	Personal information	Retention period	Action at the end of the administrative life of the record	Statutory provisions
4.8.1	Family Liaison Officers and Home School Liaison Assistants: Day Books	Yes	Current year + 2 years then review	Secure Disposal	
4.8.2	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	
4.8.3	Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes	While the referral is current	Secure Disposal	
4.8.4	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	
4.8.5	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	
4.8.6	Family Liaison Officers and Home School Liaison Assistants: Group Registers	Yes	Current year + 2 years	Secure Disposal	
4.8.7	Accessibility Plan relating to individual pupils	Yes	Accessibility Plan relating to individual pupils	Secure Disposal	Limitation Act 1980
4.8.8	Child protection information held on pupil file	Yes	If any records relating to child protection issues are placed on	Secure Disposal	Keeping children safe in education Statutory

			the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.		guidance for schools and colleges; Working together to safeguard children.
4.8.9	Child protection information held in separate files	Yes	Date of birth of the child + 25 years then REVIEW	Secure Disposal these records MUST be shredded	Keeping children safe in education Statutory guidance for schools and colleges; Working together to safeguard children.
4.8.10	Correspondence relating to authorised absence	Yes	Current academic year + 2 years	Secure Disposal	Education Act 1996 Section 7
4.8.11	Walking Bus Registers	Yes	Current year + 2 years then review	Secure Disposal	