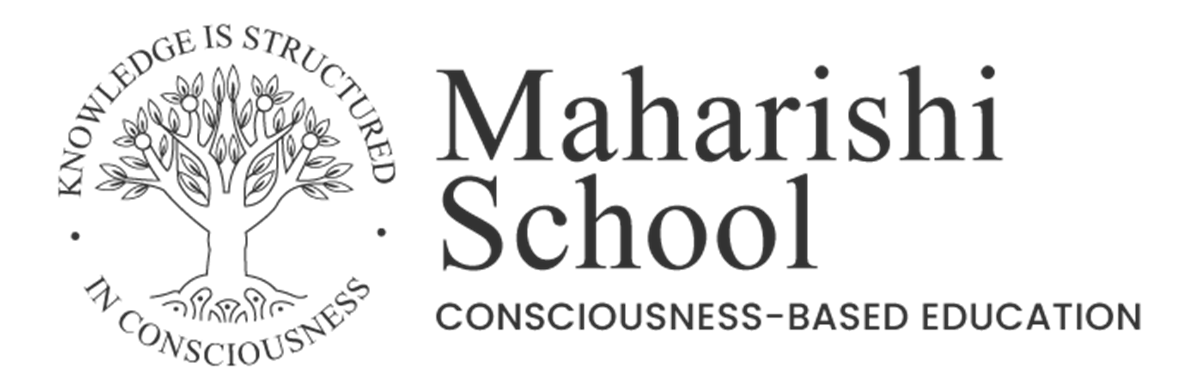
****

Records Management Policy

| Date policy last reviewed: | October 2023 |
| --- | --- |

| Signed by: | | | |
| --- | --- | --- | --- |
|  | Headteacher | Date: |  |
|  | Chair of governors | Date: |  |

Next review due: October 2024

**INTRODUCTION**

1. Maharishi School (“the School” / “we” / “us”) processes a significant amount of personal information about its pupils, parents, staff, volunteers and other individuals that we come into contact with. This can include sensitive information (“Special Category Data”).
2. The UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (“GDPR”) requires that we keep personal information for no longer than it is necessary for the purposes that it was processed. This is known as the principle of ‘Storage Limitation’. This Policy has been implemented to ensure that we meet this important requirement.
3. This procedure applies to all School staff, trustees, volunteers and contractors.

**THE IMPORTANCE OF STORAGE LIMITATION**

1. It is important to understand why we must not keep personal information for longer than is necessary.
2. Where the School holds personal information, it will always do so for a purpose that is necessary for it to function effectively. Once it becomes unnecessary to hold personal information, it creates risks that the data will become irrelevant, excessive or inaccurate. This can create risks to individuals because using their data could have negative consequences for them. Holding information for longer than necessary can also create operational inefficiencies for the School, for example, unnecessary costs associated with storage and security of data, or increased time spent responding to subject access requests due to the time spent reviewing records unnecessarily.
3. When this policy operates correctly, the School will be meeting its legal obligations under the UK GDPR, but also operating efficiently.

**THE PROCEDURE**

1. Our Procedure is designed to be user friendly and easy to follow. There are 2 specific stages which are as follows:
2. Review
3. Destruction
4. Each step is set out below.
5. **REVIEW**

Retention Periods

1. Review both manual and electronic records, and determine whether they have met the date for destruction set out in the **Retention Schedule at Appendix A.** The purpose of the Retention Schedule is to set out how long we will hold different categories of personal information for before it can be destroyed.
2. There is little use in having a Retention Schedule if no steps are taken to review these data sets, and to destroy those that have reached or surpassed the stated retention date. Our Policy is that we will carry out a review of records annually. We have determined this review period based on our available resources and taking into account privacy risks to individuals.
3. Accordingly, on an annual basis, the School will review the records that it holds against the Retention Schedule. The Principal will delegate this task to an individual and/or team. The Principal may delegate different parts of the Retention Schedule to the most appropriate individual(s) for review e.g. the SENCo may be best placed to review SEN records, the DSL may be best placed to review safeguarding records.

**DESTRUCTION**

1. Where it is determined that a particular data set is “no longer necessary”, then it must be deleted or destroyed in accordance with the guidelines below:
2. **Hard copy records** – Shredded or placed in approved confidential waste bins. No other form of destruction should be used without first obtaining approval from the Headteacher.
3. **Electronic records** –Irretrievably delete records from systems where it is possible to do so. Where it is not possible to irretrievably delete records, for example, because deleting a particular set of personal information will result in other personal information that remains necessary also being deleted, this personal information must be ‘put beyond use’. This means that the School:
4. will be unable, or will not attempt, to use the personal data to inform any decision in respect of any individual or in a manner that affects the individual in any way;
5. does not give any other organisation access to the personal data;
6. surrounds the personal data with appropriate technical and organisational security; and
7. commits to permanent deletion of the information if, or when, this becomes possible.
8. A record of the records deleted should be entered into the destruction log, a copy of which can be found at **Appendix B.**

**APPENDIX A**

**RECORDS RETENTION SCHEDULE**

1. **Governance**

| 1. **Governance of the Academy Trust** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Appointment of Trustees, Governors and Directors | Yes |  | Life of appointment + 6 years | SECURE DISPOSAL |
|  | Accessibility Plan | There may be if the plan refers to specific pupils | Limitation Act 1980  (section 2) | Life of plan + 6 years | SECURE DISPOSAL |

| 1. **Board of Directors, Members Meetings and Governing Body** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | **Board of Directors** |  |  |  |  |
|  | Board Meeting Minutes | Could be if the minutes refer to living individuals | Companies Act 2006 (section 248) | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
|  | Board Decisions | Could be if the  decisions refer to living individuals |  | Date of the meeting + a minimum of 10 years | OFFER TO ARCHIVES |
|  | **Committees** |  |  |  |  |
|  | Minutes relating to any committees set up by the Board of Directors | Could be if the minutes refer to  living individuals |  | Date of the meeting + a minimum of 10 years | OFFER TO ARCHIVES |
|  | **General Members’ Meeting** |  |  |  |  |
|  | Records relating to the management of General Members’ Meetings | Could be if the minutes refer to living individuals | Companies Act 2006 (section 248) | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
|  | Records relating to the management of the Annual General Meeting | Could be if the minutes refer to living individuals | Companies Act 2006 (section 248) | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
|  | **Governors** |  |  |  |  |
|  | Agenda for Governing Body meetings | May be data protection issues if the meeting is dealing with confidential issues relating to staff |  | One copy should be retained with the master set of minutes. All other copies can be disposed of | SECURE DISPOSAL |
|  | Minutes of, and papers considered at, meetings of the Governing Body and its committees | May be data protection issues if the meeting is dealing with confidential issues relating to staff |  |  |  |
| Principal set (signed) |  |  | Life of Academy |  |
| Inspection copies |  |  | Date of meeting + 3 years | SECURE DISPOSAL |
|  | Reports presented to the Governing Body | 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 for the life of the Academy | SECURE DISPOSAL  or retain with the signed set of minutes |
|  | 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 |
|  | **Statutory Registers[[1]](#footnote-0)** |  |  |  |  |
|  | Register of Directors |  | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Register of Directors’ interests [this is not a statutory register] |  |  | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Register of Directors’ residential addresses |  | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Register of gifts, hospitality and entertainments |  | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Register of members |  | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Register of secretaries |  | Companies Act 2006 | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Register of Trustees’ interests |  |  | Life of the Academy + 6 years | SECURE DISPOSAL |
|  | Declaration of Interests Statements [Governors] [this is not a statutory register] |  |  | Life of the Academy + 6 years | SECURE DISPOSAL |

| 1. **Funding and Finance** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | **Payroll and Pensions** |  |  |  |  |
|  | 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 | Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI1995/3103) | From the end of the year in which the accounts were signed for a minimum of 6 years | SECURE DISPOSAL |
|  | Management of the Teachers’ Pension Scheme | Yes |  | Date of last payment on the pension + 6 years | SECURE DISPOSAL |
|  | Records relating to pension registrations | Yes |  | Date of last payment on the pension + 6 years | SECURE DISPOSAL |
|  | Payroll records | Yes |  | Date of payroll run + 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 Meals** |  |  |  |  |
|  | Free school meals registers | Yes |  | Current year + 6 years | SECURE DISPOSAL |
|  | School meals registers | Yes |  | Current year + 3 years | SECURE DISPOSAL |

1. **Human Resources**

| 1. **Recruitment** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | All records leading up to the appointment of a new Head Teacher | 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 relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months | SECURE DISPOSAL |
|  | 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 |
|  | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom[[2]](#footnote-1) | 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, 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 |
|  | 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 |
|  | Records relating to the TUPE process | Yes |  | Date last member of staff transfers or leaves the organisation + 6 years | SECURE DISPOSAL |

| 1. **Operational Staff Management** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Staff Personal File, including employment contract and staff training records | 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 |

| 1. **Management of Disciplinary and Grievance Processes** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded[[3]](#footnote-2) | Yes | “Keeping children safe in education Statutory guidance for schools and colleges 2023”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children July 2018” | Until the person’s normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW | SECURE DISPOSAL  These records must be shredded |
|  | **Disciplinary proceedings** | Yes |  |  |  |
|  | Oral warning |  |  | Date of warning + 6 months[[4]](#footnote-3) | SECURE DISPOSAL[[5]](#footnote-4) |
|  | Written warning – level 1 |  |  | Date of warning + 6 months | SECURE DISPOSAL |
|  | Written warning – level 2 |  |  | Date of warning + 12 months | SECURE DISPOSAL |
|  | Final warning |  |  | Date of warning + 18 months | SECURE DISPOSAL |
|  | Case not found |  |  | If the incident is child protection related then see above; otherwise, dispose of at the conclusion of the case | SECURE DISPOSAL |

| 1. **Health and Safety** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | 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 (i.e. accident resulting in injury or property damage) | Yes | Social Security (Claims and Payments) Regulations 1979 (regulation 25).  Social Security Administration Act 1992 (section 8).  Limitation Act 1980 | The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format.  The incident reporting form may be retained as below. |  |
| * Adults |  |  | Date of incident + 6 years | SECURE DISPOSAL |
| * Children |  |  | Date of birth of the child + 25 years | SECURE DISPOSAL |
|  | Incident reports (i.e. incident that does not result in injury or property damage, might be referred to as a ‘near miss’) | Yes |  | Current year + 20 years | SECURE DISPOSAL |

1. **Management of the Academy**

| 1. **Admissions** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Admissions – if the admission is successful | Yes | School Admissions Code Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels 2021 | Date of admission + 1 year | SECURE DISPOSAL |
|  | Admissions – if the appeal is unsuccessful | Yes | School Admissions Code Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels 2021 | Resolution of case + 1 year | SECURE DISPOSAL |
|  | 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 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 Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels 2021 | Current year + 1 year | SECURE DISPOSAL |
|  | Supplementary information form, including additional information such as religion and medical conditions | Yes |  |  |  |
| * Successful admissions |  |  | This information should be added to the pupil file | SECURE DISPOSAL |
| * Unsuccessful admissions |  |  | Until appeals process completed | SECURE DISPOSAL |

| 1. **Head Teacher and Senior Management Team** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of 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 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 |
|  | Reports created by the Head Teacher or the Management Team | There may be data protection issues if the report 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 records refer 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 correspondence 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 |

| 1. **Operational Administration** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Management of complaints | Yes |  | Date of complaint resolved + 3 years | SECURE DISPOSAL |
|  | Visitors’ books and signing in sheets | Yes |  | Current year + 6 years then REVIEW | SECURE DISPOSAL |

1. **Pupil Management**

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting, see under Health and Safety above

| 1. **Pupil’s Educational Record** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of 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) |  |  |
| * Primary |  |  | Retain whilst the child remains at the primary school | The file should follow the pupil when they leave the primary school. This will include:   * To another primary school * To a secondary school * To a pupil referral unit   If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.  If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the LA to be retained for the statutory retention period. Primary schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the LA, as it is more likely that the pupil will request the record from the LA. |
| * Secondary |  | Limitation Act 1980 (section 2) | Date of birth of the pupil + 25 years | SECURE DISPOSAL |
|  | Records relating to the management of exclusions | Yes |  | Date of birth of the pupil involved + 25 years | SECURE DISPOSAL |
|  | Management of examination registrations | Yes |  | The examination board will usually mandate how long these records need to be retained |  |
|  | 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 |  |
|  | Child protection information held on pupil file | Yes | “Keeping children safe in education Statutory guidance for schools and colleges 2023”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children July2018” | 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 2023”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children July 2023” | Date of birth of the child + 25 years then REVIEW This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record | SECURE DISPOSAL – these records MUST be shredded |

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule

| 1. **Attendance** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Attendance registers | Yes |  | 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 authorised absence |  | Education Act 1996 (section 7) | Current academic year + 2 years | SECURE DISPOSAL |

| 1. **Special Educational Needs** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of 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 in order 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 – 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 |

1. **Curriculum Management**

| 1. **Statistics and Management Information** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Examination results (schools copy) | Yes |  | Current year + 6 years | SECURE DISPOSAL |
|  | SATs records | Yes |  |  |  |
| * Results |  |  | 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 |

1. **Extracurricular Activities**

| 1. **Educational Visits outside the Classroom** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Parental consent forms for school trips where there has been no major incident | Yes |  | Conclusion of the trip | Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time |
|  | Parental permission slips for school trips – where there has been a major incident | Yes | Limitation Act 1980 (section 2) | Date of birth of the pupil involved in the incident + 25 years. 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 |  |
|  | Records relating to residential trips | Yes |  | Date of birth of youngest pupil involved + 25 years | SECURE DISPOSAL |

| 1. **Walking Bus** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of administrative life of the record** |
|  | Walking bus registers | Yes |  | Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting | SECURE DISPOSAL  [If these records are retained electronically any back up copies should be destroyed at the same time] |

1. **Central Government and Local Authority (LA)**

This section covers records created in the course of interaction between the school and the LA

| 1. **Local Authority** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period [Operational]** | **Action at end of 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 |

**APPENDIX B**

**RECORD OF DESTRUCTION**

| **Item reference (or other unique identifier)** | **Description of Item** | **No. of files/records destroyed** | **Person authorising destruction** | **Method** | **Date** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Academies are required by law to keep specific records, collectively known as statutory registers or the statutory books. The registers record information relating to the Academy’s operations and structure, such as the current directors. Records should be kept up-to-date to reflect any changes that take place. [↑](#footnote-ref-0)
2. Employers are required to take a “clear copy” of the documents which they are shown as part of this process. [↑](#footnote-ref-1)
3. This review took place when 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. [↑](#footnote-ref-2)
4. 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. [↑](#footnote-ref-3)
5. If warnings are placed in personal files, then they must be weeded from the file. [↑](#footnote-ref-4)