



Hamwic Education Trust Record and Retention Schedule

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Approved By: DCEO

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No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
1. Governance					
1.1	Constitution	Yes	Companies Act 2006 section 355	Date constitution superseded + 10 years.	SECURE
1.2	Articles of Association	No		Life of the Academy	SECURE
1.3	Memorandum of Association	No		This can be disposed of once the Academy has been incorporated	SECURE
1.4	Scheme of Delegation	No	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	SECURE
1.5	Special Resolutions to amend the Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years	SECURE
1.6	Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE
1.7	Annual Report Trustees Report	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE
1.8	Instruments of Governance	No		For the life of the school	SECURE
1.9	Register of Directors	No	Companies Act 2006	Date Director resigns + 10 years	SECURE
1.10	Scheme of Delegation and Terms of Reference for Committees	No		Until superseded or whilst relevant (schools may wish to retain these records for reference purposes in case decisions need to be justified)	SECURE
1.11	Records relating to complaints dealt with by the Governing Body	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 year	SECURE
1.12	All records relating to the conversion of schools to Academy status	No	Companies Act 2006 section 355	For the life of the organisation	SECURE

1.13	Policy documents created and administered by the Governing Body	No		Until superseded. The school should keep all policies relating to safeguarding, child protection or other pupil related issues such as exclusion (see section below)	SECURE
1.14	Action plans created and administered by the LGB	No		Life of the action plan + 3 years	SECURE
1.15	Appointment of Trustees and Governors and Directors	Yes	Companies Act 2006 section 355	Life of appointment + 6 years	SECURE
1.16	Records relating to the election of parent and staff governors not appointed by the governors	Yes		Date of election + 6 months	SECURE
1.17	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
1.18	Records relating to the terms of office of 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
1.19	Records relating to Governor Declaration against disqualification criteria	Yes		Date appointment ceases plus 6 years	SECURE
1.20	Governors Code of Conduct	Yes		This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation	SECURE
1.21	Records relating to DBS checks carried out on clerk and members of the governing body	Yes		Date of DBS check + 6 months – details stored on SCR and in personnel file (see below)	SECURE
1.22	Governor personnel files	Yes		Date appointment ceases plus 6 years except where there have been allegations	SECURE

				concerning children, in this case retain for 25 years	
1.23	Records relating to the induction programme for new governors	Yes		Date appointment ceases plus 6 years	SECURE
1.24	Records relating to the training required and received by Governors	Yes		Date Governor steps down + 6 years	SECURE
1.25	Appointment and removal of Members	Yes		Life of appointment + 6 years	SECURE
1.26	Register of members	Yes		Date Member resigns + 10 years	SECURE
1.27	Statement of Trustees Responsibilities	Yes		Life of statement + 6 years	SECURE
1.28	Register of Trustees interests	Yes	Companies Act 2006	Date Trustee resigns + 10 years	SECURE
1.29	Declaration of Interests Statements (Governors)	Yes		Date Governor resigns + 10 years	SECURE
1.30	Board Meeting Minutes	Yes	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	SECURE
1.31	Board Decisions	If the decisions refer to living individuals		Date of the meeting + a minimum of 10 years	SECURE
1.32	Board Meeting: Annual Schedule of Business	No		Current year	SECURE
1.33	Board Meeting: Procedures for conduct of meeting	No		Date procedures superseded + 6 years	SECURE
1.34	Minutes relating to any committees set up by the Board of Directors	If the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	SECURE
1.35	Records relating to the management of the Annual General Meeting	If the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	SECURE
1.36	Meetings Schedule	No		Current year	STANDARD
1.37	Agendas for Governing Body meetings	If the meeting is dealing with confidential		One copy should be retained with the master set of minutes.	SECURE

		issues relating to staff			
1.38	Minutes of, and papers considered at, meetings of the Governing Body and its committees	If the meeting is dealing with confidential issues relating to staff		Date of meeting + 10 years	SECURE
1.39	Reports presented to the Governing Body	Yes		Date of meeting the report was presented to + 10 years	SECURE
1.40	Reports made to the Governors Meeting which are referred to in the minutes	Potential	Companies Act 2006	Date of meeting the report was presented to + 10 years	SECURE
1.41	Register of attendance at Full Governing Board meetings	Yes		Date of last meeting in the book + 6 years	SECURE
1.42	Records relating to Governor monitoring visits	Yes		Date of the visit + 3 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
2. Management (information, administration, policies, frameworks, strategy)					
2.1	Published admission Number (PAN) reports	Yes		Current academic year + 6 academic years	SECURE
2.2	Logbooks of school activity maintained by the Headteacher/School Leader	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
2.3	Visitor management (including books, electronic systems and signing-in sheets)	Yes		Academic year + 6 academic years	SECURE
2.4	School Privacy Notices	No		Until superseded + 6 years	SECURE
2.5	Consents relating to school activities as part of GDPR compliance (e.g. consent to be sent circulars, mailings)	Yes		Consent will last while the pupil attends the school – Destroy once pupil leaves	SECURE

2.6	Records relating to the creation and distribution of circulars to staff, parents or pupils	Yes		Current year + 1 year	SECURE
2.7	Minutes of Senior Leadership Team meetings and meetings of other internal administrative bodies	If the minutes refer to individual pupils, staff, parents		Academic year + 3 academic years, then REVIEW	SECURE
2.8	Reports created by the School Leader or the Leadership Team	If the minutes refer to individual pupils, staff, parents		Academic year + 3 academic years, then REVIEW	SECURE
2.9	Records created by the School Leaders, SLT or other members of staff with administrative responsibilities	If the minutes refer to individual pupils, staff, parents		Academic year + 3 academic years, then REVIEW	SECURE
2.10	Correspondence created by School Leaders, SLT or other members of staff with administrative responsibilities	If they refer to individual pupils, staff, parents		Academic year + 3 academic years, then REVIEW	SECURE
2.11	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
2.12	Newsletters and other items with a short operational use	No		Current year + 1 year 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	SECURE

2.13	Circulars to staff, pupils or parents	No		Academic year + 3 academic years	STANDARD
2.14	School prospectus	No		Academic year + 3 academic years	STANDARD
2.15	School Leader official diary	Yes		Academic year + 6 academic years	SECURE
2.16	Staff meeting minutes	If they refer to individual pupils, staff, parents		Academic year + 3 academic years	SECURE
2.17	School calendar	No		Academic year + 1 academic year	STANDARD
2.18	General administrative files	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
2.19	DfE statutory returns	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
2.20	LA non-statutory returns	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
2.21	School Policies	No		Life of the policy or policy superseded + 3 years.	SECURE
2.22	Equality Information and Objectives	No		Life of statement or date statement superseded + 3 years	SECURE
2.23	School Development Plans (Strategic 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
2.24	Accessibility Plan	No	Equality Act 2010	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan, then an archive copy of previous policies should be retained	SECURE

2.25	Accessibility Plan relating to individual pupils	Yes	Limitation Act 1980	The plan should be included on the pupil file	SECURE
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No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
3. School admissions					
3.1	Records relating to the creation and implementation of the School Admission's policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panel December 2014	Life of the policy + 7 years	SECURE
3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panel December 2014	Date of admission + 1 year	SECURE
3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panel December 2014	Resolution of case + 1 year	SECURE

3.4	Register of admissions	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Each entry must be preserved for a period of 6 years on which the date was made – schools may wish to keep the register permanently	SECURE
3.5	Admissions – Secondary schools	Yes		Current year + 1 academic year	SECURE
3.6	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, school adjudicators and admission appeals panel December 2014	Current year + 1 academic year	SECURE
3.7	For successful admissions: Supplementary information form, including additional information such as religion and medical conditions.	Yes		This information should be added to the pupil file	SECURE
3.8	For unsuccessful admissions: Supplementary information form, including additional information such as religion and medical conditions.	Yes		Until appeals process completed	SECURE
3.9	Records relating to the management of exclusions	Yes		Date of birth of the pupil involved + 25 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
4. Pupils (including send, exams, welfare, extra-curricular activities and transport)					

4.1	Primary Pupils' educational record	Yes	The Education (Pupil Information) England) Regulations 2005	Retain whole the child remains at the primary school. The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> • 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 school should retain the file for the remainder of its statutory retention 	See comment under retention
4.2	Secondary Pupil's educational Record	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	SECURE
4.3	Attendance registers	Yes		Every entry in the attendance register must be preserved for a period of six years after the date on which the entry was made.	SECURE
4.4	SATs records Examination papers	Yes		The examination papers should be kept until any appeals/validation process is complete	SECURE
4.5	SATs records Results			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
4.6	Examination Results Pupil Copies– Public	Yes		This information should be added to the pupil file.	SECURE
4.7	Examination results pupil copies: Internal	Yes		This information should be added to the pupil file	SECURE

4.8	Examination results (schools' copy)	Yes		Current year + 6 years	SECURE
4.9	Management of examination registrations	Yes		Each examination board will usually mandate how long these records need to be retained	SECURE
4.10	Child Protection information held on pupil file	Yes	Keeping Children Safe in Education; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	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 as the pupil file.	SECURE
4.11	Child Protection information held in separate files	Yes	Keeping Children Safe in Education; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	DOB of the child + 25 years then REVIEW.	SECURE
4.12	Correspondence relating to any absence (authorised or unauthorised)	Yes	Education Act 1996 Section 7	Current academic year + 2 years	SECURE
4.13	Special Educational Needs files, reviews and Individual Education Plans	Yes	Children and Family's Act; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years	SECURE
4.14	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) unless the document is subject to a legal hold then date legal action ceases + 6 years	SECURE
4.15	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) unless the document is subject to a legal hold then date legal action ceases + 6 years	SECURE
4.16	Absence letters	Yes		Current academic year + 6 years	SECURE

4.17	Records created by schools in order to obtain approval to run an educational visit outside the classroom (Primary)	No	The Health and Safety of Pupils on Educational Visits 1998 Limitation Act 1980	Date of visit + 15 academic years	SECURE
4.18	Records created by schools in order to obtain approval to run an educational visit outside the classroom (Secondary)	No	The Health and Safety of Pupils on Educational Visits 1998 Limitation Act 1980	Date of visit + 15 academic years	SECURE
4.19	Parental consent forms/permission slips for school trips where there has been no major incident	Yes		End of the academic year (school to risk assess whether they are likely to be required)	SECURE
4.20	Parental consent forms/permissions slips for school trips where there has been a major incident	Yes	Limitation Act 1980	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
4.21	Records relating to residential trips	Yes	Limitation Act 1980	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
4.22	Walking Bus registers	Yes		Date of register + 6 academic 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
4.23	Careers advice files	Yes		Current academic year + 6 years	SECURE
4.24	Children's council minutes and correspondence	Yes (if containing names)		Current academic year + 3 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
5. Teaching and the curriculum					
5.1	Curriculum returns	No		Current academic year + 3 academic years	SECURE
5.2	Value added and contextual data	Yes		Current academic year + 6 academic years	SECURE
5.3	Self-evaluation forms	Yes		Current academic year + 6 academic years	SECURE
5.4	Self-evaluation forms - Internal Moderation	Yes		Academic year plus one academic year	SECURE
5.5	Self-evaluation forms - External moderation	Yes		Until superseded	SECURE
5.6	Schemes of work	No		Current academic year + 1 academic year	SECURE
5.7	Timetable	No		Current academic year + 1 academic year	SECURE
5.8	Class record books	No		Current academic year + 1 academic year	SECURE
5.9	Mark books	No		Current academic year + 1 academic year	SECURE
5.10	Record of homework set	No		Current academic year + 1 academic year	SECURE
5.11	Pupil's work	No		Where possible, the pupil's work should be returned to the pupil at the academic year. If this is not school policy, then current academic year + 1 academic year	SECURE
5.12	Speech day or prize-giving	No		Current academic year + 6 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
6. HR (teachers and support staff)					
6.1	All records leading up to the appointment of a new School Leader	Yes		Length of appointment + 6 years	SECURE
6.2	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	SECURE
6.3	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

6.4	Pre-employment vetting information DBS Checks	Yes	https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74	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
6.5	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
6.6	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom	Yes	An employers guide to right to work checks [Home Office May 2015]	These documents should be added to the Staff Personal File	SECURE
6.7	Records relating to the employment of overseas teachers	Yes		These documents should be added to the Staff Personal File	SECURE
6.8	Staff Personal File, including employment contract and staff training records	Yes	Limitation Act 1980	Termination of employment + 6 years	SECURE
6.9	Employee attendance records	Yes		Current year + 3 years	SECURE
6.10	Absence record	Yes		Current year + 3 years	SECURE
6.11	Sickness Records and Absence Monitoring	Yes		Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Current year + 3 years	SECURE
6.12	Annual appraisal/assessment records	Yes		Current year + 6 years. Copy placed in personnel file.	SECURE
6.13	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE

6.14	Staff Training where the training leads to Continuing Professional Development	Yes		Length of time required by the professional body	SECURE
6.15	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
6.16	Staff Training where the training relates to children (e.g. safeguarding or other child related training)	Yes		Date of the training + 40 years	SECURE
6.17	Professional Development Plans			Life of the plan or plan superseded + 6 years	SECURE
6.18	Records relating to the agreement of pay and conditions	Yes		Date pay and conditions superseded + 6 years	SECURE
6.19	Payroll records and reports	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE
6.20	Car mileage claims	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE
6.21	Overtime forms	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE
6.22	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48/ P60	Yes		Current year + 6 years	SECURE
6.23	Personal bank details	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	If employment ceases then end of employment + 6 years or until superseded + 3 years	SECURE
6.24	Records relating to pension registrations/ Management of Staff Pension Schemes	Yes		Date of last payment on the pension + 6 years	SECURE
6.25	Records relating to any concerns or allegations 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 Working together to safeguard children.	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer.	SECURE
6.26	Disciplinary proceedings – written warnings	Yes		A first written warning will remain active for 12 months and a final written warning	SECURE

				for 24 months. After the active period, the warning will remain permanently on the employee's personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings. In some cases, a final written warning may state that it will remain active indefinitely.	
6.27	Disciplinary proceedings – substantiated or unsubstantiated	Yes		Outcome letter: end of employment + 7 years All other records: close of case + 7 years	SECURE
6.28	Disciplinary proceedings – false or malicious	Yes		Outcome letter: end of employment + 7 years All other records: shred at close of case	SECURE
6.29	Disciplinary proceedings – safeguarding or child protection related	Yes	Keeping children safe in education Statutory guidance for schools Working together to safeguard children.	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer.	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
7. Health and safety					
7.1	Health and Safety policy statements	No		Life of policy + 3 years	SECURE
7.2	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 or transfer of building	SECURE
7.3	Fire precautions logbooks	No		Current year + 6 years	SECURE
7.4	Fire risk assessments	No unless containing Personal Emergency	Fire Service Order 2005	Life of the risk assessment + 3 years	SECURE

		Evacuation plans			
7.5	Accident reporting: Adults (Accident books and Local accident investigation records)	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of last entry in the accident book + 3 years. If there is any possibility of negligence allegation, then date of incident + 15 years or date of settlement + 6 years	SECURE
7.6	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,	SECURE
7.7	Accident reporting: Children (Accident books and Local accident investigation records)	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Keep books until youngest child entered has reached age 22 or Date of birth of child + 22 years	SECURE
7.8	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
7.9	Records relating to any reportable injury, disease or dangerous occurrence (RIDDOR)	Yes	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on personnel file.	SECURE
7.10	Health and Safety risk assessments	No		Life of risk assessment + 3 years	SECURE
7.11	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos	Yes	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE
7.12	Process of monitoring of areas where employees and persons are likely to have	No	The Ionising Radiations Regulation 2017	2 years from the date on which the examination was made and that the record	SECURE

	come into contact with radiation: Dose assessment and recording			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.	
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No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
8. Finance					
8.1	Funding Agreement with Secretary of State and supplemental funding agreements	No		Date of last payment of funding + 6 years	SECURE
8.2	Funding Agreement Termination of the funding agreement	No		Date of last payment of funding + 6 years	SECURE
8.3	Funding Records Capital Grant	No		Date of last payment of funding + 6 years	SECURE
8.4	Funding Records General Annual Grant (GAG)	No		Date of last payment of funding + 6 years	SECURE
8.5	Per pupil funding records	No		Date of last payment of funding + 6 years	SECURE
8.6	Records relating to loans	No		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
8.7	Pupil Premium Fund records	Yes		Date pupil leaves the provision + 6 years	SECURE
8.8	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE
8.9	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE
8.10	Records relating to the identification and collection of debt	Yes		Payment or write off of debt + 6 years	SECURE
8.11	Employers Liability Insurance Certificate	No		Year of issue + 40 years. Pass to the MAT/Local Authority if the school closes	SECURE

8.12	Insurance policies	No		Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	SECURE
8.13	Records relating to the settlement of insurance claims	Yes		Date claim settled + 6 years	SECURE
8.14	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE
8.15	Whole of government accounts returns	No		Current financial year + 6 years	SECURE
8.16	Statements	No		Current financial year + 6 years	SECURE
8.17	Cheque books	No		Current financial year + 6 years	SECURE
8.18	Paying in books	No		Current financial year + 6 years	SECURE
8.19	Free school meals registers	Yes		Current financial year + 6 years	SECURE
8.20	School meals summary sheets	No		Current financial year + 6 years	SECURE
8.21	School meals registers	Yes		Current financial year + 6 years	SECURE
8.22	Annual accounts	No		Current year + 6 years	SECURE
8.23	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE
8.24	Charging and remissions policy	No		Date policy superseded + 3 years	SECURE
8.25	Records relating to the management of VAT	No		Current financial year + 6 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
9. Contracts					
9.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer	SECURE
9.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer	SECURE
9.3	Records relating to the management of contracts with external providers	No		End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer	SECURE

9.4	Records relating to the monitoring of contracts	No		End of the contract or until the final payment has been made whichever is the longer	SECURE
9.5	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold	SECURE
9.6	All records relating to the maintenance of the school carried out by school employees, including maintenance logbooks	No		Life of equipment + 6 years.	SECURE
9.7	Records relating to the management of software licences	No		Date licence expires + 6 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
10. Property, assets and transport					
10.1	Title deeds of properties belonging to the school (Held by HET)	No		These should follow the property, unless the property has been registered with the Land Registry	Transfer to new owner
10.2	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 next owner
10.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE
10.4	Business continuity and disaster recovery plans	Yes		These are dynamic documents which should be kept up to date	SECURE DISPOSAL OF OLD PLANS
10.5	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE

10.6	Records relating to the leasing of shared facilities, such as sports centres	No		End of lease + 6 years	SECURE
10.7	Disposal of assets	No		Date asset disposed of + 6 years	SECURE
10.8	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
10.9	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Limitation Act 1980	Disposal of the vehicle + 6 years	SECURE
10.10	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance	No	Limitation Act 1980	Disposal of the vehicle + 6 years	SECURE
10.11	Service logs and vehicle logs	No	Limitation Act 1980	Life of the vehicle + 6 years	SECURE
10.12	CCTV Images (including pupils, staff, visitors)	Yes	ICO guidance	30 days (unless required for longer subject to any investigation)	DELETE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
11. Liaison with local authority and DfE					
11.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE
11.2	DfE statutory returns	If it refers to individual pupils, staff, parents		Current year + 6 years	SECURE
11.3	LA non-statutory returns	If it refers to individual pupils,		Current year + 6 years	SECURE

		staff, parents			
11.4	School census returns	No		Current year + 5 years	SECURE
11.5	Circulars and other information sent from the Local Authority	No		Operational use	SECURE
11.6	Circulars and other information sent from central government	No		Operational use	SECURE
11.7	Attendance returns	Yes		Academic year + 1 year	SECURE
11.8	Transfer sheets	Yes		Academic year + 2 years	SECURE

No.	Record Description	Personal Information	Statutory Provision	Retention Period	Disposal at end of record life
12. Parent/teacher associations					
12.1	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Yes		Current year + 6 years then REVIEW	SECURE

Secure disposal should be taken to mean disposal using confidential waste bins, sacks or cross-cutter shredding

If in doubt about whether to retain or dispose of a document, policy or report, please seek guidance via compliance@hamwic.org