



## Record Retention Schedule

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No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>1. Governance</b>					
1.1	Records relating to the election of parent and staff governors not appointed by the governors	Yes		Date of election + 6 months	SECURE
1.2	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 where retain for 25 years)	SECURE
1.3	Records relating to the election of chair and vice chair	Yes		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE
1.4	Records relating to the appointment of a clerk to the governing body	Yes		Date on which clerk appointment ceases + 6 years	SECURE
1.5	Agendas for LGB meetings	If related to confidential staff matters		One copy to be kept with the master set of minutes – all others can be disposed	SECURE
1.6	Minutes of LGB meetings – principal set (signed)	If related to confidential staff matters		Academic Year + 10 academic years	SECURE
1.7	Register of attendance at FGB meetings	Yes		Date of last meeting + 6 years	SECURE
1.8	Governor training manual and records	YES		Date governor steps down + 6 academic years	SECURE

1.9	Records relating to the induction programme for new governors	YES		Date appointment ceases + 6 years	SECURE
1.10	Records relating to DBS checks carried out on clerk and members of the governing body	YES		Date of DBS check + 6 months	SECURE
1.11	Governor personnel files	YES		Date appointment ceases + 6 years	SECURE
1.12	Register of business interests	Yes		Date appointment ceases + 6 years	SECURE
1.13	Governor code of conduct	n/a		Trust hold copies	SECURE
1.14	Action plans created and administered by the LGB	n/a		Life of the action plan + 3 academic years	SECURE
1.15	Policy documents and statements created and administered by the LGB	n/a		Until superseded – advise to maintain a running record of significant policy changes	SECURE
1.16	Records relating to complaints dealt with by the LGB	Yes		Date of the resolution + 6 years	SECURE
1.17	Annual reports required by the DfE created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002		Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	Date of report + 10 years	SECURE
1.18	All records relating to the conversion of schools to Academy status	n/a		For the life of the organisation	SECURE
1.19	Correspondence files	Potential		Academic year + 6 academic years	SECURE
1.20	Records relating to Governor monitoring visits	Yes		Date of the visit + 3 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>2. Management</b>					
2.1	Minutes and reports of management meetings and the meetings of other internal administrative bodies	If the minutes refer to individual pupils, staff, parents		Academic year + 3 academic years	SECURE
2.2	Reports created by the School Leaders/SLT	If the minutes refer to individual pupils, staff, parents		Academic year + 3 academic years	SECURE
2.3	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 + 6 academic years	SECURE
2.4	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	SECURE
2.5	School Development Plans	No		Life of the plan + 3 academic years	SECURE
2.6	Professional Development Plans	Yes		Held on individual's personnel record. If not then termination of employment + 6 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>3. Administration</b>					
3.1	Log books of school activity	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE

3.2	School prospectus	No		Academic year + 6 academic years	STANDARD
3.3	Circulars to staff, pupils or parents	No		Academic year + 3 academic years	STANDARD
3.4	Newsletters	No		Academic year + 3 academic years	STANDARD
3.5	Visitor management (including books, electronic systems and signing-in sheets)	Yes		Academic year + 6 academic years	STANDARD
3.6	School Leader official diary	Yes		Academic year + 6 academic years	SECURE
3.7	Staff meeting minutes	If they refer to individual pupils, staff, parents		Academic year + 3 academic years	SECURE
3.8	School calendar	No		Academic year + 1 academic year	STANDARD
3.9	General administrative files	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
3.10	DfE statutory returns	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
3.11	LA non-statutory returns	If it refers to individual pupils, staff, parents		Academic year + 6 academic years	SECURE
3.12	School privacy notice	No		Until superseded + 6 years	SECURE
3.13	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

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>4. Admissions</b>					
4.1	Records relating to the 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 + 3 years	SECURE
4.2	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
4.3	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

4.4	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 3 years on which the date was made – schools may wish to keep the register permanently	SECURE
4.5	Admissions – Secondary schools	Yes		Current year + 1 academic year	SECURE
4.6	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
4.7	For successful admissions	Yes		This information should be added to the pupil file	SECURE
4.8	For unsuccessful admissions	Yes		Until appeals process completed	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>5. Pupils</b>					
5.1	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"> <li>- To another primary school</li> <li>- To a secondary school</li> <li>- To a pupil referral unit</li> </ul>	SECURE
5.2	Secondary Pupil's educational Record	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	
5.3	Examination Results – Public	Yes		This information should be added to the pupil file – the school may wish to keep a composite record of all results of the whole year's SATs – to be kept for current year + 6 years to allow suitable comparison	All uncollected certificates should be returned to the appropriate examination board
5.4	Examination results - Internal	Yes		This information should be added to the pupil file	
5.5	Child Protection information held on pupil file	Yes	Keeping Children Safe in Education; Working together to safeguard	If any records relating to child protection issues are placed on the pupil file, it should be in a	SECURE



			children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	sealed envelope and then retained for the same period as the pupil file.	
5.6	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
5.7	Correspondence relating to any absence (authorised or unauthorised)	Yes	Education Act 1996 Section 7	Current academic year + 6 years	SECURE
5.8	Special Educational Needs files, reviews and Education Health Care plans, including advice and information provided to parents regarding educational needs and accessibility strategy	Yes	Children and Family's Act; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years (EHCP is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act)	SECURE
5.9	Absence letters	Yes		Current academic year + 6 years	SECURE
5.10	Records created by schools to obtain approval to run an educational visit outside the classroom (Primary)	No	The Health and Safety of Pupils on Educational Visits 1998	Date of visit + 14 academic years	SECURE
5.11	Records created by schools to obtain approval to run an educational visit outside the classroom (Secondary)	No	The Health and Safety of Pupils on Educational Visits 1998	Date of visit + 10 academic years	SECURE
5.12	Parental consent forms 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

5.13	Parental consent forms 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. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE
5.14	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
5.15	Careers advice files	Yes		Current academic year + 6 years	SECURE
5.16	Children's council minutes and correspondence	Yes (if containing names, personal information)		Current academic year + 3 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>6. Curriculum</b>					
6.1	Curriculum returns	No		Current academic year + 3 academic years	SECURE
6.2	Examination results (school copy)	Yes		Current academic year + 6 academic years	SECURE
6.3	Examination papers	Yes		Until any appeals process /validation is complete	SECURE

6.4	Published admission Number (PAN) reports	Yes		Current academic year + 6 academic years	SECURE
6.5	Value added and contextual data	Yes		Current academic year + 6 academic years	SECURE
6.6	Self-evaluation forms	Yes		Current academic year + 6 academic years	SECURE
6.7	Internal Moderation	Yes		Academic year plus one academic year	SECURE
6.8	External moderation	Yes		Until superseded	SECURE
6.9	Schemes of work	No		Current academic year + 1 academic years	SECURE
6.10	Timetable	No		Current academic year + 1 academic years	SECURE
6.11	Class record books	No		Current academic year + 1 academic years	SECURE
6.12	Mark books	No		Current academic year + 1 academic years	SECURE
6.13	Record of homework set	No		Current academic year + 1 academic years	SECURE
6.14	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
6.15	Speech day or prize-giving	No		Current academic year + 6 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>7. Finance</b>					
7.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE
7.2	Asset registers and inventories	No		Current academic year + 6 academic years	SECURE
7.3	Burglary, theft, vandalism or fraud reports	No		Current academic year + 6 academic years	SECURE
7.4	Annual accounts	No		Current academic year + 6 academic years	STANDARD
7.5	Loans and grants managed by the school	No		Date of last payment of the loans + 12 years	SECURE
7.6	Student grant applications	Yes		Current academic year + 3 academic years	SECURE
7.7	Pupil premium fund records	Yes		Date pupil leaves + 6 years	SECURE
7.8	All records relating to the creation and management of budgets including annual budget, monthly management accounts and financial reports	No		Current financial year + 6 years	SECURE
7.9	Budget reports and budget monitoring reports	No		Current financial year + 3 years	SECURE
7.10	Invoices, receipts, orders and requisitions & delivery notes	No		Current financial year + 6 years	SECURE
7.11	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE
7.12	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE
7.13	Bank statements	No		Current financial year + 6 years	SECURE
7.14	Petty cash claims	Yes		Current financial year + 6 years	SECURE
7.15	Staff/Governor Expense claims	Yes		Current financial year + 6 years	SECURE

7.16	Mileage Claims	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current financial year + 6 years	SECURE
7.17	School meal registers	Yes		Current financial year + 6 years	SECURE
7.18	Free school meal registers	Yes		Current financial year + 6 years	SECURE
7.19	School meal summary sheets	Yes		Current financial year + 6 years	SECURE
7.20	Applications for free school meals, travel, uniform	Yes		Whilst child attends school + 1 financial year	SECURE
7.21	School journey books	Yes		Current financial year + 6 years	SECURE
7.22	Insurance	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE
7.23	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE
7.24	Records relating to the monitoring of contracts	No		Life of contract + 6 or 12 years	
No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>8. Human Resources</b>					
8.1	Records associated with the appointment of a School Leader	Yes		Date of appointment + 6 years (in cases of negligence or safeguarding claims then minimum 15 years)	SECURE
8.2	Records associated with the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE
8.3	Records associated with the appointment of a new member of staff – successful candidate	Yes		All relevant information should be added to the staff personnel file	SECURE

8.4	Pre-employment vetting information – DBS checks – successful candidates	Yes	Keeping Children Safe In Education Sept – Part Three: Safer Recruitment (p30)	Application forms, references and other documents – kept for the duration of the employee’s employment + 6 years. DBS certificates should not be kept on staff files – the 13 figure serial number to be recorded on staff personnel file	SECURE
8.5	Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible this should be carried out using the on-line system. If it is necessary to take a copy of documentation then it should be retained on the staff personnel file	
8.6	Pre-employment vetting information – Evidence proving the right to work in the UK – successful candidates	Yes	An Employer’s Guide to Right to Work Checks (Home Office, May 2015)	Where possible these documents should be added to the staff personnel file. If they are kept separately then the guidance requests that they are kept for termination of employment + not less than two years	SECURE
8.7	Staff personnel file	Yes	Limitation Act 1980	Termination of employment + 7 years	SECURE
8.8	Employee attendance records	Yes		Period of employment + 2 years	SECURE
8.9	Records of performance management/assessments	Yes		Current academic year + 6 years and copy placed on personnel file	SECURE
8.10	Staff training – where the training leads to continuing professional development	Yes		Length of time required by the professional body	SECURE
8.11	Staff training records	Yes		Retained on personnel file (see 8.7)	SECURE

8.12	Employee handbook	No		Until superseded	SECURE
8.13	Records relating to any allegation of a child protection nature against a member of staff	Yes	Keeping Children Safe In Education Guidance, September	Until the staff members normal retirement age, or 10 years from the date of the allegation (whichever is longer)	SECURE
8.14	Disciplinary proceedings – warnings	Yes		To be placed on personnel file	SECURE
8.15	Disciplinary proceedings – substantiated or unsubstantiated	Yes		a) Outcome letter: end of employment + 7 years b) All other records: close of case + 7 years	SECURE
8.16	Disciplinary proceedings – false or malicious	Yes		a) Outcome letter: end of employment + 7 years b) All other records: shred at close of case	SECURE
8.17	Disciplinary proceedings – safeguarding or child protection related	Yes	DfE Keeping Children Safe in Education	Until normal pension age, or from 10 years from date of allegation, whichever is longer	SECURE
8.18	Payroll records	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE
8.19	Payslips – copies	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE
8.20	Personal Bank Details	Yes		If employment ceases then end of employment + 6 years or until superseded + 3 years	SECURE
8.21	Employee overtime claims	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current financial year + 3 years	SECURE

8.22	Job descriptions	No		Life of post + 1 year or until superseded	SECURE
8.23	Job evaluations	No		Life of post + year or until superseded	SECURE
8.24	Equal opportunities information and records	Yes		Current academic year + 3 academic years	SECURE
8.25	Employee absence records, correspondence	Yes		Kept on personnel file	SECURE
8.26	Employee capability records	Yes		Period of employment + 7 years	SECURE
8.27	Employee grievance/dignity at work	Yes		Period of employment + 7 years	SECURE
8.28	Employee redundancy	Yes		Period of employment + 7 years	SECURE
8.29	Employee Pecuniary Interest forms	Yes		Current academic year + 7 years	SECURE
8.30	Employee gifts register	No		Current academic year + 7 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>9. Health and Safety</b>					
9.1	Health and Safety policy and statements	No		Life of policy + 3 years	SECURE
9.2	Health and Safety risk assessments	No		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	SECURE
9.3	Accident reporting - Adult a) Accident books b) RIDDOR forms c) Local accident investigation records	Yes	Social security (Claims and Payments) Regulations (1979) Regulation 25	a) Current year + 3 years b) Current year + 3 years c) Current year + 3 years	SECURE



			Social Security Administration Act (1992), Section 8  Limitation Act (1980)		
9.4	Accident reporting – children  a) Accident books b) RIDDOR forms c) Local accident investigation records	Yes	Social security (Claims and Payments) Regulations (1979) Regulation 25  Social Security Administration Act (1992), Section 8  Limitation Act (1980)	a) Keep books until youngest child entered has reached age 22 b) Date of birth of child + 22 years c) Date of birth of child + 22 years	
9.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Yes	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 <a href="http://www.hse.gov.uk/RIDDOR">www.hse.gov.uk/RIDDOR</a>	Date of incident + 3 years provided that all records relating to the incident are held on the personnel/pupil file	SECURE
9.6	Control of Substances Hazardous to Health (COSHH)	No	COSHH Regulations 2002 SI 2002 No 2677 Regulation 18	Current year + 40 years	SECURE
9.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SO 1012 No 632 Regulation 19	Last action + 40 years	SECURE
9.8	Fire log book	No		Current academic year + 6 years	SECURE
9.9	School minor accident report forms	Yes		Children: until age of 25 years	SECURE
9.10	Violent Incident reporting	Yes	Limitation Act (1980)	Current year + 3 years	SECURE
9.11	Physical Intervention Forms	Yes		Date of birth of child + 22 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>10. Property and Maintenance</b>					
10.1	Title deeds	No		Permanent	Held by the Trust
10.2	Plans of the property belonging to the school	No		Permanent	Held by the Trust
10.3	Lease of property leased by or to the school	No		Expiry of lease + 6 years	SECURE
10.4	Records of lettings of school premises	No		Current financial year + 6 years	SECURE
10.5	Records of maintenance of the school carried out by contractors or by the school	No		To be retained while the building belongs to the school	SECURE
10.6	Contractors reports	No		Current financial year + 6 years	SECURE
10.7	CCTV Images (including pupils, staff, visitors)	Yes	ICO guidance	30 days (unless required for longer subject to any investigation)	DELETE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>11. Department of Education and Local Authority</b>					
11.1	Ofsted reports and papers	No		Academic year + 6 academic years	SECURE
11.2	Returns made to central government	No		Current academic year + 6 academic years	SECURE

11.3	Circulars and other information sent from central/local government	No		Operational use	SECURE
11.4	Transfer sheets	Yes		Current academic year + 2 academic years	SECURE
11.5	Attendance returns	Yes		Current academic year + 1 year	SECURE
11.6	School census returns	No		Current academic year + 6 years	SECURE

No.	Record Description	Data Protection	Statutory Provisions	Retention Period	Action at end of record life
<b>12. Other Professional Agencies</b>					
12.1	Day books	Yes		Current academic year + 2 years then review	SECURE
12.2	Reports for outside agencies	Yes		While child is attending school and then review	SECURE
12.3	Referral forms	Yes		While the referral is current then review	SECURE
12.4	Contact data sheets	Yes		Current year then review – if contact is no longer active then destroy	SECURE
12.5	Contact database entries	Yes		Current year then review – if contact is no longer active then destroy	SECURE
12.6	Group registers	Yes		Current year + 2 years	SECURE
12.7	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***