

Record Retention Policy & Schedule

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Date	Version	Reason for Change	Overview of Changes Made	Source
11.11.2020	0.1	Scheduled Review	Update to logo and name. Addition of pupil's Trust email accounts. J Bowman	DfE
11.12.2020	1.0	Scheduled Review	Ratification by Board	Board
12.12.2022	2.0	Update	Inclusion of Pecuniary Interests	Board
01.10.2025	3.0	Review	Update to several retention schedules in line with Information & Records Management Society (IRMS) April 25	IRMS April 25
14.09.2026	4.0	Comprehensive Review & Audit Fixes	Added missing finance retention schedules (9.13–9.16), resolved broken cross-references (14.1.3 & 14.7), corrected Section 5 item formatting, updated policy text for UK GDPR/DPA 2018 active compliance, and completed missing DP status (8.3).	IRMS Guidelines / Internal Audit
09.0.26	4.0	Scheduled Review	Ratification by Board	Board

Policy Statement

This retention schedule is based on the Information and Records Management Society (IRMS) Retention Guidelines for Schools, and contains recommended retention periods for the different record series created and maintained by the Trust in the course of its business.

The schedule refers to all information regardless of the media in which it is stored. These retention periods are fully compliant with the requirements of the Data Protection Act 2018, UK GDPR, and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this must be formally documented.

Some retention periods are governed by statute, while others follow established best practice.

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1. Child Protection

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education 2004"	DOB + 25 years. The hard copy and electronic files are all transferred to the child's next setting, where the responsibility for retaining is held.	Review before SECURE TRANSFER
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code 2.12.1; Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff"	Until the person's normal retirement age, or 10 years from the date of the allegation, whichever is longer.	Review before SECURE DISPOSAL

2. Directors

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
2.1	Minutes Principal set (signed)	No	-	Permanent (Retain in school for 6 years from date of meeting)	SECURE DISPOSAL
2.2	Agendas	No	-	Store with principal set of minutes	SECURE DISPOSAL
2.3	Reports	No	-	Date of report + 6 years	SECURE DISPOSAL
2.4	Instruments of Government	No	-	Permanent	N/A
2.5	Trusts & Endowments	No	-	Permanent (Retain in school while operationally required)	N/A
2.6	Action Plans	No	-	Date of action plan + 3 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
2.7	Policy documents	No	-	Expiry of policy	Retain whilst policy is operational
2.7.1	Business Continuity Plan	Yes	-	Expiry of policy	Shred at end of life of Plan
2.8	Complaints files	Yes	-	Date of resolution of complaint + 6 years	Review at end of 6 years before SECURE DISPOSAL
2.9	Annual reports required by DfE	No	Education Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
2.10	Pecuniary Interest Declarations	Yes	-	During term of office/employment + 7 years	SECURE DISPOSAL

3. Management

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
3.1	Log books	Yes	-	Permanent	N/A
3.2	Minutes of SLT and internal administrative bodies	Yes	-	Date of meeting + 3 years	SECURE DISPOSAL
3.3	Reports made by CEO, Headteacher or SLT	Yes	-	Date of report + 3 years	SECURE DISPOSAL
3.4	Correspondence created by administrative staff	No	-	Date of correspondence + 3 years	SECURE DISPOSAL
3.5	Admissions – successful	Yes	-	Admission + 1 year	SECURE DISPOSAL
3.6	Admissions – if appeal is unsuccessful	Yes	-	Resolution of case + 1 year	SECURE DISPOSAL
3.7	Supplementary information including special category data	Yes	-	Retain for time pupil remains at school	SECURE DISPOSAL
3.8	Data Protection	Yes	-	Date of Breach	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
	Registers & Reports			+ 6 years	
3.9	Freedom Of Information Requests & supporting documents	Yes	-	3 years from academic year received	SECURE DISPOSAL

4. Pupils

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
4.1a	Admission Registers	Yes	-	Date of last entry in book + 6 years (computer files); Books kept permanently	SECURE DISPOSAL / Transfer to archives
4.1b	Birth certificates taken as part of admission process	Yes	-	Sight original and record details; return immediately to parent. No copy required.	Return to parent/carers

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
4.2	Attendance Registers	Yes	-	Date of Register + 6 years	SECURE DISPOSAL
4.3	Pupil files retained in school	Yes	-	Retain for time pupil remains at school	Transfer to next school or PRU
4.4	Pupil files	Yes	-	Retain for time pupil remains at school	Transfer to next school or PRU
4.5	SEN files, reviews or IEPs	Yes	-	Sent with pupil to next educational provision	SECURE TRANSFER
4.6	Correspondence relating to absence and issues	No	-	Date of absence + 2 years	SECURE DISPOSAL
4.7a	Examination results – Public	No	-	Year of exam + 6 years	SECURE DISPOSAL
4.7b	Examination results – Internal	Yes	-	Current year + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
4.8	Other records created in contact with pupils	Yes	-	Current year + 3 years	SECURE DISPOSAL
4.9	Statement under Education Act 1996 S324 / EHCP	Yes	SEND Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action pending
4.10	Proposed statement or amended statement	Yes	SEND Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action pending
4.11	Advice and information to parents re educational needs	Yes	SEND Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action pending
4.12	Accessibility Strategy	Yes	SEND Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action pending
4.13	Parental permission slips for trips – no major incident	Yes	-	Conclusion of trip or academic year	SECURE DISPOSAL
4.14	Parental permission slips for trips – major incident	Yes	Limitation Act 1980	DOB of pupil involved + 25 years (All slips retained)	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
4.15	Exclusion documents	Yes	-	DOB of child + 25 years	SECURE DISPOSAL
4.16	Pupil email accounts	Yes	-	On child leaving school	Secure Deletion by IT Provider

5. Curriculum

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
5.1	School Development Plan	No	-	Current year + 2 years	SECURE DISPOSAL
5.2	Curriculum returns	No	-	Current year + 3 years	SECURE DISPOSAL
5.3	Schemes of work	No	-	Current year + 1 year	SECURE DISPOSAL
5.4	Timetable	No	-	Current year + 1 year	SECURE DISPOSAL
5.5	Class record books	No	-	Current year + 1	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
				year	
5.6	Mark books	No	-	Current year + 1 year	SECURE DISPOSAL
5.7	Record of homework set	No	-	Current year + 1 year	SECURE DISPOSAL
5.8	Pupil's work	No	-	Current year	Give to pupils to take home
5.8.1	Pupil's work kept for Inspection purposes	No	-	Current year + 1 year	Give to pupils or SECURE DISPOSAL
5.9	Exam results	Yes	-	Current year + 6 years	SECURE DISPOSAL
5.10	SATS records – exam papers and results	Yes	-	Current year + 6 years	SECURE DISPOSAL
5.11	PAN reports	Yes	-	Current year + 6 years	SECURE DISPOSAL
5.12	Value added & contextual data	Yes	-	Current year + 6 years	SECURE DISPOSAL
5.13	Self evaluation forms	Yes	-	Current year + 6	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
				years	

6. Personnel Records

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
6.1	Additional Hours, sick pay	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
6.2a	Staff Personal files	Yes	-	Termination + 6 years	SECURE DISPOSAL
6.2b	Volunteer & Student Teacher/Placement files	Yes	-	Termination + 1 year	SECURE DISPOSAL
6.3a	Interview notes & recruitment records – Unsuccessful	Yes	-	Date of interview + 6 months	SECURE DISPOSAL
6.3b	Interview notes & recruitment records – Successful	Yes	-	Termination + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
6.4a	Pre-employment vetting – Unsuccessful	Yes	DBS Guidelines	Date of check + 6 months	SECURE DISPOSAL
6.4b	Pre-employment vetting – Successful	Yes	DBS Guidelines	Termination + 6 years	SECURE DISPOSAL
6.4c	Pre-employment vetting – Volunteers & placements	Yes	DBS Guidelines	Termination + 1 year	SECURE DISPOSAL
6.5a	Disciplinary proceedings – Oral warning	Yes	See 1.2 if CP involved	Personal file until termination + 6 years	SECURE DISPOSAL
6.5b	Disciplinary proceedings – Written warning level 1	Yes	See 1.2 if CP involved	Personal file until termination + 6 years	SECURE DISPOSAL
6.5c	Disciplinary proceedings – Written warning level 2	Yes	See 1.2 if CP involved	Personal file until termination + 6 years	SECURE DISPOSAL
6.5d	Disciplinary proceedings – Final warning	Yes	See 1.2 if CP involved	Personal file until termination + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
6.5e	Disciplinary proceedings – Case not found	Yes	See 1.2 if CP involved	Immediately at conclusion unless CP involved	SECURE DISPOSAL
6.6	Records relating to accident/injury at work	Yes	-	Date of incident + 12 years	SECURE DISPOSAL
6.7	Annual appraisal records	No	-	Kept in Perspective system until termination + 6 years	SECURE DISPOSAL
6.8	Maternity pay records	Yes	Statutory Maternity Pay Regulations 1986	Current year + 3 years	SECURE DISPOSAL
6.9	Retirement Benefits Schemes records	Yes	Retirement Benefits Schemes Regulations 1995	Current year + 6 years	SECURE DISPOSAL
6.10	Proofs of identity for pre-employment	Yes	-	Termination + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
	checking				
6.11	Single Central Record	Yes	Keeping Children Safe in Education	Deletion of staff who are leaving at date of leaving	Deletion of leavers only
6.12	Grievance	Yes	-	Kept in personnel file until termination + 6 years	SECURE DISPOSAL
6.13	Training certificates	Yes	-	Kept in personnel file until termination + 6 years	SECURE DISPOSAL

7. Health & Safety

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
7.1	Accessibility Plans	No	Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
7.2a	Accident Reporting – Adults	Yes	Social Security Regs 1979 / Limitation Act 1980	Date of incident + 3 years	SECURE DISPOSAL
7.2b	Accident Reporting – Children	Yes	Social Security Regs 1979 / Limitation Act 1980	DOB of child + 25 years	SECURE DISPOSAL
7.3	COSHH	No	-	Current year + 10 years	SECURE DISPOSAL
7.4	Incident reports	Yes	-	Current year + 20 years	SECURE DISPOSAL
7.5	Policy Statements	No	-	Date of expiry + 1 year	SECURE DISPOSAL
7.6	Risk Assessments	Yes	-	Current year + 2 years	SECURE DISPOSAL
7.7	Monitoring areas of asbestos	No	-	Last action + 40 years	SECURE DISPOSAL
7.8	Fire Precautions log	No	-	Current year + 3	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
	books			years	
7.9	Water Management records	No	-	Current year + 5 years	SECURE DISPOSAL
7.10	Minibus log books	Yes	-	Current year + 1 year	SECURE DISPOSAL
7.11	Other H&S Records	No	-	Current year + 2 years	SECURE DISPOSAL

8. Administration

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
8.1	Employers Liability Certificate	No	-	Closure of school + 40 years	SECURE DISPOSAL
8.2	Inventories of equipment and furniture	No	-	Current year + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
8.3	General file series	No	-	Current year + 5 years	SECURE DISPOSAL
8.4	School prospectus / brochure	Yes	-	Current academic year + 3 years	DISPOSAL
8.5	Circulars	No	-	Current year + 1 year	DISPOSAL
8.6	Newsletters / ephemera	Yes	-	Current year + 1 year	DISPOSAL
8.7	Visitors book & Staff sign-in book	Yes	-	Current year + 2 years	SECURE DISPOSAL
8.8	Training Attendance Registers	Yes	-	Current year + 2 years	SECURE DISPOSAL
8.9	Training Evaluation Forms	Yes	-	6 months from date of training	SECURE DISPOSAL
8.10	File destruction notices	Yes	-	Current year + 6 years	SECURE DISPOSAL

9. Finance

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
9.1	Annual Accounts	No	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
9.2	Loans & grants	No	Financial Regulations	Date of last payment on loan + 12 years	SECURE DISPOSAL
9.3a	Contracts – Under seal	No	-	Contract completion date + 12 years	SECURE DISPOSAL
9.3b	Contracts – Under signature	No	-	Contract completion date + 6 years	SECURE DISPOSAL
9.3c	Contracts – Monitoring records	No	-	Current year + 2 years	SECURE DISPOSAL
9.4	Copy orders	No	-	Current year + 2 years	SECURE DISPOSAL
9.5	Budget reports / monitoring	No	-	Current year + 3 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
9.6	Invoices, receipts & other financial records	No	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
9.7	Annual budget and background papers	No	-	Current year + 6 years	SECURE DISPOSAL
9.8	Order books and requisitions	No	-	Current year + 6 years	SECURE DISPOSAL
9.9	Delivery documentation	No	-	Current year + 6 years	SECURE DISPOSAL
9.10	Debtor's records	Yes	Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL
9.11	Academy Bank Account – cheque books	No	-	Current year + 6 years	SECURE DISPOSAL
9.12	Academy Bank Account – paying in books	No	-	Current year + 6 years	Review before SECURE DISPOSAL
9.13	School Fund – Ledger	No	Financial Regulations	Current year + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
9.14	School Fund – Invoices	No	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
9.15	School Fund – Receipts	No	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
9.16	School Fund – Bank statements	No	Financial Regulations	Current year + 6 years	Review before SECURE DISPOSAL
9.17	Academy School Trip records	No	-	Current year + 6 years	Review before SECURE DISPOSAL
9.18	Pupil Premium	Yes	-	Current year + 3 years	SECURE DISPOSAL
9.19	Free school meal registers	Yes	-	Current year + 6 years	SECURE DISPOSAL
9.20	Petty cash books	Yes	-	Current year + 6 years	SECURE DISPOSAL
9.21	Staff financial details	Yes	-	MyView retention period / Paper: Termination + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
9.22	Gift registers	Yes	-	Current year + 3 years	SECURE DISPOSAL

10. Property

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
10.1	Title Deeds	No	-	Permanent	N/A
10.2	Plans	No	-	Permanent	N/A
10.3	Maintenance & Contractors	No	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
10.4	Leases	No	-	Expiry of lease + 6 years	SECURE DISPOSAL
10.5	Lettings	No	-	Current year + 3 years	SECURE DISPOSAL
10.6	Burglary, theft & vandalism report forms	No	-	Current year + 6 years	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
10.7	Maintenance log books	No	-	Current year + 6 years	SECURE DISPOSAL
10.8	Contractors reports	No	-	Current year + 6 years	SECURE DISPOSAL

11. Local Authority

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
11.1	Secondary transfer sheets	Yes	-	Current year + 2 years	SECURE DISPOSAL
11.2	Attendance returns	Yes	-	Current year + 1 year	SECURE DISPOSAL
11.3	Circulars from LEA	No	-	Whilst operationally required	SECURE DISPOSAL

12. Department for Education

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
12.1	HMI reports	No	-	No need to retain	SECURE DISPOSAL
12.2	Ofsted reports and papers	No	-	Replace former report with new report	SECURE DISPOSAL
12.3	Census Returns	Yes	-	Current year + 6 years	SECURE DISPOSAL
12.4	Circulars from Department	No	-	Whilst operationally required	SECURE DISPOSAL

13. School Meals

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
13.1	Dinner register	Yes	-	Current year + 3 years	SECURE DISPOSAL
13.2	School meals summary sheets	Yes	-	Current year + 3 years	SECURE DISPOSAL

14. Early Years Provision

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
14.1.1	Child details (Name, address, DOB)	Yes	-	Closure of setting + 50 years	SECURE DISPOSAL
14.1.2	Parent details (Name, address, phone)	Yes	-	If kept with 14.1.1: Closure + 50 yrs. If separate: Destroy on leaving.	SECURE DISPOSAL
14.1.3	Staff & Carer details (Name, address, phone)	Yes	-	Closure of setting + 50 years (or kept in line with staff personnel records)	SECURE DISPOSAL
14.2	Daily attendance records & staff on duty	Yes	Day Care Regulations 2003	Closure of setting + 50 years (if needed for child protection)	SECURE DISPOSAL

Item	Basic File Description	DP Issues?	Statutory Provisions	Retention Period	Action at End of Life
14.3	Accident records & incident log books	Yes	Day Care Regulations 2003	DOB of child involved + 25 years	SECURE DISPOSAL
14.4	Medication administration records & parental consent	Yes	Day Care Regulations 2003	DOB of child taking medicine + 25 years	SECURE DISPOSAL
14.5	Records of transfer	Yes	-	1 copy given to parents, 1 copy transferred to primary school	SECURE DISPOSAL
14.6	Portfolio of work, observations	Yes	-	Send home with child	SECURE DISPOSAL
14.7	Birth certificates	Yes	-	Sight original and record details; return immediately to parent. No copy required.	Return to parent/carer