



# Record Retention Policy & Schedule

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<b>Last review date:</b>	December 2020			
<b>Next Review date:</b>	December			
<b>Review Cycle:</b>	Annually			
<b>Statutory Policy:</b>	No			
<b>Publication:</b>	Website. <a href="#">G/Policies</a>			
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Overview of changes made</b>	<b>Source</b>
11.11.2020	0.1	Scheduled Review	Update to logo and name. Addition of pupil's Trust email accounts. J Bowman	DfE
11.12.20	1.0	Scheduled Review	Ratification by Board	

## **Record Retention Policy & Schedule**

This retention schedule is based on the Information and Records Management Society Retention Guidelines for Schools Version 4, 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 compliant with the requirements of the Data Protection Act 2018, GDPR, and the Freedom of Information Act 2000, and will be reviewed in light of the Data Protection Bill 2018 when it passes into law.

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 need to be documented.

Some of the retention periods are governed by statute. Others follow best practice.

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<b>1</b>	<b>Child Protection</b>	
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<b>1.2</b>	<ul style="list-style-type: none"> <li>● Allegation of a child protection nature against a member of staff, including where the allegation is unfounded</li> </ul>	
<b>2</b>	<b>Directors</b>	
<b>2.1</b>	<ul style="list-style-type: none"> <li>● Minutes</li> </ul>	
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<b>2.4</b>	<ul style="list-style-type: none"> <li>● Instruments of Government</li> </ul>	
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<b>2.7</b>	<ul style="list-style-type: none"> <li>● Policy documents</li> </ul>	
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<b>3.4</b>	<ul style="list-style-type: none"> <li>● Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities</li> </ul>	
<b>3.5</b>	<ul style="list-style-type: none"> <li>● Admissions - if the admission is successful</li> </ul>	
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4.4	● Pupil files	
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6.9	<ul style="list-style-type: none"> <li>• Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995</li> </ul>	
6.10	<ul style="list-style-type: none"> <li>• Proofs of identity collected as part of the process of checking “portable” DBS</li> </ul>	
6.11	<ul style="list-style-type: none"> <li>• Single Central Record</li> </ul>	
6.12	<ul style="list-style-type: none"> <li>• Grievance</li> </ul>	
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9.2	<ul style="list-style-type: none"> <li>Loans and grants</li> </ul>	
9.3	<ul style="list-style-type: none"> <li>Contracts</li> </ul>	
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9.5	<ul style="list-style-type: none"> <li>Budget reports, budget monitoring etc</li> </ul>	
9.6	<ul style="list-style-type: none"> <li>Invoice, receipts and other records covered by the Financial Regulations</li> </ul>	
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10.2	<ul style="list-style-type: none"> <li>Plans</li> </ul>	
10.3	<ul style="list-style-type: none"> <li>Maintenance and contractors</li> </ul>	
10.4	<ul style="list-style-type: none"> <li>Leases</li> </ul>	
10.5	<ul style="list-style-type: none"> <li>Lettings</li> </ul>	
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10.8	<ul style="list-style-type: none"> <li>Contractors' Reports</li> </ul>	
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<b>12.2</b>	<ul style="list-style-type: none"> <li>• OFSTED reports and papers</li> </ul>	
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<b>14.2</b>	<ul style="list-style-type: none"> <li>• Registers</li> </ul>	
<b>14.3</b>	<ul style="list-style-type: none"> <li>• Accident records</li> </ul>	
<b>14.4</b>	<ul style="list-style-type: none"> <li>• Medicine administered records</li> </ul>	
<b>14.5</b>	<ul style="list-style-type: none"> <li>• Transfer records</li> </ul>	
<b>14.6</b>	<ul style="list-style-type: none"> <li>• Portfolios of work</li> </ul>	
<b>14.7</b>	<ul style="list-style-type: none"> <li>• Birth certificates</li> </ul>	

<b>1. Child Protection</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education 2004"	DOB + 25 years <sup>1</sup>	Review before SECURE DISPOSAL
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.12.1 (Records of Disciplinary & Grievance) Education Act 2002 guidance, "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation, whichever is the longer	Review before SECURE DISPOSAL

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<sup>1</sup> This amendment has been made in consultation with the Safeguarding Children Group



<b>2. Directors</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at end of administrative life of record</b>
2.1a	Minutes Principal set (signed)	No	Permanent	Retain in school for 6 years from date of meeting	SECURE DISPOSAL
2.2	Agendas	No		Date of Meeting	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
2.6	Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL
2.7	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
2.7.1	Business Continuity Plan	Yes		Expiry of policy	The Plan is held by external bodies (as detailed in the Plan's Distribution list. All holders will shred at the end of the life of the Plan.
2.8	Complaints files	Yes		Date of resolution of complaint + 6 years	Review at end of 6 years before SECURE DISPOSAL in case of contentious disputes

2.9	Annual reports required by the DfE	No	Education (Governors' Annual Reports)(England)(Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	
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<b>3. Management</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
3.1	Log books	Yes		Permanent	N/A
3.2	Minutes of SLT and other internal administrative bodies	Yes		Date of meeting + 2 years	SECURE DISPOSAL
3.3	Reports made by the CEO, Headteacher or SLT (not to Board)	Yes		Date of report + 3 years	SECURE DISPOSAL
3.4	Correspondence created by members of staff with administrative responsibilities	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 the school	SECURE DISPOSAL
3.8	Data Protection Registers & Reports (Data Breach, DP Advice register, Monitoring reports, reports to Board)	Yes		Date of Breach + 6 years	SECURE DISPOSAL
3.9	Freedom Of Information Requests, and supporting documents	Yes		3 years from academic year received	SECURE DISPOSAL

4. Pupils					
	Basic file description	DP Issues?	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
4.1a	Admission Registers	Yes		Date of last entry in the book + 6 years (computer files) Books to be kept permanently	SECURE DISPOSAL / transfer to archives
4.1b	Birth certificates taken as part of admission process	Yes		Once have had sight of birth certificate, and recorded necessary information, the original can be returned to the parents. There is no requirement to keep a copy.	Return to parent/carer
4.2	Attendance Registers	Yes		Date of Register + 3 years	SECURE DISPOSAL
4.3	Pupil files retained in school	Yes		Retain for the time which the pupil remains at the school	Transfer to next school or PRU
4.4	Pupil files	Yes		Retain for the time which the pupil remains at the school	Transfer to next school or PRU
4.5	SEN files, reviews or IEP's	Yes		DOB of the pupil + 25 years	SECURE DISPOSAL
4.6	Correspondence relating to absence and issues	No		Date of absence + 2 years	SECURE DISPOSAL
4.7	Examination results	Yes			
4.7a	Public	No		Year of exam + 6 years	SECURE DISPOSAL
4.7b	Internal	Yes		Current year + 6 years	SECURE DISPOSAL

4.8	Any other records created in the course of contact with pupils (including end of year reports)	Yes		Current year + 3 years	SECURE DISPOSAL
4.9	Statement maintained under The Education Act 1996 – Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
4.10	Proposed statement, or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
4.11	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
4.12	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
4.13	Parental permission slips for trips – no major incident	Yes		Conclusion of trip	SECURE DISPOSAL
4.14	Parental permission slips for trips – major incident	Yes	Limitation Act 1980	DOB of pupil involved + 25 years. All permission slips for the trip need to be retained	SECURE DISPOSAL
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

<b>5. Curriculum</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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 year	SECURE DISPOSAL
5.6	Mark books	No		Current year + 1 year	SECURE DISPOSAL
5.7	Homework record	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 to take home or SECURE DISPOSAL
5.9	Exam results	Yes		Current year + 6 years	SECURE DISPOSAL
5.10	SATS records – 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 years	SECURE DISPOSAL

<b>6. Personnel Records</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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 personal files	Yes		Termination + 1 year	SECURE DISPOSAL
6.3a	Interview notes and recruitment records – Unsuccessful candidates	Yes		Date of interview + 6 months	SECURE DISPOSAL
6.3b	Interview notes and recruitment records –Successful candidates	Yes		Termination + 6 years	SECURE DISPOSAL
6.4a	Pre-employment vetting information – unsuccessful candidates	Yes	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL
6.4b	Pre-employment vetting information – successful candidates	Yes	DBS guidelines	Termination + 6 years	SECURE DISPOSAL
6.4c	Pre-employment vetting information – volunteers and student teachers/placements	Yes		Termination + 1 year	SECURE DISPOSAL
6.5	Disciplinary proceedings	Yes	Where the warning relates to child protection see 1.2		
6.5a	Oral warning			Kept in personal file until termination + 6 years	SECURE DISPOSAL
6.5b	Written warning level 1			Kept in personal file until termination + 6 years	SECURE DISPOSAL
6.5c	Written warning level 2			Kept in personal file until termination + 6 years	SECURE DISPOSAL

6.5d	Final warning			Kept in personal file until termination + 6 years	SECURE DISPOSAL
6.5e	Case not found			Immediately at conclusion of case unless Child Protection involved (see 1.2)	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 Persepective until termination + 6 years	SECURE DISPOSAL
6.8	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) revised 1999 (SI 1999/567)	Current year + 3 years	SECURE DISPOSAL
6.9	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
6.10	Proofs of identity collected as part of the process of pre-employment checking	Yes		Termination + 6 years	SECURE DISPOSAL
6.11	Single Central Record	Yes	Keeping children safe in education 2016	Termination + 6 months	Deletion of staff who have left 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

<b>7. Health &amp; Safety</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>



7.1	Accessibility Plans	No	Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL
7.2	Accident Reporting		Social Security (Claims & Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
7.2a	Adults	Yes		Date of incident + 7 years	SECURE DISPOSAL
7.2b	Children	Yes		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	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	No		Last action + 40 years	SECURE DISPOSAL
7.8	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
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

<b>8. Administration</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
8.1	Employers Liability Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
8.2	Inventories of equipment and furniture	No		Current year + 6 years	SECURE DISPOSAL
8.3	General file series			Current year + 5 years	SECURE DISPOSAL
8.4	School prospectus	Yes		Current 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

<b>9. Finance</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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
9.3	Contracts				
9.3a	Under seal	No		Contract completion date + 12 years	SECURE DISPOSAL
9.3b	Under signature	No		Contract completion date + 6 years	SECURE DISPOSAL
9.3c	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 etc	No		Current year + 3 years	SECURE DISPOSAL
9.6	Invoices, receipts & other records covered by the Financial Regulations	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
9.17	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
9.22	Gift registers	Yes		Current year + 3 years	SECURE DISPOSAL

<b>10. Property</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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
10.7	Maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
10.8	Contractors reports	No		Current year + 6 years	SECURE DISPOSAL

<b>11. Local Authority</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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

<b>12. Department for Education</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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

<b>13. School Meals</b>					
	<b>Basic file description</b>	<b>DP Issues?</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
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					
	Basic file description	DP Issues?	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
14.1.1	The name, home address and date of birth of each child who is looked after on the premises	Yes		Closure of setting + 50 years	SECURE DISPOSAL
14.1.2	The name, home address and telephone number of a parent of each child who is looked after on the premises	Yes		If kept with 14.1.1, retention is the same. If kept separately, destroy once child leaves setting	SECURE DISPOSAL
14.1.3	The name, address and telephone number of any person who will be looking after children on the premises	Yes		See 14.4.5	SECURE DISPOSAL
14.2	A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003	If likely to be needed for a child protection reason, keep for closure of setting + 50 years	SECURE DISPOSAL
14.3	A record of accidents occurring on the premises and incident books relating to other incidents	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003	DOB of child involved + 25 years	SECURE DISPOSAL
14.4	A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003	DOB of child taking medicine + 25 years	SECURE DISPOSAL
14.5	Records of transfer	Yes		One copy is to be given to the parents, one copy transferred to the primary school where the child is going	SECURE DISPOSAL
14.6	Portfolio of work, observations and so no	Yes		To be sent home with the child	SECURE DISPOSAL
14.7	Birth certificates	Yes		Once the setting has had sight of the birth certificate, and recorded the necessary information, the original can	SECURE DISPOSAL

				be returned to the parents. There is no requirement to keep a copy.	
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