Waseley Hills High School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. This document provides the policy framework through which this effective management can be achieved and audited.

# Scope of the Policy

This policy applies to all records created, received or maintained by staff at the school in the course of carrying out its functions.

* Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
* A small percentage of the school’s records will be selected for permanent preservation as part of the institution’s archives and for historical research.

# Responsibilities

* The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Headteacher has overall responsibility for this policy.
* The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
* Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school’s records management guidelines.

# Relationship with Existing Policies

This policy has been drawn up within the context of:

* Freedom of Information Policy.
* Data Protection Policy
* and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

# Safe Disposal of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in the dustbin or a skip.

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

Members of staff should record at least:

* File reference (or other unique identifier).
* File title (or brief description) and number of files.
* The name of the authorising officer and the date action taken.

This should be kept in an Excel spreadsheet or similar suitable format.

# Transfer of Information

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

# School Closures

Should the school close there will be records which will need to be stored until they work out their statutory retention periods.

It is the responsibility of the Local Authority to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There may be a number of different reasons why a school has closed and this may affect where the records need to be stored.

* If the school has been closed and the site is being sold or reallocated to other use then the LA should take responsibility for the records from the date the school closes.
* If two schools have merged onto one site and then function as one school, it is sensible to retain all the records relating to the two schools on the one site. .

# Retention Guidelines

The following retention guidelines have been issued by the Management Society of Great Britain ‘Retention Guidelines for Schools’. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the GDPR Act 2016 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 need to be documented.

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| **Child Protection** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Child Protection files | Yes | Education Act 2002, related guidance “Safeguarding  Children in Education”,  September 2004 | Date of leaving +  25 years | Shred | Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (the information does not need to be sent to a university)  Where a child is removed from roll to be educated at home, the file should be copied to the Local Authority. |
| Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | Yes | Employment Practices Code:  Supplementary Guidance  2.13.1 (Records of  Disciplinary and 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 | Shred | The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60:  “Record Keeping  5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.” |

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| **Governors** | | | | | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Principal set Minutes (signed) | No |  | Permanent | Retain in school for 6 years from date of meeting | Transfer to Archives |
| Inspection copies | No |  | Date of meeting + 3 years | SHRED |  |
| Agendas | No |  | Date of meeting | SHRED |  |
| Reports | No |  | Date of report + 6 years | Retain in school for 6 years from date of meeting | Transfer to Archives |
| Annual Parents’ meeting papers | No |  | Date of meeting + 6 years | Retain in school for 6 years from date of meeting | Transfer to Archives |
| Instruments of Government | No |  | Permanent | Retain in school | Transfer to Archives when the school has closed |
| Trusts and Endowments | No |  | Permanent | Retain in school whilst operationally required | Transfer to Archives |
| Action Plans | No |  | Date of action plan + 3 years | SHRED | It may be appropriate to offer to the Archives |
| Policy documents | No |  | Expiry of policy | Retain in school whilst policy is operational | Transfer to Archives |
| Complaints files | Yes |  | Date of resolution of complaint + 6 years | Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints |  |
| Annual Reports required by the  Department for Education and  Skills | No |  | Education (Governors’ Annual  Reports) (England)  (Amendment) Regulations  2002.SI 2002 No 1171 | Date of report + 10 years | Transfer to Archives |
| Proposals for schools to become, or be established as Specialist Status schools | No |  |  | Current year + 3 years | Transfer to Archives |

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| **Management** | | | | | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Log Books | Yes |  | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |
| Minutes of the Senior  Management Team and other internal administrative bodies | Yes |  | Date of meeting + 5 years | Retain in the school for 5 years from meeting | Transfer to the Archives |
| Reports made by the head teacher or the management team | Yes |  | Date of report + 3 years | Retain in the school for 3 years from meeting | Transfer to the Archives |
| Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes |  | Closure of file + 6 years | SHRED |  |
| Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes |  | Date of correspondence + 3 years | SHRED |  |
| Professional development plans | Yes |  | Closure + 6 years | SHRED |  |
| School development plans | No |  | Closure + 6 years | Review | Offer to the Archives |
| Admissions – if the admission is successful | Yes |  | DOB of the pupil + 25 years | SHRED |  |
| Admissions – if the appeal is unsuccessful | Yes |  | Resolution of case + 1 year | SHRED |  |
| Admissions – Secondary Schools – Casual | Yes |  | Current year + 1 year | SHRED |  |

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| **Pupils** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Admission Registers | Yes |  | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |
| Attendance registers | Yes |  | Date of register + 3 years | SHRED |  |
| Pupil record cards | Yes |  |  |  |  |
| Secondary |  | Limitation Act 1980 | DOB of the pupil + 25 years | SHRED |  |
| Pupil files | Yes |  |  |  |  |
| Secondary |  | Limitation Act 1980 | DOB of the pupil + 25 years | SHRED |  |
| Special Educational Needs files, reviews and Individual Education Plans | Yes |  | DOB of the pupil + 25 years | SHRED |  |
| Absence books |  |  | Current year + 6 years | SHRED |  |
| Examination results | Yes |  |  |  |  |
| Public examination results | No |  | Year of examinations + 6 years | SHRED | Unclaimed certificates returned to Exam Board |
| Internal examination results | Yes |  | Current year + 5 years | SHRED |  |

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| **Pupils** |  |  |  |  |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** |
| Any other records created in the course of contact with pupils | Yes/No |  | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or SHRED |
| Statement maintained under The Education Act 1996 - Section 324 | Yes | SEN and Disability Act 2001 Section 1 | DOB + 30 years | SHRED unless legal action is pending |
| Proposed statement or amended statement | Yes | SEN and Disability Act 2001 Section 1 | DOB + 30 years | SHRED unless legal action is pending |
| Advice and information to parents regarding educational  needs | Yes | SEN and Disability Act 2001 Section 1 | Closure + 12 years | SHRED unless legal action is pending |
| Accessibility Strategy | Yes | SEN and Disability Act 2001 Section 1 | Closure + 12 years | SHRED unless legal action is pending |
| Children’s SEN Files | Yes |  | DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases | SHRED unless legal action is pending |
| Parental permission slips for school trips – where there has been no major incident | Yes |  | Conclusion of the trip | SHRED |
| Parental permission slips for school trips – where there has been a major incident | Yes | Limitation Act 1980 | DOB 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 | SHRED |
| Records created by schools to obtain approval to run an Educational Visit outside the  Classroom - Secondary Schools | No | 3 part supplement to the H&S of  Pupils on  Educational Visits  (HASPEV) (1998). | Date of visit + 10 years | SHRED |

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| **Curriculum** |  |  |  |  |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** |
| Curriculum development | No |  | Current year + 6 years | SHRED |
| Curriculum returns | No |  | Current year + 3 years | SHRED |
| School syllabus | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Schemes of work | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Timetable | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Class record books | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Mark Books | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Record of homework set | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Pupils’ work | No |  | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| Examination results | Yes |  | Current year + 6 years | SHRED |
| SATS records | Yes |  | Current year + 6 years | SHRED |
| PAN reports | Yes |  | Current year + 6 years | SHRED |
| Value added records | Yes |  | Current year + 6 years | SHRED |

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| **Staff records** | | | | | | | | | |
| **Basic file description** | | **Data**  **Protection**  **Issues** | | **Statutory Provisions** | **Retention Period** | | | **Action at the end of the administrative life of the record** | |
| Timesheets, sick pay | | Yes | | Financial Regulations | Current year + 6 years | | | SHRED | |
| Staff Personal files | | Yes | |  | Termination + 7 years | | | SHRED | |
| Interview notes and recruitment records | | Yes | |  | Date of interview + 6 months | | | SHRED | |
| Pre-employment vetting information (including DBS checks) | | No | | DBS guidelines | Date of check + 6 months | | | SHRED | |
| Disciplinary proceedings: | | Yes | | Where the warning relates to child protection issues then retain until the person’s normal retirement age, or 10 years from the date of the allegation, whichever is the longer  If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice. | | | | | |
|  oral warning | |  | |  | Date of warning + 6 months | | | SHRED | |
|  written warning – level one | |  | |  | Date of warning + 6 months | | | SHRED | |
|  written warning – level two | |  | |  | Date of warning + 12 months | | | SHRED | |
|  final warning | |  | |  | Date of warning + 18 months | | | SHRED | |
|  case not found | |  | |  | If child protection related then retain until the person’s normal retirement age, or 10 years from the date of the allegation whichever is the longer. Otherwise shred immediately at the conclusion of the case | | | SHRED | |
| Records relating to accident/injury at work | | Yes | |  | Date of incident + 12 years  In the case of serious accidents a further retention period will need to be applied | | | SHRED | |
| Annual appraisal/assessment records | | No | |  | Current year + 5 years | | | SHRED | |
| Salary cards | | Yes | |  | Last date of employment + 85 years | | | SHRED | |
| Maternity pay records | | Yes | | Statutory Maternity Pay  (General) Regulations 1986 (SI  1986/1960), revised 1999 (SI  1999/567) | Current year, + 3yrs | | | SHRED | |
| Records held under Retirement Benefits  Schemes (Information Powers)  Regulations 1995 | | Yes | |  | Current year + 6 years | | | SHRED | |
| 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 placed on the member of staff’s personal file. | | |  | |
| **Health and Safety** |  | |  | | |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | | **Statutory Provisions** | | | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Accessibility Plans |  | | Disability Discrimination Act | | | Current year + 6 years | SHRED | |
| Accident Reporting |  | | Social Security (Claims and Payments)  Regulations 1979 Regulation 25. Social  Security Administration Act 1992 Section  8. Limitation Act 1980 | | |  |  | |
| Adults | Yes | |  | | | Date of incident + 7 years | SHRED | |
| Children | Yes | |  | | | DOB of child + 25 years | SHRED | |
| COSHH |  | |  | | | Current year + 10 years [where  appropriate an additional retention period may be allocated] | SHRED | |
| Incident reports | Yes | |  | | | Current year + 20 years | SHRED | |
| Policy Statements |  | |  | | | Date of expiry + 1 year | SHRED | |
| Risk Assessments |  | |  | | | Current year + 3 years | SHRED | |
| Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos |  | |  | | | Last action + 40 years | SHRED | |
| Process of monitoring of areas where employees and persons are likely to have come in contact with radiation |  | |  | | | Last action + 50 years | SHRED | |
| Fire Precautions log books |  | |  | | | Current year + 6 years | SHRED | |

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| **Administrative** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Employer's Liability certificate |  |  | Closure of the school + 40 years | SHRED |  |
| Inventories of equipment and furniture |  |  | Current year + 6 years | SHRED |  |
| General file series |  |  | Current year + 5 years | Review to see whether a further retention period is required | Transfer to Archives |
| School brochure or prospectus |  |  | Current year + 3 years |  | Transfer to Archives |
| Circulars (staff/parents/pupils) |  |  | Current year + 1 year | SHRED |  |
| Newsletters, ephemera |  |  | Current year + 1 year | Review to see whether a further retention period is required | Transfer to Archives |
| Visitors’ book |  |  | Current year + 2 years | Review to see whether a further retention period is required | Transfer to Archives |
| PTA/Old Pupils Associations |  |  | Current year + 6 years | Review to see whether a further retention period is required | Transfer to Archives |

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| **Finance** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Annual Accounts |  | Financial  Regulations | Current year + 6 years | Offer to the Archives | Annual Accounts |
| Loans and grants |  | Financial  Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required | Transfer to Archives  [The appropriate archivist will then take a sample for permanent preservation] |
| Contracts under seal |  |  | Contract completion date + 12 years | SHRED |  |
| Contracts under signature |  |  | Contract completion date + 6 years | SHRED |  |
| Contracts monitoring records |  |  | Current year + 2 years | SHRED |  |

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| **Finance** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Copy orders |  |  | Current year + 2 years | SHRED |  |
| Budget reports, budget monitoring etc. |  |  | Current year + 3 years | SHRED |  |
| Invoice, receipts and other records covered by the Financial Regulations |  | Financial Regulations | Current year + 6 years | SHRED |  |
| Annual Budget and background papers |  |  | Current year + 6 years | SHRED |  |
| Order books and requisitions |  |  | Current year + 6 years | SHRED |  |
| Delivery Documentation |  |  | Current year + 6 years | SHRED |  |
| Debtors’ Records |  | Limitation Act 1980 | Current year + 6 years | SHRED |  |
| School Fund – Cheque books |  |  | Current year + 3 years | SHRED |  |
| School Fund – Paying in books |  |  | Current year + 6 years then review | SHRED |  |
| School Fund – Ledger |  |  | Current year + 6 years then review | SHRED |  |
| School Fund – Invoices |  |  | Current year + 6 years then review | SHRED |  |
| School Fund – Receipts |  |  | Current year + 6 years | SHRED |  |
| School Fund – Bank statements |  |  | Current year + 6 years then review | SHRED |  |
| School Fund – School Journey books |  |  | Current year + 6 years then review | SHRED |  |
| Applications for free school meals, travel, uniforms etc |  |  | Whilst child at school | SHRED |  |
| Student grant applications |  |  | Current year + 3 years | SHRED |  |
| Free school meals registers | Yes | Financial Regulations | Current year + 6 years | SHRED |  |
| Petty cash books |  | Financial Regulations | Current year + 6 years | SHRED |  |

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| **Property** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Title Deeds |  |  | Permanent | Permanent these should follow the property unless the property has been registered at the Land  Registry | Offer to Archives if the deeds are no longer needed |
| Plans |  |  | Permanent | Retain in school whilst operational | Offer to Archives |
| Maintenance and contractors |  | Financial Regulations | Current year + 6 years | SHRED |  |
| Leases |  |  | Expiry of lease + 6 years | SHRED |  |
| Lettings |  |  | Current year + 3 years | SHRED |  |
| Burglary, theft and vandalism report forms |  |  | Current year + 6 years | SHRED |  |
| Maintenance log books |  |  | Last entry + 10 years | SHRED |  |
| Contractors’ Reports |  |  | Current year + 6 years | SHRED |  |

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| **Local Authority** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Secondary transfer sheets (Primary) | Yes |  | Current year + 2 years | SHRED |  |
| Attendance returns | Yes |  | Current year + 1 year | SHRED |  |
| Circulars from LA |  |  | Whilst required operationally | Review to see whether a further retention period is required | Transfer to Archive |

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| **Department for Education** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection**  **Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| HMI reports |  |  | These do not need to be kept any longer |  | Transfer to Archives |
| OFSTED reports and papers |  |  | Replace former report with any new inspection report | Review to see whether a further retention period is required | Transfer to Archives |
| Returns |  |  | Current year + 6 years | SHRED |  |
| Circulars from Department for Education |  |  | Whilst operationally required | Review to see whether a further retention period is required | Transfer to Archives |

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| **Connexions / Prospects** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Service level agreements |  |  | Until superseded | SHRED |  |
| Work Experience agreement |  |  | DOB of child + 18 years | SHRED |  |

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| **School Meals** |  |  |  |  | |
| **Basic file description** | **Data**  **Protection Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** | |
| Dinner Register |  |  | Current year + 3 years | SHRED |  |
| School Meals Summary Sheets |  |  | Current year + 3 years | SHRED |  |

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| **Other Records - Administration** | | |  |
| **Basic file description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period** |
| **Financial Records** |  |  |  |
| Financial records – accounts, statements, invoices, petty cash etc | No |  | Current year + 6 years |
| **Insurance** |  |  |  |
| Insurance policies – Employers Liability | No | Employers Liability Financial Regulations | The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy |
| Claims made against insurance policies – damage to property | Yes |  | Case concluded + 3 years |
| Claims made against insurance policies – personal injury | Yes |  | Case concluded + 6 years |
| **Human Resources** |  |  |  |
| Personal Files - records relating to an individual’s employment history | Yes**\*\*** |  | Termination + 6 years then review |
| Pre-employment vetting information (including DBS checks) | No | DBS guidelines | Date of check + 6 months |
| Staff training records – general | Yes |  | Current year + 2 years |
| Training (proof of completion such as certificates, awards, exam results) | Yes |  | Last action + 7 years |
| Premises files (relating to maintenance) | No |  | Cessation of use of building + 7 years then review |
| Risk Assessments | No |  | Current year + 3 years |
| Staff training records – general | Yes |  | Current year + 2 years |
| Training (proof of completion such as certificates, awards, exam results) | Yes |  | Last action + 7 years |
| **Premises and Health and Safety** |  |  |  |
| Premises files (relating to maintenance) | New |  | Cessation of use of building + 7 years then review |
| Risk Assessments | New |  | Current year + 3 years |

**\*\***For Data Protection purposes the following information should be kept on the file for the following periods:

All documentation on the personal file Duration of employment

Pre-employment and vetting information Start date + 6 months

Records relating to accident or injury at work Minimum of 12 years

Annual appraisal/assessment records Minimum of 5 years

Records relating to disciplinary matters (kept on personal files)

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|  oral warning | 6 months |
|  first level warning | 6 months |
|  second level warning | 12 months |
|  final warning | 18 months |