

GOV004_V1_Appendix 1_Records Retention Schedule

1	Management of the School				
1.1	Governing Body				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration Life
	Agendas for Governing Body Meetings	If meeting involves confidential issues regarding staff.		One copy should be retained with the master set of minutes. All other copies can be destroyed.	Secure Disposal*
	Minutes of Governing Body Meetings.	If meeting involves confidential issues regarding staff.			
	Signed Minutes			Permanent	If unable to store them refer to County Achieve Service.
	Inspection Copies**			Date of meeting plus 3 years.	If the minutes contain sensitive personal information, they must be shredded.
	Reports presented to the Governing Body	If meeting involves confidential issues regarding staff.		Minimum of 6 years. However, if the minutes refer directly to individual reports, then they must be kept permanently.	Secure Disposal or retain with the signed set of minutes.
	Instrument of Government including Articles of Association	No		PERMANENT	Should be retained at the registered office whilst the academies are open then sent to the County Achieves if the Trust closes.
	Trusts and Endowments managed by the governing body.	No		PERMANENT	Should be retained at the registered office whilst the academies are open then sent to the County Achieves if

					the Trust closes
	Action Plans created and administered by the Governing body.	No		Life of the action plan + 3 years.	Secure Disposal.
	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	Secure Disposal
	Records relating to complaints dealt with by the Governing body.	Yes		Date of resolution of the complaint + 6 years then review for further retention in case of contentious disputes.	Secure Disposal.
	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002.	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	Secure Disposal
	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies.	No		Date proposal accepted or declined + 3 years.	Secure Disposal
1.2	Head Teacher and Senior Management Teams				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration Life
	Log books of activity in the academy maintained by the Head Teacher.	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	Secure Disposal
	Reports created by the Head Teacher/Principal	There may be data protection issues		Date of the report + a minimum of 3	Secure Disposal

	or the Management Team	if the report refers to individual pupils or members of staff		years then review	
	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then review	Secure Disposal
	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then review	Secure Disposal
	Professional Development Plans	Yes		Life of the plan + 6 years	Secure Disposal
	School Development Plans	No		Life of the plan + 3 years	Secure Disposal
1.3	Admissions Process				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration Life
	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	Secure Disposal
	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for	Date of admission + 1 year	Secure Disposal

			admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014		
	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	Secure Disposal
	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014.	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.***	REVIEW Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.
	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
	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, schools	Current year + 1 year	SECURE DISPOSAL

			adjudicators and admission appeals panels December 2014		
	Supplementary Information form including additional information such as religion, medical conditions etc	Yes			
	For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeal process completed	SECURE DISPOSAL
1.4	Operational Administration				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration Life
	General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL
	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL
2	Human Resources				
2.1	Recruitment				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration

	All records leading up to the appointment of a new head teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	
	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	
	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ****	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File [see below], but if they	

				are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	
2.2	Operational Staff Management				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
	Annual appraisal/ assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
2.3	Management of Disciplinary and Grievance Processes				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
	Disciplinary Proceedings	Yes			
	oral warning			Date of warning + 6 months	SECURE DISPOSAL [If warnings are placed on personal files
	written warning – level 1			Date of warning ⁶ + 6	on personal files

				months	then they must be weeded from the file]
	final warning			Date of warning + 18 months	
	case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL
2.4	Health and Safety				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
	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	SECURE DISPOSAL
	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of the incident + 6 years	SECURE DISPOSAL
	Children			DOB of the child + 25 years	SECURE DISPOSAL
	Control of Substances	No	Control of Substances	Current year + 40	SECURE DISPOSAL

	Hazardous to Health (COSHH)		Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	years	
	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 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
2.5	Payroll and Pensions				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
3	Financial Management of the School				
3.1	Risk Management and Insurance				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration

	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
3.2	Asset Management				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
3.3	Accounts and Statements including Budget Management				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
3.4	Contract Management				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL

	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
3.5	School Fund				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	School Fund - Cheque books	No		Current year + 6 years	SECURE DISPOSAL
	School Fund - Paying in books	No		Current year + 6 years	SECURE DISPOSAL
	School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL
	School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL
	School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
	School Fund - Bank statements	No		Current year + 6 years	SECURE DISPOSAL
	School Fund – Journey Books	No		Current year + 6 years	SECURE DISPOSAL
3.6	School Meals Management				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
	School Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
	School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL
4	Property Management				
4.1	Property Management				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Title deeds of properties belonging to the school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
	Plans of property belong to the school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.	
	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL

	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
4.2	Maintenance				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
5	Pupil Management				
5.1	Pupil's Educational Records				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		
	Primary			Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit • If the pupil dies whilst at primary school the file should be returned to the Local Authority to be

					retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority
	Secondary		Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
	Examination Results – Pupil Copies	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
	Public			This information	

				should be added to the pupil file	
	Child Protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL – these records MUST be shredded
	Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL – these records MUST be shredded
5.2	Attendance				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry	SECURE DISPOSAL

			authorities October 2014	was made.	
	Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
5.3	Special Educational Needs				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.
	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold

	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
6	Curriculum Management				
6.1	Statistics and Management Information				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
	Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	SATS records –	Yes			
	Results			The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
	Examination Papers			The examination	SECURE DISPOSAL

				papers should be kept until any appeals/validation process is complete	
	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
	Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL
6.2	Implementation of Curriculum				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	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 further retention period or SECURE DISPOSAL
	Timetable	No		Current year + 1 year	
	Class Record Books	No		Current year + 1 year	
	Mark Books	No		Current year + 1 year	
	Record of homework set	No		Current year + 1 year	
	Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL
7	Extra-Curricular Activities				
7.1	Educational Visits outside the Classroom				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically	Date of visit + 14 years	SECURE DISPOSAL

			Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".		
	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years	SECURE DISPOSAL
	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.
	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be	

				retained to show that the rules had been followed for all pupils	
7.2	Walking Bus				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Walking Bus Registers	Yes		Date of register + 3 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 DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
7.3	Family Liaison Officers and Home School Liaison Assistants				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Day Books	Yes		Current year + 2 years then review	
	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
	Referral forms	Yes		While the referral is current	
	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
	Contact database entries	Yes		Current year then review, if contact is no	

				longer active then destroy	
	Group Registers	Yes		Current year + 2 years	
8	Central Government and Local Authority				
8.1	Local Authority				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
	School Census Returns	No		Current year + 5 years	SECURE DISPOSAL
	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL
8.2	Central Government				
	File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of Administration
	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL

*Confidential waste bins or the academy has the facility for shredding using a cross cut shredder.

** These are copies which the Clerk to the Governors may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

*** School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6

**** Employers are required to take a "clear copy" of the documents which they are shown as part of this process.

5 This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

6 Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice