

## Retention Schedule

The retention schedule contains the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. Some of the retention periods are governed by statute, others are guidelines followed in order to ensure compliance with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.



### 1. Management of Schools

<b>1.1 Governing Body / Trustees</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Agendas for meetings	May be issues if dealing with confidential staff matters		Copy retained on Governorhub	Secure disposal – records deleted
Minutes of meetings -Principal Set (signed) -inspection copies	May be issues if dealing with confidential staff matters		-Permanent -date of meeting + 3years	-shredded, electronic copy deleted
Reports presented to Governing Body	May be issues if dealing with confidential staff matters		Report kept for a minimum of 6 years	Secure disposal
Articles of Association	No		Permanent	
Trusts and Endowments managed by the Trust	No		Permanent	
Action plans created and administered by Trustees and Local Governing Body	No		Life of Action Plan + 3 years	Secure disposal
Policy documents created and administered by the Trust and Local Governing Body	No		Life of Policy + 3 years	Secure disposal
Records relating to complaints dealt with by the Local Governing Body	Yes		Date of resolution + minimum of 6 years	Secure disposal
Annual Governance statement and school information	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI2002 No 1171	Date of Report + 10 years	Secure disposal
Proposals concerning the change of status of a maintained school, including Academies	No		Date proposal accepted or declined + 3 years	Secure disposal

<b>1.2 Headteacher/Head of School &amp; SLT</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Minutes of SLT meetings and the meetings of other internal administrative bodies	Possibly if there are is reference to individual pupils or members of staff		Date of meeting + 3 years	Secure disposal
Reports created by the Head of School / Headteacher or SLT	Possibly if there are is reference to individual pupils or members of staff		Date of report + 3 years	Secure disposal
Records created by Head of School / Headteacher, SLT, HOY and other staff with admin responsibilities	Possibly if there are is reference to individual pupils or members of staff		Current academic year + 6 years then review	Secure disposal
Correspondence created by Head of School / Headteacher, SLT, HOY and other staff with admin responsibilities	Possibly if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then review	Secure disposal
Professional Development Plans – performance management	Yes		Life of Plan then moved to staff personal file	Secure disposal
School Development Plans	No		Life of Plan + 6 years	Secure disposal
Complaints correspondence and outcomes	Possibly if the complaint features named pupils and/or members of staff		Conclusion of complaints process + 2 years	Secure disposal

<b>1.3 Admissions</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory Guidance for admissions.. December 2014 (updated Jan 2021)	Life of policy + 3 years then review	Secure disposal
Admissions – if the admission is successful	Yes	School Admissions Code Statutory Guidance for admissions.. December 2014 (updated Jan 2021)	Date of admission + 1 year	Secure disposal
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory Guidance for admissions.. December 2014 (updated Jan 2021)	Resolution of case + 1 year	Secure disposal

Register of admissions	Yes	School attendance: Departmental advice for maintained schools, academies ... August 2020	Every entry in the admission register must be preserved for 3 years after the date of entry	Secure disposal
Proof of address supplied by parents as part of admission	Yes	School Admissions Code Statutory Guidance for admissions.. December 2014 (updated Jan 2021)	Current year + 1 year	Secure disposal
Supplementary information form including additional information such as religion, medical conditions, etc -Successful admissions  -Unsuccessful admissions	Yes		-Information added to pupil file -Until appeals process complete	Secure disposal  Secure disposal

#### 1.4 Operational Administration

<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
General redundant school files held in paper or digital form.	No		Current year + 5 years	Secure disposal
Records related 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, parent or pupils	No		Current year + 1 year	Standard disposal
Newsletters and other items with 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 PTA/parent voice	No		Current year + 6 years then review	Secure disposal
Subject Access Requests	Yes	Data Protection Act 2018	1 year following the completion of the request	Secure disposal

## 2. Human Resources

<b>2.1 Recruitment</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
All records leading up to the appointment of a Head of School / Headteacher	Yes		Date of appointment + 6 months for unsuccessful candidates. Added to staff personal file for successful candidate.	Secure disposal
All records leading up to the appointment of a new member of staff - successful	Yes		All relevant information added to staff personal file.	Secure disposal
All records leading up to the appointment of a new member of staff - unsuccessful	Yes		Date of appointment of successful candidate + 6 months	Secure disposal
Pre-employment vetting information - DBS	No	DBS Update Service Employer Guide June 2014. Keeping Children Safe in education July 2015	The school does not need to keep copies of DBS certificates.	
Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Yes		Note kept of what has been checked. Any copies made to be added to the member of staff's personal file	
Pre-employment vetting information – right to work in the UK	Yes	An employer's guide to right to work checks (Home office May 2015)	Documents added to staff personal file	

<b>2.2 Operational Staff Management</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	Secure disposal
Staff Claim forms	Yes		Current year + 6 years	Secure disposal
Annual appraisal records	Yes		Current year + 6 years	Secure disposal
Supply staff timesheets and details	Yes		Current year + 6 years	Secure disposal

Record of additional hours worked for term-time+ employees	Yes		Added to staff personal files	Secure disposal
Paternity and maternity leave	Yes		Added to staff personal file	Secure disposal
Redundancy details, calculations of payments, refunds	Yes		6 years from the date of redundancy	Secure disposal
References provided by the school	Yes		Copy of written reference kept for at least 5 years after the reference is given to meet the limit for defamation claims. Compromise agreement – agreed reference: current year + 6 years	Secure disposal

### 2.3 Management of Disciplinary & Grievance Processes

<i>Basic file description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>Retention Period</i>	<i>Action at the end of administrative life of record</i>
Whistleblowing documents	Yes	Public interest disclosure act 1998 and recommended IAPP practice	6 months following the outcome (if substantiated investigation). If unsubstantiated, personal data should be removed immediately	Secure disposal
Allegation of a child protection nature against a member of staff	Yes	Keeping children safe in education Statutory guidance March 2015 (update Jan 2021) Working together to safeguard children March 2015 (update Dec 2020)	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer. Allegations that are found to be malicious should be removed from personal files.	Secure disposal (these records must be shredded)  [Disposal dates recorded on files]
CCTV footage relevant to disciplinary matter or unfair dismissal claim			6 months after the outcome of any formal decision or appeal	Secure disposal

Disciplinary Proceedings -oral warning -written warning (level 1 letter of professional advice) -written warning (level 2) -final warning -case not found	Yes		-date of warning +12months -until termination of employment  -if child protection see above otherwise dispose.	Secure disposal
Driving offences	Yes	Rehabilitation of Offenders Act 1974	Must be removed once the conviction is spent	Secure disposal

<b>2.4 Health &amp; Safety</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Health & Safety Policy Statements	No		Life of policy + 5 years	Secure disposal
Health & Safety Risk Assessments	No		Life of risk assessment + 5 years	Secure disposal
Health & Safety representative and employee's training	Yes	Health & Safety (consultation with employees) Regulations 1996; Health & Safety Information for Employees Regulations 1989	5 years after employment	Secure disposal
Records relating to accident or injury at work	Yes		Date of incident + 12 years	Secure disposal
Accident reporting  -Adults -Children	Yes	Social security regulations 1979 Regulation 25. Social security Administration Act 1992 Section 8. Limitation Act 1980	-Date of incident + 6 years -DOB of child + 25 years	Secure disposal
Control of substances hazardous to health (COSHH)	No	Control of substances hazardous to health regulations 2002	Current year + 40 years	Secure disposal

Process of monitoring areas where employees and persons are likely to come into contact with asbestos	No	Control of asbestos at work regulations 2012	Last action + 40 years	Secure disposal
Process of monitoring areas where employees and persons are likely to come into contact with radiation	No		Last action + 50 years	Secure disposal
Fire precautions log books - Service records - Staff training	No		Current year + 6 years	Secure disposal
Fire Warden training	Yes	Fire Precautions (Workplace) Regulations 1997	6 years after termination of employment	Secure disposal
First aid training	Yes	Health & Safety (First Aid) regulations 1981	6 years after employment	Secure disposal

## 2.5 Payroll and pensions

<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of administrative life of record</b>
Payroll wage / salary records including overtime, bonuses and expenses	Yes	Taxes Management Act 1970	Current year + 6 years	Secure disposal
Maternity pay records	Yes	Statutory Maternity Pay regulations 1986, revised 1999	Current year + 6 years	Secure disposal
Records held under retirement benefits schemes (information powers) regulations 1995 – records of notifiable events, e.g. relating to incapacity	Yes	The Retirement Benefits Scheme (Information Powers) regulations 1995	Added to staff personal file. Retain for 6 years after termination of employment, or 6 years from the end of the scheme in which the event took place	Secure disposal
Salary Reconciliation	Yes			Secure disposal
Statutory sick pay records	Yes	The Statutory Sick Pay Regulations 2014	Added to staff personal file. Current year + 6 years	Secure disposal

### 3. Financial Management of the Schools

<b>3.1 Risk Management and Insurance</b>				
<i>Basic file description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>Retention Period</i>	<i>Action at the end of administrative life of record</i>
Employer's Liability Insurance Certificate	No		40 years	Secure disposal

<b>3.2 Asset Management</b>				
<i>Basic file description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>Retention Period</i>	<i>Action at the end of administrative life of record</i>
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

<b>3.3 Accounts and Statements including Budget Management</b>				
<i>Basic file description</i>	<i>Data Protection Issues</i>	<i>Statutory Provisions</i>	<i>Retention Period</i>	<i>Action at the end of administrative life of record</i>
Annual accounts	No		Current year + 6 years	Standard disposal
Loans and grants managed by the school	No		Date of last payment + 6 years	Secure disposal
Invoices, receipts, order books and requisitions, delivery notes	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



<b>3.4 Contract Management</b>				
<i><b>Basic file description</b></i>	<i><b>Data Protection Issues</b></i>	<i><b>Statutory Provisions</b></i>	<i><b>Retention Period</b></i>	<i><b>Action at the end of administrative life of record</b></i>
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 6 years	Secure disposal
All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on contract + 6 years	Secure disposal
Records relating to the monitoring of contracts	No		Current year + 2 years	Secure disposal
Collective agreements	No		6 years after agreement ends	Secure disposal

<b>3.5 School Fund</b>				
<i><b>Basic file description</b></i>	<i><b>Data Protection Issues</b></i>	<i><b>Statutory Provisions</b></i>	<i><b>Retention Period</b></i>	<i><b>Action at the end of administrative life of record</b></i>
School fund cheque books	No		Current year + 6 years	Secure disposal
Paying in books	No		Current year + 6 years	Secure disposal
Ledger	No		Current year + 6 years	Secure disposal
Invoices	No		Current year + 6 years	Secure disposal
Receipts	No		Current year + 6 years	Secure disposal
Bank statements	No		Current year + 6 years	Secure disposal

<b>3.6 School Meals Arrangements</b>				
<i><b>Basic file description</b></i>	<i><b>Data Protection Issues</b></i>	<i><b>Statutory Provisions</b></i>	<i><b>Retention Period</b></i>	<i><b>Action at the end of administrative life of record</b></i>
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

<b>4.1 Property management</b>				
<i><b>Basic file description</b></i>	<i><b>Data Protection Issues</b></i>	<i><b>Statutory Provisions</b></i>	<i><b>Retention Period</b></i>	<i><b>Action at the end of administrative life of record</b></i>
The deeds of properties belonging to the school	No		Permanent	
Plans of property belonging to the school	No		These should be retained whilst the property belongs to the school	
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

<b>4.2 Maintenance</b>				
<i><b>Basic file description</b></i>	<i><b>Data Protection Issues</b></i>	<i><b>Statutory Provisions</b></i>	<i><b>Retention Period</b></i>	<i><b>Action at the end of administrative life of record</b></i>
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

<b>5.1 Pupil's Educational Record</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Pupil's educational record required by The Education (pupil information) (England) Regulations 2005 -Primary  -Secondary	Yes	The Education (pupil information) (England) Regulations 2005  Limitation Act 1980	-Retained whilst at the primary school -DOB of the pupil + 25 years	-file should follow the pupil  -Secure disposal
Examination results -public -internal	Yes		Information should be added to the pupil file	Uncollected certificates should be returned to the exam board
Child protection information held on pupil file	Yes	Keeping children safe in education March 2015	Any records placed on a pupil file should be in a sealed envelope and then retained for the same length of time as pupil file.	Secure disposal (must be shredded)
Child protection information held in a separate file	Yes	Keeping children safe in education March 2015	DOB of child + 25 years	Secure disposal (must be shredded)

<b>5.2 Attendance</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Attendance registers	Yes	School attendance: Departmental advice for schools – Oct 2014	Every entry retained for 5 years after the date of entry. Attendance data held in pupil file = DoB + 25 years	Secure disposal
Correspondence related to authorised absence, e.g. holiday requests	Yes	Education Act 1996 Section 7	Current academic year + 2 years Long-term absence documentation added to pupil file	Secure disposal

<b>5.3 Special Educational Needs</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
SEN files, reviews and Individual Education Plans or pupil passports	Yes	Limitation Act 1980 (Section 2)	DoB + 25 years	Secure disposal
EHCP maintained under section 234 of the Education Act 1990	Yes	Education Act 1996, SEND Act 2001 (Section1)	DoB + 25 years	Secure disposal (unless document subject to legal hold)
Advice and information provided to parents regarding educational needs	Yes	SEND Act 2001 (Section 2)	DoB + 25 years	Secure disposal (unless document subject to legal hold)
Accessibility Strategy	Yes	SEND Act 2001 (Section 14)	DoB + 25 years	Secure disposal (unless document subject to legal hold)

## **6. Curriculum Management**

<b>6.1 Statistics and Management Information</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Examination Results (Schools Copy) -SATs	Yes		Current year + 6 years -SATs results should be recorded on the pupil file and retained until pupil reaches the age of 25.	Secure disposal
Examination Papers	No		Retained until any appeals /validation process complete	Secure disposal
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

<b>6.2 Implementation of the Curriculum</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Schemes of Work	No		Under constant review. Old copies retained for the current year + 1 year	Standard disposal
Timetable	No		Current year + 3 year	Secure disposal
Class records maintained on go4schools or pupil asset	No – unless they contain individual pupil information		Current year + 5 years	Secure disposal
Mark books	No – unless they contain individual pupil information		Current year + 1 year	Secure disposal
Record of homework set	No		Current year + 1 year	Standard disposal
Pupils' work	No		Where possible pupils' work should be returned to pupils at the end of the academic year.	Secure disposal if not returned.

## 7. Extra-Curricular Activities

<b>7.1 Educational Visits Outside The Classroom</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Records created by schools to obtain approval to run an educational visit (Primary)	No	Outdoor education advisors' panel national guidance	Date of visit + 14 years	Secure disposal
Records created by schools to obtain approval to run an educational visit (Secondary)	No	Outdoor education advisors' panel national guidance	Date of visit + 10 years Details held on Evolve.	Secure disposal
Parental consent forms for school trips where there are no major incidents	Yes		Conclusion of trip or until any minor incidents resolved	Secure disposal
Parental consent forms for school trips where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DoB of pupil involved in incident + 25 years (permission slips for all pupils on trip retained)	Secure disposal

<b>7.2 Family Liaison Officers / Home School Liaison Assistants / Attendance Officers</b>				
<b><i>Basic file description</i></b>	<b><i>Data Protection Issues</i></b>	<b><i>Statutory Provisions</i></b>	<b><i>Retention Period</i></b>	<b><i>Action at the end of administrative life of record</i></b>
Day books	Yes		Current year + 2 years	Secure disposal
Reports for outside agencies – where report has been included on the case file created by outside agency	Yes		While child is attending school	Secure disposal
Referral forms	Yes		While referral is current	Secure disposal
Contact data sheets	Yes		Current year then review	Secure disposal
Contact database entries	Yes		Current year then review	Secure disposal
Group registers	Yes		Current year + 2 years	Secure disposal