



Equality and Achievement

# RECORDS MANAGEMENT POLICY & RETENTION SCHEDULE

<b>APPROVING BODY</b>	Executive Board Audit Committee
<b>DATE APPROVED</b>	November 2024
<b>VERSION</b>	V 3.1
<b>SUPERSEDES VERSION</b>	V 2.0
<b>REVIEW DATE</b>	September 2027
	Freedom of Information Act 2000 Equality Act 2010

Data Protection Act 20

The Trust/Academy recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the academy and provide evidence for demonstrating performance and accountability.

The Trust/Academy undertakes to manage records in relation to the three principles laid out in the Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000, published in July 2021.

This policy provides the framework to achieve effective management and audit of records. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

## **1. Scope of the policy**

1.1 This policy applies to all records created, received, or maintained by permanent and temporary staff of the academy in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the academy.

1.2 Records are defined as all 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 electronic format.

## **2. Responsibilities.**

2.1 The Executive Board of the Trust has a statutory responsibility to maintain the records and record keeping systems in accordance with the regulatory environment specific to the academy. However, within an individual academy, this responsibility is delegated to the Headteacher of the academy, their senior Leadership Team, and Data Protection Lead.

2.2 The person responsible for day-to-day operational management in the academy (the Data Protection Lead 'DPL') will give guidance on good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They

will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

2.3 Information will be managed in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARS').

2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

1. Manage the school's records consistently in accordance with the school's policies and procedures.
2. Properly document their actions and decisions.
3. Hold personal information securely.
4. Only share personal information appropriately and do not disclose it to any unauthorised third party.
5. Dispose of records securely in accordance with the academy Records Retention Schedule.

2.5 Information will be assessed and when it is no longer required or necessary, it will be destroyed or deleted in line with the retention schedule.

2.6 The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information.

### **3. Relationship with existing policies.**

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- Equality
- E-safety
- Grievance Procedure

This policy also has due regard to the following guidance:

- Information Records Management Society, Toolkit for schools and academies.

# Retention Schedule

## **Purpose**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down 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.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

If there is an administrative need to keep a certain record for longer than that shown in the retention schedule, then the school may do so, having documented the reason for such further retention.

The retention schedule refers to all information, regardless of the media in which they are stored.

## **Benefits of a retention Schedule**

There are a number of benefits which arise from the use of a complete retention schedule:

- a) Managing records against the retention schedule is deemed to be 'normal processing' under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided the members of staff are managing record series using the retention schedule, they cannot be found guilty of unauthorised tampering with files once a Freedom of Information request or data Subject Access Request has been made.
- b) Members of staff can be confident about destroying information at the appropriate time.
- c) Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d) The school is not maintaining and storing information unnecessarily.

## **Maintaining and amending the retention schedule**

Where appropriate, the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series as they arise, or every 3-years as a minimum.

## **What to do with records once they reach the end of their administrative life**

### **Destruction 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 or placed in the confidential waste system.

The Freedom of Information Act 2000 requires that schools maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record the following as a minimum:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files
- The name of the authorising staff member

### **Creation and management of school archives**

The school/trust archive is maintained as a resource to help inspire and equip current staff and students to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of school-life among many generations of former students; and to serve as a research resource for all interested in the history of the Redhill Academy Trust and its school and the community they serve.

Any items being transferred into the Trust/School archive should be added to a register and referenced in the event of a Freedom of Information or Subject Access Request being submitted.

Where records have been identified as being worthy of Archive storage and potentially permanent preservation i.e. photographs or registers, they should be listed within an archive register for reference and considered when/if a Freedom of Information or Subject Access Request is received.

## Education Management

### Management Information

Description	Personal Information	Retention Period	Disposal
Published Admission Numbers (PAN) Reports	Yes	Current Year + 6 years	Secure Disposal
Curriculum Returns	No	Current year + 3 years	Secure Disposal
Self-Evaluation forms	Yes	Current year + 6 years	Secure Disposal
Self-Evaluation forms – External moderation	Yes	Until superseded	Secure Disposal
Self-Evaluations Forms – Internal moderation	Yes	Academic year plus 1 academic year	Secure Disposal
Value added and contextual data	Yes	Current year + 6 years	Secure Disposal

### Policies and Frameworks

Description	Personal Information	Retention Period	Disposal
Complaints Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal
Data Protection Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal
Freedom of Information Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal
Special Educational Needs Policy	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal
Equality Information and Objectives (public sector equality duty). Statement for publication	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal

Risk and Control Framework	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal
Rules and Bylaws	No	Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained.	Secure Disposal

## Strategy

Description	Personal Information	Retention Period	Disposal
Strategic Review	No	Life of the review or until review superseded + 3 years. If major changes are made to the review, then an archive copy of previous review should be retained.	Secure Disposal
Strategic Plan (School Development Plans)	No	Life of the review or until review superseded + 3 years. If major changes are made to the plan, then an archive copy of previous plans should be retained.	Secure Disposal
Accessibility Plan	No	Life of the review or until review superseded + 3 years. If major changes are made to the plan, then an archive copy of previous plans should be retained.	Secure Disposal

## Examinations

Description	Personal Information	Retention Period	Disposal
SATs records Examination papers	Yes	The examination papers should be kept until any appeals/validation process is complete	Secure Disposal
SATs records Results	Yes	The SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a	Secure Disposal

		composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison.	
Exam Results pupil copies: Public	Yes	This information should be added to the pupil file	Schools should follow instructions of the Examination Boards about disposing of uncollected certificates.
Exam Results pupil copies: Internal	Yes	This information should be added to the pupil file.	
Examinations results (schools copy)	Yes	Current year + 6 years	Secure Disposal
Management of examination registrations	Yes	The examination board will usually mandate how long these records must be retained.	

## Extra curriculum and miscellaneous activities

Description	Personal Information	Retention Period	Disposal
Records created by schools in order to obtain approval to run an educational visit outside the classroom – Primary and Secondary schools	No	Date of visit + 15 years  <b>Note:</b> Statutory Provisions – Limitations Act 1980	Secure Disposal
Parental consent for	Yes	Conclusion of the trip. Although consent forms could be retained for date of birth + 25 years, the	Secure Disposal



school trips where there has been no major incident		<p>requirement of them being needed is low and most school do not have the storage to retain all copies.</p> <p><b>Note:</b> One-off blanket consent: The DfE has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate: <a href="https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities">https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities</a></p>	
Parental permission slips for school trips where there has been a major incident	Yes	<p>Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident, whichever is the longer. The permission slip for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.</p> <p><b>Note:</b> Statutory Provisions – Limitations Act 1980</p>	Secure Disposal
Records relating to residential trips	Yes	<p>Date of birth of the youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years – whichever is the longer.</p> <p><b>Note:</b> Statutory Provisions – Limitations Act 1980</p>	Secure Disposal

## Finance

### Funding

Description	Personal Information	Retention Period	Disposal
Funding Agreement with Secretary of State and supplemental funding agreements	No	Date of last payment of funding + 6 years	Secure Disposal
Funding Agreement Termination of the funding agreement	No	<p>Date of the last payment of funding + 6 years</p> <p><b>Note:</b> either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31<sup>st</sup> August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.</p>	Secure Disposal
Funding Records Capital Grant	No	Date of last payment of funding + 6 years.	Secure Disposal

## Records Management Policy

Funding Records Earmarked Annual Grant (EAG)	No	Date of last payment of funding + 6 years.	Secure Disposal
Funding Records General Annual Grant (GAG)	No	Date of last payment of funding + 6 years.	Secure Disposal
Per pupil funding records	No	Date of last payment of funding + 6 years.	Secure Disposal
Funding records	No	Date of last payment of funding + 6 years. <b>Note:</b> Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge (see Charging and Remissions Policy).	Secure Disposal
Gift Aid and Tax Relief	Yes	Date of last payment of funding + 6 years.	Secure Disposal
Exclusions agreement	No	Date of last payment of funding + 6 years.	Secure Disposal
Records relating to loans	No	Date of last payment of funding + 6 years if the loan is under £10,000 or date of last payment on loans + 12 years if the loan is over £10,000.	Secure Disposal
Management of Endowment Funds	No	Life of the fund + 6 years.	Secure Disposal
Investment policies	No	Life of the investment + 6 years	Secure Disposal
Pupil Premium Fund records	Yes	Date pupil leaves the provision + 6 years	Secure Disposal
Student Grant applications	Yes	Current year + 3 years	Secure Disposal

### Operational

Description	Personal Information	Retention Period	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	Yes	Payment or write off of debt + 6 years	Secure Disposal
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## Risk Management and Insurance

Description	Personal Information	Retention Period	Disposal
Employers Liability Insurance Certificate	No	<p>Year of issue + 40 years.                      Pass to the Local Authority if the school/trust closes.</p> <p><b>Note:</b> (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.</p>	Secure Disposal
Insurance Policies	No	<p>Date the policy expires + 6 years (except Public Liability Insurance – day of issue + 40 years)</p> <p><b>Note:</b> (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the</p>	Secure Disposal

		retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.	
Records relating to settlement of insurance claims	Yes	Date claim settled + 6 years	Secure Disposal
Burglary, theft and vandalism report forms	Yes	Current year + 6 years	Secure Disposal
Audit Committee and appointment of responsible officers	No	As long as necessary <b>Note:</b> Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed upon request.	Secure Disposal

## School Fund

Description	Personal Information	Retention Period	Disposal
School Fund Ledger	Yes	Current financial year + 6 years	Secure Disposal
Whole of government accounts return	No	Current financial year + 6 years	Secure Disposal
School Fund journey books	No	Current financial year + 6 years	Secure Disposal
School Fund invoices and receipts	No	Current financial year + 6 years	Secure Disposal
School Fund Bank Statements	No	Current financial year + 6 years	Secure Disposal
School Fund cheque books	No	Current financial year + 1 year	Secure Disposal
School Fund paying in books	No	Current financial year + 6 years	Secure Disposal

## School Meals

Description	Personal Information	Retention Period	Disposal
Free School Meals register	Yes	Current financial year + 3 years	Secure Disposal
School meals summary sheets	No	Current financial year + 6 years	Secure Disposal
School meals registers	Yes	Current financial year + 3 years	Secure Disposal

## Strategic Finance

Description	Personal Information	Retention Period	Disposal
Annual accounts	No	Current year + 6 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
Statement of Financial activities for the year	No	Current financial year + 6 years	Secure Disposal
Financial Planning	No	Current financial year + 6 years	Secure Disposal
Value for money statement	No	Current financial year + 6 years	Secure Disposal
Borrowing powers	No	Until superseded + 6 years	Secure Disposal
Charging and remissions policy	No	Date policy superseded + 3 years	Secure Disposal
Independent Auditors report on regularity	No	Financial year report relates to + 6 years	Secure Disposal
Independent Auditors report on financial statements	No	Financial year report relates to + 6 years	Secure Disposal
Records relating to the management of VAT	No	Current financial year + 6 years	Secure Disposal

## Governing Bodies

### Activities

Description	Personal Information	Retention Period	Disposal
Records relating to Governor Monitoring Visits	Yes	Date of the visit + 3 years	Secure Disposal

## Governance

Description	Personal Information	Retention Period	Disposal
Constitution	No	Date of constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes. <b>Note:</b> Statutory Provisions – Companies Act 2006 section 355. Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2) )	Secure Disposal
Articles of Association	No	Life of the Academy	Secure Disposal
Memorandum of Association	No	This can be disposed of once the Academy has been incorporated.	Secure Disposal
Memorandum of Understanding of Shared Governance among schools	No	Life of the Memorandum of Understanding + 6 years.	Secure Disposal
Governance Statement	No	Life of the governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes	Secure Disposal
Written Scheme of Delegation	Yes	Life of the written Scheme of Delegation + 10 years.	Secure Disposal

		<b>Note:</b> Statutory Provision – Companies Act 2006 section 355	
Special Resolution to amend the Constitution	No	Date of constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes. <b>Note:</b> Statutory Provisions – Companies Act 2006 section 355. Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))	
Annual Report and Accounts	No	Date of report + 10 years <b>Note:</b> Statutory Provision – Companies Act 2006 section 355	Secure Disposal
Annual Trustees Report	No	Date of report + 10 years <b>Note:</b> Statutory Provision – Companies Act 2006 section 355	Secure Disposal
Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	Secure Disposal
Annual Return	No	Date of report + 10 years <b>Note:</b> Statutory Provision – Companies Act 2006 section 355	Secure Disposal
Instrument of Government	No	For the life of the school	Consult local archives before disposal
Register of Directors	Yes	Date Director resigns + 10 years. <b>Note:</b> Statutory Provision – Companies Act 2006 Section 121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member.	Secure Disposal

## Records Management Policy

Scheme of Delegation and Terms of Reference for Committees	No	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]	These could be offered to the archives if appropriate.
Trust and Endowments managed by the Governing Body	Yes	Life of the Trust or Endowment + 6 years	Secure Disposal
Records relating to complaints dealt with by the Governing Body Annual Report and Accounts	Yes	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding, then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	Secure Disposal
All records relating to the conversion of schools to Academy status	No	For the life of the organisation <b>Note:</b> Statutory Provision – Companies Act 2006 section 355	Consult local archives before disposal
Policy documents created and administered by the Governing Body	No	Until superseded. The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report	Secure Disposal



## Governors, Directors and Trustees

Description	Personal Information	Retention Period	Disposal
Appointment of Trustees, Governors and Directors	Yes	Life of appointment + 6 years <b>Note:</b> Statutory Provision – Companies Act 2006 section 355	Secure Disposal
Records relating to the election of parent and staff governors not appointed by the governors.	Yes	Date of election + 6 months	Secure Disposal
Records relating to the appointment of co-opted governors	Yes	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office except where there have been allegations concerning children. In this case retain for 25 years.	Secure Disposal
Records relating to the terms of office of serving governors including evidence of appointment	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.	Secure Disposal
Records relating to Governor Declaration against disqualification criteria	Yes	Date appointment ceases + 6 years	Secure Disposal
Governors Code of Conduct	No	This is expected to be a dynamic document, one copy of each version should be retained for the life of the organisation.	Secure Disposal
Records relating to DBS checks carried out on the clerk and members of the governing body	Yes	Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are	Secure Disposal

		renewing every 3-5 years depending on policy)	
Governor personnel files	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years	Secure Disposal
Records relating to the induction programme for new governors	Yes	Date appointment ceases + 6 years	Secure Disposal
Records relating to the training required and received by Governors	Yes	Date Governor steps down + 6 years	Secure Disposal
Appointment and removal of Members	No	Life of appointment + 6 years	Secure Disposal
Register of Members	No	Date Member resigns + 10 years. <b>Note:</b> Statutory Provision – Companies Act 2006	Secure disposal
Statement of Trustees Responsibilities	No	Life of statement + 6 years	Secure Disposal
Register of Trustees interests	Yes	Date Trustee resigns + 10 years. <b>Note:</b> Statutory Provision – Companies Act 2006	Secure Disposal
Declaration of Interest Statements (Governors) (this is not a statutory register)	Yes	Date Governor resigns + 10 years	Secure Disposal

## Meetings

Description	Personal Information	Retention Period	Disposal
Board meeting minutes	Yes	Minutes must be retained for at least 10 years from the date of the meeting. <b>Note:</b> Statutory Provisions – Companies Act 2006 section 248	Offer to Archives
Board Decisions	Possibly if the decisions refer to	Date of the meeting + a minimum of 10 years	Offer to Archives

## Records Management Policy

	living individuals		
Board meetings: annual Schedule of Business	No	Current year	Secure Disposal
Board meeting: procedures for conduct of meeting	No	Date procedure superseded + 6 years. <b>Note:</b> Statutory Provisions – Limitation Act 1980 (Section 2)	Secure Disposal
Records relating to the management of General Members Meeting	No	Minutes must be retained for at least 10 years from the date of the meeting. <b>Note:</b> Statutory Provisions – Companies Act 2006 section 248	Offer to Archives
Minutes relating to any committees set up by the Board of Directors	Possibly if the minutes refer to living individuals	Date of meeting + a minimum of 10 years	Offer to Archives
Records relating to the management of the Annual General Meeting	Possibly if the minutes refer to living individuals	Minutes must be retained for at least 10 years from the date of the meeting. <b>Note:</b> Statutory Provisions – Companies Act 2006 section 248	Offer to Archives
Meeting schedule	No	Current Year	Standard Disposal
Agendas for Governing Body meetings	Possible data protection issues if the meeting is dealing with confidential issues relating to staff.	Once copy should be retained with the master set of minutes. All other copies can be disposed of	Secure Disposal
Agendas – additional copies	No	Date of meeting	Standard Disposal
Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	Possible data protection issues if the	Date of the meeting + 10 years	Offer to Archives

## Records Management Policy

	meeting is dealing with confidential issues relating to staff.		
Minutes of, and papers considered at, meetings of Governing Body and its committees: Inspection copies	Yes – May have names and personal issues unless redacted	Date of meeting + 10 years	Secure Disposal
Reports presented to the Governing Body	Yes	Date of meeting the report was presented to + 10 years	Secure Disposal or retain with the signed set of minutes.
Reports made to the Governors Meeting which are referred to in the minutes	Potential	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting. <b>Note:</b> Statutory Provisions – Companies Act 2006	Consult local archives before disposal
Register of attendance at Full Governing Board meetings	Yes	Date of last meeting in the book + 6 years	Secure Disposal
Papers relating to the management of the Annual Parents Meeting	Yes	Date of meeting + 6 years	Secure Disposal

### Health and Safety

Description	Personal Information	Retention Period	Disposal
Health and Safety Policy Statement	No	Life of Policy + 3 years	Secure Disposal
Health and safety file to show current	No	Pass to new owner on sale or transfer of building	

state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)			
Fire precautions logbooks	No	Current year + 6 years	Secure Disposal
Fire Risk assessments	No unless containing Personal Emergency Evacuation plans	Life of the risk assessment + 3 years <b>Note:</b> Statutory Provisions – Fire Service Order 2005	Secure Disposal
Accident Reporting: Adults	Yes	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years. <b>Note:</b> Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Secure Disposal
Records relating to accident/injury at work including incident reports	Yes	Date of incident + 6 years unless the injury is serious – broken limb, more than 3 days in hospital etc, then date of incident + 15 years (Negligence)	Secure Disposal
Accident Reporting: Children	Yes	The official Accident book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format. The incident reporting form may be retained as below in RIDDOR section. Do not keep completed entries in the book. They must be removed and kept in a locked location. <b>Note:</b> Statutory Provision – Social Security (Claims and Payments) Regulation 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980.	Secure Disposal
Control of Substances Hazardous to	No	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH Policy documents should be kept until the policy is superseded + 6 years	Secure Disposal

## Records Management Policy

Health (COSHH)			
Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Yes	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. See Accident reporting – Adults and Children above. Note: Statutory Provision – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 S1 2013 No 1471 Regulation 12(2) For more information see: <a href="http://www.hse.gov.uk/RIDDOR/">http://www.hse.gov.uk/RIDDOR/</a> <a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a> concerns schools	Secure Disposal
Health and Safety Risk Assessments	No	Life of risk assessment + 3 years	Secure Disposal
Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos	Yes	Last action + 40 years <b>Note:</b> Statutory Provisions – Control of Asbestos at Work Regulations 2012 S1 1012 No 632 Regulation 19	Secure Disposal
Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording.	No	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made. <b>Note:</b> Statutory Provisions – the Ionising Radiation Regulation 2017	Secure Disposal

### Liaison with Local Authority/Department for Education

Description	Personal Information	Retention Period	Disposal
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
School census returns	No	Current year + 5 years	Secure Disposal
Circulars and other information sent from the Local Authority		Operational use	Secure Disposal
Circulars and other information sent from central government	No	Operational use	Secure Disposal
Secondary transfer sheets (Primary)	Yes	Academic year + 2 years	Secure Disposal

## Parent Teacher Association

Description	Personal Information	Retention Period	Disposal
Records relating to the creation and management of PTA and/or Old Pupils Associations	Yes	Current year + 6 years then REVIEW	Secure Disposal

## Property

Description	Personal Information	Retention Period	Disposal
Title deeds of properties belonging to the school	No	These should follow the property, unless the property has been registered with the Land Registry	Transfer to new owner
Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features.	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	Pass to next owner

Leases of property leased by or to the school	No	Expiry of lease + 6 years	Secure Disposal
Business continuity and disaster recovery plans	Yes	These are dynamic documents which should be kept up to date	Secure Disposal of old plans
Records relating to the letting of the school premises	No	Current financial year + 6 years	Secure Disposal

## Pupils and Students

Description	Personal Information	Retention Period	Disposal
Pupils Educational Record required by The Education (Pupil Information) (England) Regulation s 2005 Primary	Yes	Retain whilst the child remains at the primary school. <b>Note:</b> Statutory Provisions - The Education (Pupil Information) (England) Regulation s 2005 S1 2005 No. 1437	The files should follow the pupil when they leave the primary school. This will include: -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 LA 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 school should discuss with the



			local authority about where the file should be stored for the remainder of its statutory retention
Pupils Educational Record required by The Educational (Pupil Information) (England) Regulations 2005: Secondary	Yes	Date of birth of the pupil + 25 years <b>Note:</b> Statutory Provisions – Limitation Act 1980 (Section 2) Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued	Secure Disposal
Attendance registers	Yes	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. <b>Note:</b> Statutory Provisions - school attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]	Secure Disposal
Correspondence relating to any absence (authorised or unauthorised)	Potential	Current academic year + 2 years <b>Note:</b> Statutory Provisions – Education Act 1996 (Section 7)	Secure Disposal

## School Admissions

Description	Personal Information	Retention Period	Disposal
All records relating to the creation and implementation of the school Admissions Policy	No	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years. <b>Note:</b> Statutory Provision – School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels	Secure Disposal

## Records Management Policy

Register of admissions	Yes	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made. <b>Note:</b> Statutory Provisions - School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.	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 if appeal is unsuccessful	Yes	Resolution of case + 1 year <b>Note:</b> Statutory Provisions - School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels	Secure Disposal
Admission if appeal is successful	Yes	Date of admission + 1 year <b>Note:</b> Statutory Provisions - School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels	Secure Disposal
Admissions Secondary Schools Casual	Yes	Current academic year + 1 year	Secure Disposal
Proofs of address supplied by parents as part of the admissions process	Yes	Current academic year + 1 year <b>Note:</b> Statutory Provision – School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels	Secure Disposal
Supplementary information form, including additional information such as religion and medical conditions: For successful admissions	Yes	This information should be added to the pupil file	As per pupil file
Supplementary information form, including information such as religion and medical conditions: For	Yes	Until appeals process completed	Secure Disposal

unsuccessful admissions			
Records relating to the management of exclusions	Yes	Date of birth of the pupil involved + 25 years	Secure Disposal

## School Assets

Description	Personal Information	Retention Period	Disposal
Community School leases for land	No	Date lease expires + 6 years	Secure Disposal
Commercial transfer arrangements	No	Date of transfer + 6 years	Secure Disposal
Transfer of land to the Academy Trust	No	Life of land ownership then transfer to new owner	Secure Disposal
Transfer of freehold land	No	Life of land ownership then transfer to new owner	Secure Disposal
Records relating to the leasing of shared facilities, such as sports centres	No	End of lease + 6 years	Secure Disposal
Land and building variations	No	Date valuation superseded + 6 years	Secure Disposal
Disposal of assets	No	Date asset disposed of + 6 years	Secure Disposal
Burglary, theft and vandalism report forms	No	Date of insurance settlement + 6 years	Secure Disposal
Inventories of furniture and equipment	No	Life of equipment + 6 years. Equipment will have write-down value over several years – the time depending on the type of equipment	Secure Disposal

## School Management

Description	Personal Information	Retention Period	Disposal
Logbooks of activity in the school maintained by the Headteacher	There may be data protection issues if the logbook 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 Archive Service, if appropriate.
Visitor Management Systems (including electronic systems, visitors' books and signing in sheets)	Yes	Academic Year + 1 years (schools may decide to archive one copy).	Secure Disposal
School Privacy Notice which is sent to parents as part of GDPR compliance	No	Life of the privacy notice/until the privacy notice plus 6 years	Secure Disposal
Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	Yes	Consents should be retained for as long as the consent is relied upon	Secure Disposal
Records relating to the creation and distribution of circulars to staff, pupils, or parents	No	Current year + 1 years	Standard Disposal – schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy.
Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refer to individual pupils or members of staff	Date of meeting + 3 years then REVIEW	Secure Disposal
Reports created by the Headteacher or the Management Team	There may be data protection issues if the minutes refer to individual pupils or	Date of the report + a minimum of 3 years then REVIEW	Secure Disposal

	members of staff		
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 minutes refer to individual pupils or members of staff	Current academic year + 3 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 minutes refer to individual pupils or members of staff	Date of correspondence + 3 years then REVIEW	Secure Disposal
Management of Complaints	Yes	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding, then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	Secure Disposal
Newsletters and other items with a short operations use	No	Current Year + 1 year	Secure Disposal - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years Schools should consider archiving one copy for historical reasons	Standard Disposal

## Special Educational Needs and Disabilities

Description	Personal Information	Retention Period	Disposal
Special Educational Needs files, reviews and Individual	Yes	Date of birth of the pupil + 25 years <b>Note:</b> Statutory Provisions - Limitation Act 1980	Secure Disposal

Education/Health Care Plans			
Statement maintained under Section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Date of birth of the pupil + 25 years. (Normally be retained on the pupil file) unless the document is subject to a legal hold then 6 years after the legal action ended. <b>Note:</b> Statutory Provisions – Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 <b>Note: IICSA recommendations awaited.</b>	Secure Disposal
Advice and information provided to parents regarding educational needs	Yes	Date of birth of the pupil + 25 years. (Normally be retained on the pupil file) unless the document is subject to a legal hold then 6 years after the legal action ended. <b>Note:</b> Statutory Provisions – Special Educational Needs and Disability Act 2001 Section 2	Secure Disposal <b>Note: This retention period will be reviewed once the government and the ICO have published guidance about implementing the recommendations made by IICSA.</b>
Accessibility strategy	Yes	Date of birth of the pupil + 25 years (normally retained on the pupil file) unless the document is subject to a legal hold then date legal action ceases + 6 years. <b>Note:</b> Statutory Provisions – Special Educational Needs and Disability Act 2001 Section 14	Secure Disposal <b>Note: This retention period will be reviewed once the government and the ICO have published guidance about implementing the recommendations made by IICSA.</b>

## CCTV

Description	Personal Information	Retention Period	Disposal
CCTV footage	Yes	Footage will be retained for 30 days, after which it will be overwritten. In the event of footage being required for school use or, for example, a SAR, the footage will be held	Secure Disposal/Deletion.

		securely with controlled access and entered onto the CCTV log sheet. The Data Protection Lead in school will then check the log on a termly basis to ensure that any footage being stored, is still required. As soon as it is no longer required, it should be deleted from the system.	
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## Teachers and Staff

### Disciplinary

Description	Personal Information	Retention Period	Disposal
Disciplinary Proceedings: Oral warning	Yes	Date of warning + 6 months	Secure Disposal
	<p><b>Note:</b> 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. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.</p>		
Disciplinary Proceedings: Written warning level 1	Yes	Date of warning + 6 months	Secure Disposal
	<p><b>Note:</b> If warnings are placed on personal files, then they must be weeded from the file. 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. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen</p>		

# Records Management Policy

	years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.		
Disciplinary Proceedings: Written warning Level 2	Yes	Date of warning + 12 months	Secure disposal
	<p><b>Note:</b> If warnings are placed on personal files, then they must be weeded from the file. 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. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.</p>		
Disciplinary Proceedings: Final warning	Yes	Date of warning + 18 months	Secure Disposal
	<p><b>Note:</b> If warnings are placed on personal files, then they must be weeded from the file. 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. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.</p>		
Disciplinary Proceedings: Case not found	Yes	If the incident is child protection related, then see the item headed 'Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded' in the Safeguarding section	Secure disposal



		below on page 36, otherwise dispose of at the conclusion of the case.	
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## Pay and Pensions

Description	Personal Information	Retention Period	Disposal
Records relating to the agreement of pay and conditions	No	Date pay and conditions superseded + 6 years	Secure Disposal
Payroll records	Yes	Date patrol run + 6 years	Secure Disposal
Payroll reports	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Payroll awards	Yes	Current year + 6 years	Secure Disposal
Payroll gross / net weekly or monthly	Yes	Current year – 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Payslip copies	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Pay packet receipt by employee	Yes	Current year + 2 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Maternity pay records	Yes	Current year + 3 years <b>Note:</b> Statutory Provisions – Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Secure Disposal
Part time fee claims	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Overtime	Yes	Current year + 3 years	Secure Disposal

## Records Management Policy

National Insurance Schedule of Payments	Yes	Current year + 6 years	Secure Disposal
Insurance	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Car allowance claims	Yes	Current year _ 3 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Car mileage output	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Time sheets/flexitime	Yes	Current year + 3 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Bonus Sheets	Yes	Current year + 3 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Staff returns	Yes	Current year + 3 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Sickness records	Yes	Current year + 3 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Tax forms P6/P11/P11D/P35/P45/P46/P48	Yes	Current year + 6 years	Secure Disposal
Personal bank details	Yes	Until superseded + 3 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Income tax form P60	Yes	Current year + 6 years <b>Note:</b> Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which	Secure Disposal

		ends 5 April 2023) until 31 January 2025 or longer if you are self-employed. <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	
		<b>Note:</b> There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.	
Pension payroll	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Superannuation adjustments	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Superannuation reports	Yes	Completion of loan + 6 years	Secure Disposal
Members allowance register	Yes	Current year + 6 years <b>Note:</b> Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure Disposal
Records relating to pension registrations	Yes	Date of last payment on the pension + 6 years	Secure Disposal
Management of the Teachers' Pension Scheme	Yes	Date of last payment on the pension + 6 years	Secure Disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	From the end of the year in which the accounts were signed for a minimum of 6 years <b>Note:</b> Statutory Provisions – Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15	Secure Disposal

## Recruitment

Description	Personal Information	Retention Period	Disposal
All records leading up to the	Yes	Length of appointment + 6 years	Secure Disposal

# Records Management Policy

appointment of a new Head Teacher	<b>Note:</b> Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.		
All records leading up to the appointment of a new member of staff – successful candidate	Yes	All relevant information should be added to the staff personal file and all other information retained for 6 months	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
Pre-employment vetting information DBS checks	Yes	Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken. Note: Statutory Provisions - <a href="https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide">https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide</a> DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74	Secure Disposal
	<b>Note:</b> Academies are bound by the legislation that applies to independent schools NOT maintained schools.		
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	Secure Disposal

		should be added to the staff personal file.	
Pre-employment vetting information. Evidence providing the right to work in the UK	Yes	Where possible, these copies of documents should be added to the staff personal file, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years. <b>Note:</b> Statutory Provisions – <a href="#">An employers guide to right to work checks [Home Office May 2015]</a> Last updated 27 April 2022	Secure Disposal
	<b>Note:</b> Employers are required to take a clear copy of the documents which they are shown as part of this process.		
Records relating to the employment of overseas teaches	Yes	Where possible, these copies of documents should be added to the staff personal file, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years.	Secure Disposal

## Teachers and Staff Safeguarding

Description	Personal Information	Retention Period	Disposal
Allegation which is child protection in nature against a member of school, including where the allegation is unfounded	Yes	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW <b>Note:</b> Statutory Provisions - 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 July 2018  Keeping children safe in education Statutory guidance September 2021. Sections 132, 133 The updated guidance does not mention a time limit for retention but GDPR must be borne in mind - for only as long as	Secure Disposal

		necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section 35. Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)	
		<b>Note:</b> The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.	

## Staff Management

Description	Personal Information	Retention Period	Disposal
Staff Personal File, including employment contract and staff training record.	Yes	Termination of employment + 6 years. <b>Note:</b> Statutory Provisions – Limitations Act 1980	Secure Disposal
Timesheets	Yes	Current year + 3 years	Secure Disposal
Absence Record	Yes	Current year + 3 years	Secure Disposal
Sickness Absence Monitoring	Yes	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	Secure Disposal
Annual appraisal/ assessment record	Yes	Current year + 3 years	Secure Disposal
Records relating to TUPE process	Yes	Date last member of staff transfers or leaves the organisation + 6 years	Secure Disposal
Training needs analysis	No	Current year + 1 year	Secure Disposal

## Records Management Policy

Staff Training where the training leads to CPD	Yes	Length of time required by the professional body	Secure Disposal
Staff training except where dealing with children, e.g. First Aid or Health and Safety	Yes	This should be retained on the personnel file.	Secure Disposal
Staff Training where the training relates to children, e.g. safeguarding or other child related training	Yes	Date of training + 40 years	Secure Disposal
	Note: this retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by the IICSA.		
Professional Development Plans	Yes	Life of the plan or plan superseded + 6 years.	Secure Disposal

### Email Accounts

Description	Personal Information	Retention Period	Disposal
Emails stored in a staff members mailbox, which are not tagged with an appropriate retentor flag.	Yes	Disposal after 1 year of receipt. <b>NB: exemption to this rule applies to finance and HR email accounts, and those relating to safeguarding and child protection.</b>	Deletion from the network.

### Leaver Email Accounts and Electronic records

Description	Personal Information	Retention Period	Disposal
Leaver email accounts and network files and folders	Yes	Accounts deleted on the day following the leaving date. <b>NB: Permission should be sought from the leaver prior to their exit date, should the transfer of files to a new/another staff member be necessary.</b>	Deletion from the network.

### Teaching and the Curriculum

Description	Personal Information	Retention Period	Disposal
Schemes of Work	No	Current year + 1 year	

## Records Management Policy

Timetable	No	Academic year + 1	It may be appropriate to review these records at the end of each year and allocate a further retention period, or Secure Disposal
Class record book	Yes	Academic year + 1 year	
Mark Books	Yes	Academic year + 1 year	
Record of homework set	No	Academic year + 1 year	
Pupils Work	Yes	Where possible, 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

### Transport – Educational

Description	Personal Information	Retention Period	Disposal
The process of acquisition and disposal of vehicles through lease or purchase e.g. contracts/leases, quotes, approvals	No	Disposal of vehicle + 6 years <b>Note</b> – Statutory Provisions – Limitations Act 1980	Secure Disposal
The process of managing allocation and maintenance of vehicles, e.g. lists of who was driving the vehicle and when, and maintenance	Yes	Disposal of vehicle + 6 years <b>Note</b> – Statutory Provisions – Limitations Act 1980	Secure Disposal
Service logs and vehicle logs	No	Life of the vehicle, then either to be retained for 6 years by the school or to be returned to the lease company. <b>Note</b> – Statutory Provisions – Limitations Act 1980	Secure Disposal
GPS tracking data relating to the vehicles	No	Current year + 12 months <b>Note</b> – Statutory Provisions – Limitations Act 1980	Secure Disposal



Tachograph: Analogue and electronic including driver's cards	Yes	Current year + 12 months <b>Note:</b> Statutory Provisions - Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment	Secure Disposal
Driver's records book	Yes	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used. <b>Note:</b> Statutory Provisions - Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.	Secure Disposal
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).

## Welfare

Description	Personal Information	Retention Period	Disposal
Family liaison Officers and Home School Liaison Assistants: Day Books	Yes	Current year + 2 then review	Secure Disposal

## Records Management Policy

Family Liaison Officers and Home School Liaison Assistants: 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	Secure Disposal
Family Liaison Officer and Home School Liaison Assistants: Referral forms	Yes	While the referral is current	Secure Disposal
Family Liaison Officer and Home School Liaison Assistants: Contact Data Sheets	Yes	Current year then review if contact is no longer active then destroy	Secure Disposal
Family Liaison Officer and Home School Liaison Assistants: Contact database entries	Yes	Current year then review if contact is no longer active then destroy	Secure Disposal
Family Liaison Officer and Home School Liaison Assistants: Group Registers	Yes	Current year + 2 years	Secure Disposal
Accessibility Plan relating to individual pupils	Yes	The plan should be included in the pupil file. <b>Note:</b> Statutory Provisions – Limitations Act 1980	Secure Disposal
Child Protection Information held on pupil file	Yes	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. <b>Note:</b> Statutory Provisions - Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	Secure Disposal

	<b>Note:</b> This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.		
Child Protection information held in separate files	Yes	Date of birth 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 LA Social Services record. <b>Note:</b> Statutory Provisions - Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	Secure Disposal – these records MUST be shredded.
	<b>Note:</b> This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.		
Correspondence relating to authorised absence	Yes	Current academic year + 2 years <b>Note:</b> Statutory Provisions – Education Act 1996 Section 7.	Secure Disposal