Nov 26

V 2.0

V 3.0

Nov 24

Executive Board

**APPROVING BODY**

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**VERSION**

**REVIEW DATE**

**SUPERSEDES VERSION**

**DATE APPROVED**

RECORDS MANAGEMENT POLICY & RETENTION SCHEDULE

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. 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.
   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.

1. **Responsibilities.** 
   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. 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.
   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’).
   4. Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
2. Manage the school’s records consistently in accordance with the school’s policies and procedures.
3. Properly document their actions and decisions.
4. Hold personal information securely.
5. Only share personal information appropriately and do not disclose it to any unauthorised third party.
6. Dispose of records securely in accordance with the academy Records Retention Schedule.
   1. 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. The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information.
7. **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:

1. 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.
2. Members of staff can be confident about destroying information at the appropriate time.
3. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
4. 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 destruction)
* 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 composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison. | Secure Disposal |
| 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  **Note**: Statutory Provisions – Limitations Act 1980 | Secure Disposal |
| Parental consent for school trips where there has been no major incident | Yes | Conclusion of the trip. Although consent forms could be retained for date of birth + 25 years, the requirement of them being needed is low and most school do not have the storage to retain all copies.  **Note:** 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: <https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities> | Secure Disposal |
| Parental permission slips for school trips where there has been a major incident | Yes | Date of birth of the pupil involved in the incident + 25 years of 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.  **Note:** Statutory Provisions – Limitations Act 1980 | Secure Disposal |
| Records relating to residential trips | Yes | 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.  **Note:** Statutory Provisions – Limitations Act 1980 | 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 | Date of the last payment of funding + 6 years  **Note**: either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31st 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. | Secure Disposal |
| Funding Records Capital Grant | No | Date of last payment of funding + 6 years. | Secure Disposal |
| 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.  **Note:** 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 |

**Risk Management and Insurance**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Personal Information | Retention Period | Disposal |
| Employers Liability Insurance Certificate | No | Year of issue + 40 years. Pass to the Local Authority if the school/trust closes.  **Note:** (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. | Secure Disposal |
| Insurance Policies | No | Date the policy expires + 6 years (except Public Liability Insurance – day of issue + 40 years)  **Note:** (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. | Secure Disposal |
| 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  **Note:** 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.  **Note:** 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.  **Note:** Statutory Provision – Companies Act 2006 section 355 | Secure Disposal |
| 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.  **Note:** 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  **Note:** Statutory Provision – Companies Act 2006 section 355 | Secure Disposal |
| Annual Trustees Report | No | Date of report + 10 years  **Note:** 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  **Note:** 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.  **Note:** Statutory Provision – Companies Act 2006  Companies Act Section121 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 |
| 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  **Note:** 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  **Note:** 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 moths | 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 renewing every 3-5 years depending on policy) | Secure Disposal |
| 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.  **Note:** 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.  **Note:** 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.  **Note:** Statutory Provisions – Companies Act 2006 section 248 | Offer to Archives |
| Board Decisions | Possibly if the decisions refer to living individuals | Date of the meeting + a minimum of 10 years | Offer to Archives |
| Board meetings: annual Schedule of Business | No | Current year | Secure Disposal |
| Board meeting: procedures for conduct of meeting | No | Date procedure superseded + 6 years.  **Note:** 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.  **Note:** 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.  **Note:** 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 meeting is dealing with confidential issues relating to staff. | Date f the meeting + 10 years | Offer to Archives |
| 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.  **Note:** 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 state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership) | No | Pass to new owner on sale or transfer of building |  |
| 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  **Note:** 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.  **Note:** 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.  **Note:** 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 Health (COSHH) | 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 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:  <http://www.hse.gov.uk/RIDDOR/> <https://www.hse.gov.uk/pubns/edis1.htm> 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  **Note:** 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.  **Note:** 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.  **Note:** 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  **Note:** 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 3 years after the date on which the entry was made.  **Note:** 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  **Note:** 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.  **Note:** Statutory Provision – School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school’s adjudicators and admission appeals panels | Secure Disposal |
| 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.  **Note:** 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  **Note:** 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  **Note:** 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  **Note:** 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 | Th is information should be added to the pupil file | As per pupil file |
| Supplementary information form, including information such as religion and medical conditions: For unsuccessful admissions | Yes | Until appeals process completed | Secure Disposal |
| 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 members of staff | Date of the report + a minimum of 3 years then REVIEW | Secure Disposal |
| 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 Education/Health Care Plans | Yes | Date of birth of the pupil + 25 years  **Note:** Statutory Provisions -Limitation Act 1980 | Secure Disposal |
| 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.  **Note:** Statutory Provisions – Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1  **Note: IICSA recommendations awaited.** | 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.  **Note:** Statutory Provisions – Special Educational Needs and Disability Act 2001 Section 2 | Secure Disposal  **Note: This retention period will be reviewed once the government and the ICO have published guidance about implementing the recommendations made by IICSA.** |
| 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.  **Note:** Statutory Provisions – Special Educational Needs and Disability Act 2001 Section 14 | Secure Disposal  **Note: This retention period will be reviewed once the government and the ICO have published guidance about implementing the recommendations made by IICSA.** |

**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 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. | Secure Disposal/Deletion. |

**Teachers and Staff**

**Disciplinary**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Personal Information | Retention Period | Disposal |
| Disciplinary Proceedings: Oral warning | Yes | Date of warning + 6 months | Secure Disposal |
| **Note:** 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 [ACAS code of practice on disciplinary and grievance procedures](http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf) 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. | | |
| Disciplinary Proceedings: Written warning level 1 | Yes | Date of warning + 6 months | Secure Disposal |
| **Note:** 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 [ACAS code of practice on disciplinary and grievance procedures](http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf) 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. | | |
| Disciplinary Proceedings: Written waring Level 2 | Yes | Date of warning + 12 months | Secure disposal |
| **Note:** 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 [ACAS code of practice on disciplinary and grievance procedures](http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf) 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. | | |
| Disciplinary Proceedings: Final warning | Yes | Date of warning + 18 months | Secure Disposal |
| **Note:** 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 [ACAS code of practice on disciplinary and grievance procedures](http://www.acas.org.uk/media/pdf/k/b/Acas_Code_of_Practice_1_on_disciplinary_and_grievance_procedures-accessible-version-Jul-2012.pdf) 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 | | |
| 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 below on page 36, otherwise dispose of at the conclusion of the case. | Secure disposal |

**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  **Note:** 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  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Payslip copies | Yes | Current year + 6 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Pay packet receipt by employee | Yes | Current year + 2 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Maternity pay records | Yes | Current year + 3 years  **Note:** 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  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Overtime | Yes | Current year + 3 years | Secure Disposal |
| National Insurance Schedule of Payments | Yes | Current year + 6 years | Secure Disposal |
| Insurance | Yes | Current year + 6 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Car allowance claims | Yes | Current year \_ 3 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Car mileage output | Yes | Current year + 6 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Time sheets/flexitime | Yes | Current year + 3 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Bonus Sheets | Yes | Current year + 3 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Staff returns | Yes | Current year + 3 years  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Sickness records | Yes | Current year + 3 years  **Note:** 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  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Income tax form P60 | Yes | Current year + 6 years  **Note**: 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 ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| **Note**: 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  **Note:** Statutory Provision – Taxes Management Act 1970; Income and Corporation Taxes 1988 | Secure Disposal |
| Superannuation adjustments | Yes | Current year + 6 years  **Note:** 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  **Note:** 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  **Note:** 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 appointment of a new Head Teacher | Yes | Length of appointment + 6 years | Secure Disposal |
| **Note:** 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 - <https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide> DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74 | Secure Disposal |
|  | **Note:** 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 should be added to the staff personal file. | Secure Disposal |
| 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.  **Note:** Statutory Provisions –  [An employers guide to right to work checks [Home Office May 2015]](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1071247/Employer_s_Guide_to_Right_to_Work_Checks__PDF_.pdf) Last updated 27 April 2022 | Secure Disposal |
| **Note:** 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  Note: 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 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) | Secure Disposal |
| **Note:** 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.  **Note:** 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 |
| 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.  **NB: exemption to this rule applies to finance and HR email accounts, and those relating to safeguarding and child protection.** | 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.  **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.** | Deletion from the network. |

**Teaching and the Curriculum**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Personal Information | Retention Period | Disposal |
| Schemes of Work | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or Secure Disposal |
| Timetable | No | Academic year + 1 |
| 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  **Note** – 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  **Note** – 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.  **Note** – Statutory Provisions – Limitations Act 1980 | Secure Disposal |
| GPS tracking data relating to the vehicles | No | Current year + 12 months  **Note** – Statutory Provisions – Limitations Act 1980 | Secure Disposal |
| Tachograph: Analogue and electronic including driver’s cards | Yes | Current year + 12 months  **Note**: 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.  **Note:** 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**

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| --- | --- | --- | --- |
| Description | Personal Information | Retention Period | Disposal |
| Family liaison Officers and Home School Liaison Assistants: Day Books | Yes | Current year + 2 then review | Secure Disposal |
| 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.  **Note:** 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.  **Note:** 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 |
| **Note:** 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.  **Note:** 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. |
|  | **Note:** 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  **Note:** Statutory Provisions – Education Act 1996 Section 7. | Secure Disposal |