



1.0 MANAGEMENT OF THE SCHOOL

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Head Teacher and the Senior Leadership Team, the admissions process and operational administration.

1.1 Governing Body:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Minutes – Principal Set (Signed)	There may be DP issues if the meeting is dealing with confidential issues relating to staff		Permanent	Retain in School
Minutes – Inspection Set	There may be DP issues if the meeting is dealing with confidential issues relating to staff		Date of meeting +3 years	If these minutes contain any sensitive personal information they should be shredded.
Agendas	There may be DP issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies should be disposed of.	SECURE DISPOSAL
Reports presented to the Governing Body	There may be DP issues if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of minutes
Meeting papers relating to the Annual Parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, section 33	Date of meeting +6 years	SECURE DISPOSAL
Instrument of Government	No		Permanent	Retain in school whilst school is open

Trusts and Endowments managed by the Governing Body	No		Permanent	Retain in school whilst school is open
Action Plans created and administered by the Governing Body	No		Life of the action plan +3 years	SECURE DISPOSAL
Policy documents created and administered by the Governing Body	No		Life of the Policy + 3 years	SECURE DISPOSAL
Records relating to complaints dealt with by the Governing Body	Yes		Date of resolution of complaint +6 years then review for further retention in the case of contentious disputes	SECURE DISPOSAL
Annual reports created under the requirements of the Education (Governors' Annual Reports)(England) (Amendment) Regulations 2002	No	Education (Governors' Annual Reports)(England)(Amendment) Regulations 2002.SI 2002 No 1171	Date of report +10 years	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

1.2 Head Teacher and Senior Leadership Team (SLT):

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Log Books of activity in the school maintained by the Head Teacher	There may be DP issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + 6 years then review	May be of permanent historical value and where possible should be permanently retained in school
Minutes of the SLT meetings and the meetings of other internal administrative bodies	There may be DP 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 Head Teacher or the Management Team	There may be DP issues if the reports refer to individual pupils or members of staff		Date of report + a minimum of 3 years then review	SECURE DISPOSAL
Records created by Head Teachers, Deputy Head Teachers, Assistant Head Teachers, Heads of Phases and other members of staff with administrative responsibilities	There may be DP issues if the records refers to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by Head Teachers, Deputy Head Teachers, Assistant Head Teachers, Heads of Phases and other members of staff with administrative responsibilities	There may be DP issues if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
School Development Plans	No		Life of the plan + 3years	SECURE DISPOSAL although may consider adding to the archives

1.3 Admissions Process:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities	Life of Policy +3 years then review	SECURE DISPOSAL
Admissions – if the admission is successful	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014.	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the admission is unsuccessful	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014.	Resolution of case + 1 year	SECURE DISPOSAL

1.3 Admissions Process

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made. Maintained on MIS System	REVIEW and if possible add to archives – enquiries may be received from past pupils to confirm the dates they attended the school.
Proofs of address supplied by parents as part of the admission process	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014.	Current year +1 year	SECURE DISPOSAL
Supplementary information form including additional information such as religion, medical conditions, etc. For successful admissions For unsuccessful admissions	Yes		This information should be added to the pupil file Until appeals process completed	SECURE DISPOSAL SECURE DISPOSAL

1.4 Operational Administration:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Records relating to the creation and publication of the school prospectus	No		Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
Visitors' books and signing in sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
Records relating to the creation and management of the PTA	No		Current year + 6 years then REVIEW	SECURE DISPOSAL

2.0 HUMAN RESOURCES

This section deals with all matters of Human Resources Management within the School.

2.1 Recruitment:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
All records leading up to the appointment of a new Head Teacher	Yes		Date of appointment +6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate +6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff –successful candidates	Yes		All of the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information - DBS checks	No	DBS Update Service Employer Guide June 2014: Keeping Children Safe in Education July 2015 (Statutory Guidance from the DoE) Sections 73, 74.	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months.	SECURE DISPOSAL
Proofs of identity collected as part of the process of the DBS application	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.	SECURE DISPOSAL
Pre-employment vetting information – evidence proving the right to work in the UK	Yes	An employer's guide to right to work checks (Home Office May 2015)	These documents should be added to the Staff Personal File (see below).	SECURE DISPOSAL

2.2 Operational Staff Management:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Staff personal file, including sickness documentation	Yes	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
Absence returns	Yes		Current year + 6 years	SECURE DISPOSAL
Salary/Payroll reports	Yes		Current year + 6 years	SECURE DISPOSAL
Videpays			Termination of employment + 6 years	SECURE DISPOSAL

2.3 Management of Disciplinary and Grievance Processes:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	“Keeping children Safe in Education Statutory guidance for schools and colleges March 2015”; “Working together to Safeguard Children; a guide to inter-agency working to safeguard and promote the welfare of children March 2015”.	Until the person’s normal retirement age, or 10 years from the date of allegation, whichever is longer, then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned.	SECURE DISPOSAL These records must be shredded.
Disciplinary proceedings: Oral warning Written warning –level 1 Written warning –level 2 Final warning	Yes		Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months	SECURE DISPOSAL (If warnings are placed on personnel files then they must be weeded from the file)
Disciplinary proceedings: Case not found	Yes		If the incident is child protection-related then see above otherwise dispose of at the conclusion of the case.	SECURE DISPOSAL

2.4 Health and Safety:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Health and Safety Policy Statements	No		Life of Policy + 3 years	SECURE DISPOSAL
Health and Safety risk Assessments	No		Life of Risk Assessment + 3 years	SECURE DISPOSAL
Records relating to accident/injury at work	Yes		Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980.		
Adults Children			Date of the incident +6 years DOB of the child + 25 years	SECURE DISPOSAL SECURE DISPOSAL
Control of Substances Hazardous to Health (CoSHH)	No	CoSHH regulations 2002.SI 202 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18(2).	Current year +40 years	SECURE DISPOSAL
Process of monitoring areas where employees and persons are likely to have come into contact with asbestos.	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL

2.5 Payroll and Pensions:

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Maternity Pay Records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

3.0 FINANCIAL MANAGEMENT OF THE SCHOOL

This section deals with all aspects of the financial management of the school including the administration of meals.

3.1 Risk Management and Insurance

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Employer's Liability Insurance Certificate (Original held at Civic Centre)	No		Closure of School + 40 years	SECURE DISPOSAL

3.2 Asset Management

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Inventory	No		Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

3.3 Accounts and Statements including Budget Management

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Annual Budget/Accounts/Statements	No		Current year + 6 years	STANDARD DISPOSAL
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL
All records relating to the creation and management of budgets including the Annual Budget statement, service level agreements and background papers	No		Life of budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order forms and requisitions, delivery notices, expenditure vouchers	No		Current year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies (Includes; bank statements, bank reconciliations, cheque books, remittance reports, paying-in books, income notifications)	No		Current year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	No		Current year + 6 years	SECURE DISPOSAL
Miscellaneous Financial Documents (Including; VAT returns, list of Authorised signatories, correspondence, Scheme of Financial Delegation, Advance documentation, budget monitoring documents).	No		Current year + 6 years	SECURE DISPOSAL
School Journey records	No		Current year + 6 years	SECURE DISPOSAL

3.4 Contract Management

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
All records relating to the management of contract under seal	No	Limitation Act 1980	Last payment on the contract +12 years	SECURE DISPOSAL
All records relating to the management of contract under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to tenders, quotes and contracts (not detailed above), and the monitoring of contracts.	No		Current year + 6 years	SECURE DISPOSAL

3.5 Schools Meals Management

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Free School Meal notifications	Yes		Current year + 6 years	SECURE DISPOSAL

4.0 PROPERTY MANAGEMENT

This section covers the management of buildings and property.

4.1 Property Management

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Title deeds of properties belonging to the school (Held by Local Authority)	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry.	
Plans of properties belonging to the school (Master held by Local Authority)	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.	
Records relating to the letting of school premises	No		Current year + 6 years	SECURE DISPOSAL

4.2 Maintenance

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by schools employees including maintenance logs	No		Current year + 6 years	SECURE DISPOSAL

5.0 PUPIL MANAGEMENT

This section includes all records which are created during the time when a pupil spends time at the school. For information about accident reporting see under Health and Safety above.

5.1 Pupil's Educational Record

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
<p>Pupil's Educational Record required by The Education (Pupil Information)(England) Regulations 2005.</p> <p>Primary</p>	Yes	The Education (Pupil Information)(England) Regulations 2005 SI 2005No. 1437	Retain whilst the child remains at primary school.	<p>The file should follow the pupil when s/he leaves the primary school. This will include;</p> <ul style="list-style-type: none"> • To another primary school. • To a secondary school • To a pupil referral unit • If the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period. <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be retained by the primary school. If the primary school does not have sufficient storage space to store records for pupils who have not transferred in the normal way, the record should be transferred to the LA for storage.</p>
<p>Examination Results – Pupil copies</p> <p>Public Internal</p>	Yes		<p>This information should be added to the pupil file.</p> <p>This information should be added to the pupil file.</p>	

Child Protection (CP) information held on pupil file	Yes	“Keeping Children Safe in Education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”.	If any records relating to CP issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	SECURE DISPOSAL – these records must be shredded
Child Protection (CP) information held in separate file	Yes	“Keeping Children Safe in Education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”.	DOB of the child +25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding the the principal copy of this information will be found on the LA Social Services record.	SECURE DISPOSAL – these records must be shredded

5.2 Attendance

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Attendance Registers	Yes	School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014.	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL
Correspondence relating to authorised absence		Education Act 1996 section 7	Current academic year	SECURE DISPOSAL

5.3 Special Educational Needs (SEN)

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
SEN files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil +25 years	REVIEW NB: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.
Statement/EHCP and any amendments made to the Statement/EHCP	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DOB of the pupil +25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL unless the document is subject to a legal hold
Advice and information given to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	DOB of the pupil +25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL unless the document is subject to a legal hold
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	DOB of the pupil +25 years (this would normally be retained on the pupil file)	SECURE DISPOSAL unless the document is subject to a legal hold

6.0 CURRICULUM MANAGEMENT

6.1 Statistics and Management Information

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
Examinations Results (Schools Copy)	No		Current year + 6 years	SECURE DISPOSAL
SATS records Results Examination Papers	Yes		<p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATS results. These could be kept for current year + 6 years to allow suitable comparison.</p> <p>The examination papers papers should be kept until any appeals/validation process is complete</p>	<p>SECURE DISPOSAL</p> <p>SECURE DISPOSAL</p>
Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum

<u>Basic File Description</u>	<u>Data Protection Issues?</u>	<u>Statutory Provisions</u>	<u>Retention Period (Operational)</u>	<u>Action at the end of the Administrative Life of the Record</u>
Schemes of Work	No		Current year + 1 year	
Timetable	No		Current year + 1 year	It may ne appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Class Record Books	No		Current year + 1 year	
Mark Books	No		Current year + 1 year	
Record of Homework Set	No		Current year + 1 year	
Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic yer, if this is not the school's policy then current year + 1 year	SECURE DISPOSAL

7.0 EXTRA CURRICULAR ACTIVITIES

7.1 Educational Visits Outside the Classroom

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Records created by schools to obtain approval to run an Educational Visit outside the classroom – Primary Schools	No	Outdoor Education Advisors' Panel National Guidance website https://oeapng.infosp ecifically Section 3 "Legal Framework and Employer Systems" and Section 4 "Good Practice".	Date of visit + 14 years	SECURE DISPOSAL
Parental consent forms for trips where there has been no major incident	Yes		Conclusion of trip	Although the consent forms could be retained for DOB +22 years, the requirement for them to be needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.
Parental consent forms for trips where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident +25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.	

7.2 Family Liaison Officers and Home School Liaison Assistants

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Day books	Yes		Current year +2 years then review	SECURE DISPOSAL
Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		While the child is attending school and then destroy	SECURE DISPOSAL
Referral forms	Yes		While the referral is current	SECURE DISPOSAL
Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
Group registers	Yes		Current year +2 years	SECURE DISPOSAL

8.0 CENTRAL GOVERNMENT AND LOCAL AUTHORITY

This section covers records created in the course of interaction between the school and the Local Authority.

8.1 Local Authority

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
Attendance returns	Yes		Current year + 1 years	SECURE DISPOSAL
School Census Returns	No		Current year + 5 years	SECURE DISPOSAL
Circulars and other information sent from the LA	No		Operational use	SECURE DISPOSAL

8.2 Central Government

Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period (Operational)	Action at the end of the Administrative Life of the Record
OFSTED Report and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
Returns made to Central Government	No		Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from Central Government	No		Operational use	SECURE DISPOSAL

Last Updated: July 2018

Next review: July 2019