

Presdales School



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| Title | Data Retention Policy |
| Version | May 2018 |
| Author/Title | Margaret Stanley, Business Manager |
| Committee Responsible | Students Committee |
| Governor Link | Oyinda Bishi |
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| Date approved by Full Governing Body | NA |
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Enquiries & comments

Any enquiries and comments about this publication may be made to:

Telephone: 01920 462210 / Email: admin@presdales.herts.sch.uk

Address: Hoe Lane, Ware, Hertfordshire SG12 9NX

Presdales School adopts the IRMS data retention guidance for schools. With the following exception:

The Academy reserves the right to retain minimal data in relation to historical interest this may include:

Your name and date of entry to the school

Your image in whole school or group photographs

Your name and/or image in relation to a participation in a school trip or event (for example a drama production)

Your name and/or image in relation to notable achievement

Information and Records Management Society Retention Guidelines for Schools

Version 4

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule should be reviewed on a regular basis.

This document is a guideline only and liability is the liability of the end user and not of the IRMS.

Records Management Toolkit for Schools

Version 4

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| 1. ChildProtection | | | | | |
|--------------------|--|------------------|---|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 1.1 | Child Protection files | Yes | Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004 | DOB + 25 years ¹ | SECURE DISPOSAL |
| 1.2 | Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | Yes | Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 | Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer | SECURE DISPOSAL |

¹ This amendment has been made in consultation with the Safeguarding Children Group.

² From January 1st 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual students and members of staff will become subject to the Data Protection Act 1998.

| 2. Governors | | | | | |
|--------------|--------------------------------|------------------|----------------------|--------------------------------|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 2.1 | Minutes | | | | |
| | • Principal set (signed) | No | | Permanent | Retain in school for 6 years from date of meeting |
| | • Inspection copies | No | | Date of meeting + 3 years | SECURE DISPOSAL [If these minutes contain any sensitive personal information they should be shredded] |
| 2.2 | Agendas | No | | Date of meeting | SECURE DISPOSAL |
| 2.3 | Reports | No | | Date of report + 6 years | Retain in school for 6 years from date of meeting |
| 2.4 | Annual Parents' meeting papers | No | | Date of report + 6 years | Retain in school for 6 years from date of meeting |
| 2.5 | Instruments of Government | No | | Permanent | Retain in school whilst school is open |
| 2.6 | Trusts and Endowments | No | | Permanent | Retain in school whilst operationally required |
| 2.7 | Action Plans | No | | Date of action plan + 3 years | SECURE DISPOSAL |
| 2.8 | Policy documents | No | | Expiry of policy | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) |

| 2. Governors | | | | | |
|--------------|---|------------------|---|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 2.9 | Complaints files | Yes | | Date of resolution of complaint + 6 years | Retain in school for the first six years Review for further retention in the case of contentious disputes SECURE DISPOSAL routine complaints |
| 2.10 | Annual Reports required by the Department for Education | No | Education (Governors' Annual Reports) (England)(Amendment) Regulations 2002.SI 2002 No 1171 | Date of report + 10 years | |
| 2.11 | Proposals for schools to become, or be established as Specialist Status schools | No | | | Current year + 3 years |

| 3. Management | | | | | |
|---------------|--|------------------|----------------------|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 3.1 | Log Books | Yes | | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry |
| 3.2 | Minutes of the Senior Management Team and other internal administrative bodies | Yes | | Date of meeting + 5 years | Retain in the school for 5 years from meeting |
| 3.3 | Reports made by the head teacher or the management team | Yes | | Date of report + 3 years | Retain in the school for 3 years from meeting |
| 3.4 | Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes | | Closure of file + 6 years | SECURE DISPOSAL |
| 3.5 | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | No | | Date of correspondence + 3 years | SECURE DISPOSAL |
| 3.6 | Professional development plans | Yes | | Closure + 6 years | SECURE DISPOSAL |
| 3.7 | School development plans | Yes | | Closure + 6 years | Review |
| 3.8 | Admissions - if the admission is successful | Yes | | Admission + 1 year | SECURE DISPOSAL |
| 3.9 | Admissions - if the appeal is unsuccessful | Yes | | Resolution of case + 1 year | SECURE DISPOSAL |

| 3. Management | | | | | |
|---------------|---|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 3.10 | Admissions - Secondary Schools - Casual | Yes | | Current year + 1 year | SECURE DISPOSAL |
| 3.11 | Proofs of address supplied by parents as part of the admissions process | Yes | | Current year + 1 year | SECURE DISPOSAL |
| 3.12 | Supplementary Information form including additional information such as religion, medical conditions etc. | | | | |

| 4. Students | | | | | |
|-------------|------------------------|------------------|----------------------|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 4.1 | Admission Registers | Yes | | Date of last entry in the book (or file) + 6 years Reconsider Retention Period. Feedback from Teaching Relative was thought to be 7 Year Retention. These records are no longer generated in paper but electronically held using SIMS BROCON software. | Retain in the school for 6 years from the date of the last entry then consider transfer to the Archives |
| 4.2 | Attendance registers | Yes | | Date of register + 3 years | SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time] |

| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
|------|---|------------------|----------------------|---|---|
| 4.3 | Student Files Retained in Schools | Yes | | | |
| 4.3a | • Primary | | | Retain for the time which the student remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the School. In the case of exclusion it may be appropriate to transfer the record to the Student Referral Unit |
| 4.3b | • Secondary | | Limitation Act 1980 | DOB of the student + 25 years ³ | SECURE DISPOSAL |
| 4.4 | Student files | Yes | | | |
| 4.4a | • Primary | | | Retain for the time which the student remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the School. In the case of exclusion it may be appropriate to transfer the record to the Student Referral Unit |
| 4.4b | • Secondary | | Limitation Act 1980 | DOB of the student + 25 years ⁴ | SECURE DISPOSAL |
| 4.5 | Special Educational Needs files, reviews and Individual Education Plans | Yes | | DOB of the student + 25 years the review NOTE: This retention period is the minimum period that any student 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 kept he records longer than the minimum retention period. | SECURE DISPOSAL |

³ If these records are retained on the student file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

⁴ As above

| 4. Students | | | | | |
|-------------|---|------------------|--|-------------------------------------|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 4.6 | Correspondence Relating to Authorised Absence and Issues | No | | Date of absence + 2 years | SECURE DISPOSAL |
| 4.7 | Examination results | Yes | | | |
| 4.7a | • Public | No | | Year of examinations + 6 years | SECURE DISPOSAL |
| 4.7b | • Internal examination results | Yes | | Current year + 5 years ⁵ | SECURE DISPOSAL |
| 4.8 | Any other records created in the Course of contact with students | Yes/No | | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL |
| 4.9 | Statement maintained under The Education Act 1996- Section 324 | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | SECURE DISPOSAL unless legal action is pending |
| 4.10 | Proposed statement or amended statement | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | SECURE DISPOSAL unless legal action is pending |
| 4.11 | Advice and information to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Closure + 12 years | SECURE DISPOSAL unless legal action is pending |
| 4.12 | Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years | SECURE DISPOSAL unless legal action is pending |
| 4.13 | Parental permission slips for school trips - where there has been no major incident | Yes | | Conclusion of the trip | SECURE DISPOSAL |

⁵ If these records are retained on the student file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

| 4. Students | | | | | |
|-------------|---|------------------|---|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 4.14 | Parental permissions slips for school trips - where there has been a major incident | Yes | Limitation Act 1980 | DOB of the student involved in the incident + 25 years The permission slips for all students on the trip need to be retained to show that the rules had been followed for all students | SECURE DISPOSAL |
| 4.15 | Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools | No | 3 part supplement to the Health & Safety of Students on Educational Visits (HASPEV) (1998). | Date of visit + 14 years ⁶ | N |
| 4.16 | Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools | No | 3 part supplement to the Health & Safety of Students on Educational Visits (HASPEV) (1998). | Date of visit + 10 years | N |
| 4.17 | 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 backup copies should be destroyed at the same time] |

⁶ This retention period has been set in agreement with the Safeguarding Children's Officer.

| 5. Curriculum | | | | | |
|---------------|-------------------------|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 5.1 | School Development Plan | No | | Current year + 6 years | SECURE DISPOSAL |
| 5.2 | Curriculum returns | No | | Current year + 3 years | SECURE DISPOSAL |
| 5.3 | Schemes ofwork | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL |
| 5.4 | Timetable | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL |
| 5.5 | Class record books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL |
| 5.6 | Mark Books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL |
| 5.7 | Record of homework set | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL |
| 5.8 | Students' work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL |

| 5. Curriculum | | | | | |
|---------------|---|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 5.9 | Examination results | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 5.10 | SATS records - Examination Papers and Results | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 5.11 | PAN reports | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 5.12 | Value Added & Contextual Data | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 5.13 | Self-Evaluation forms | Yes | | Current year + 6 years | SECURE DISPOSAL |

| 6. Personnel Records held in Schools | | | | | |
|--------------------------------------|---|------------------|---|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 6.1 | Timesheets, sick pay | Yes | Financial Regulations | Current year + 6 years | SECURE DISPOSAL |
| 6.2 | Staff Personal files | Yes | | Termination + 7 years | SECURE DISPOSAL |
| 6.3 | Interview notes and recruitment records | Yes | | Date of interview + 6 months | SECURE DISPOSAL |
| 6.4 | Pre-employment vetting information (including CRB checks) | No | CRB guidelines | Date of check + 6 months | SECURE DISPOSAL [by the designated member of staff] |
| 6.5 | Disciplinary proceedings: | Yes | Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice. | | |

| 6. Personnel Records held in Schools | | | | | |
|--------------------------------------|--|------------------|---|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 6.5a | • oral warning | | | Date of warning + 6 months | SECURE DISPOSAL ⁷ |
| 6.5b | • written warning - level one | | | Date of warning + 6 months | SECURE DISPOSAL |
| 6.5c | • written warning - level two | | | Date of warning + 12 months | SECURE DISPOSAL |
| 6.5d | • final warning | | | Date of warning + 18 months | SECURE DISPOSAL |
| 6.5e | • case notfound | | | If child protection related please see 1.2 otherwise SECURE DISPOSAL immediately at the conclusion of the case | SECURE DISPOSAL |
| 6.6 | 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 |
| 6.7 | Annual appraisal/assessment records | No | | Current year + 5 years | SECURE DISPOSAL |
| 6.8 | Salary cards | Yes | | Last date of employment + 85 years | SECURE DISPOSAL |
| 6.9 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year +3yrs | SECURE DISPOSAL |
| 6.10 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | SECURE DISPOSAL |

⁷ If this is placed on a personal file it must be weeded from the file.

| 6. Personnel Records held in Schools | | | | | |
|--------------------------------------|--|------------------|----------------------|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 6.11 | Proofs of identity collected as part of the process of checking "portable" enhanced CRB disclosure | Yes | | Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file. | |

Comment: CRB Guidelines all falls under the heading of Data Recruitment Polices. Consideration needs to be applied to adding a separate category maybe.

| 7. Health and Safety | | | | | |
|----------------------|------------------------|------------------|--|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 7.1 | Accessibility Plans | | Disability Discrimination Act | Current year + 6 years | SECURE DISPOSAL |
| 7.2 | Accident Reporting | | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 | | |
| 7.2a | • Adults | Yes | | Date of incident + 7 years | SECURE DISPOSAL |
| 7.2b | • Children | Yes | | DOB of child + 25 years ⁸ | SECURE DISPOSAL |
| 7.3 | COSHH | | | Current year + 10 years [where appropriate an additional retention period may be allocated] | |
| 7.4 | Incident reports | Yes | | Current year + 20 years | SECURE DISPOSAL |

⁸ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the student reaches the age of 25 this retention period has been applied.

| 7. Health and Safety | | | | | |
|----------------------|---|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 7.5 | Policy Statements | | | Date of expiry + 1 year | SECURE DISPOSAL |
| 7.6 | Risk Assessments | Yes | | Current year + 3 years | SECURE DISPOSAL |
| 7.7 | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | | | Last action + 40 years | SECURE DISPOSAL |
| 7.8 | Process of monitoring of areas where employees and persons are likely to have come in contact with radiation | | | Last action + 50 years | SECURE DISPOSAL |
| 7.9 | Fire Precautions log books | | | Current year + 6 years | SECURE DISPOSAL |

| 8. Administrative | | | | | |
|-------------------|--------------------------------------|------------------|----------------------|----------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 8.1 | Employer's Liability certificate | | | Closure of the school + 40 years | SECURE DISPOSAL |
| 8.2 | Inventories of equipment & furniture | | | Current year + 6 years | SECURE DISPOSAL |
| 8.3 | General file series | | | Current year + 5 years | Review to see whether a further retention period is required |
| 8.4 | School brochure or prospectus | | | Current year + 3 years | |
| 8.5 | Circulars (staff/parents/students) | | | Current year + 1 year | SECURE DISPOSAL |

| 8. Administrative | | | | | |
|-------------------|-------------------------------|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 8.6 | Newsletters, ephemera | | | Current year + 1 year | Review to see whether a further retention period is required |
| 8.7 | Visitors book | | | Current year + 2 years | Review to see whether a further retention period is required |
| 8.8 | PTA/Old Students Associations | | | Current year + 6 years | Review to see whether a further retention period is required |

| 9. Finance | | | | | |
|------------|--|------------------|-----------------------|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 9.1 | Annual Accounts | | Financial Regulations | Current year + 6 years | |
| 9.2 | Loans and grants | | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required |
| 9.3 | Contracts | | | | |
| 9.3a | • under seal | | | Contract completion date + 12 years | SECURE DISPOSAL |
| 9.3b | • under signature | | | Contract completion date + 6 years | SECURE DISPOSAL |
| 9.3c | • monitoring records | | | Current year + 2 years | SECURE DISPOSAL |
| 9.4 | Copy orders | | | Current year + 2 years | SECURE DISPOSAL |
| 9.5 | Budget reports, budget monitoring etc. | | | Current year + 3 years | SECURE DISPOSAL |

| 9. Finance | | | | | |
|------------|--|------------------|-----------------------|------------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 9.6 | Invoice, receipts and other records covered by the Financial Regulations | | Financial Regulations | Current year + 6 years | SECURE DISPOSAL |
| 9.7 | Annual Budget and background papers | | | Current year + 6 years | SECURE DISPOSAL |
| 9.8 | Order books and requisitions | | | Current year + 6 years | SECURE DISPOSAL |
| 9.9 | Delivery Documentation | | | Current year + 6 years | SECURE DISPOSAL |
| 9.10 | Debtors' Records | | Limitation Act 1980 | Current year + 6 years | SECURE DISPOSAL |
| 9.11 | School Fund - Cheque books | | | Current year + 3 years | SECURE DISPOSAL |
| 9.12 | School Fund - Paying in books | | | Current year + 6 years then review | SECURE DISPOSAL |
| 9.13 | School Fund - Ledger | | | Current year + 6 years then review | SECURE DISPOSAL |
| 9.14 | School Fund- Invoices | | | Current year + 6 years then review | SECURE DISPOSAL |
| 9.15 | School Fund - Receipts | | | Current year + 6 years | SECURE DISPOSAL |
| 9.16 | School Fund - Bank statements | | | Current year + 6 years then review | SECURE DISPOSAL |
| 9.17 | School Fund - School Journey books | | | Current year + 6 years then review | SECURE DISPOSAL |
| 9.18 | Student grant applications | | | Current year + 3 years | SECURE DISPOSAL |
| 9.19 | Free school meals registers | Yes | | Current year + 6 years | SECURE DISPOSAL |
| 9.20 | Petty cash books | | | Current year + 6 years | SECURE DISPOSAL |

| 10. Property | | | | | |
|--------------|--|------------------|-----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 10.1 | Title Deeds | | | Permanent | Permanent, these should follow the property unless the property has been registered at the Land Registry |
| 10.2 | Plans | | | Permanent | Retain in school whilst operational |
| 10.3 | Maintenance and contractors | | Financial Regulations | Current year + 6 years | SECURE DISPOSAL |
| 10.4 | Leases | | | Expiry of lease + 6 years | SECURE DISPOSAL |
| 10.5 | Lettings | | | Current year + 3 years | SECURE DISPOSAL |
| 10.6 | Burglary, theft and vandalism report forms | | | Current year + 6 years | SECURE DISPOSAL |
| 10.7 | Maintenance log books | | | Current year + 6 years | SECURE DISPOSAL |
| 10.8 | Contractors' Reports | | | Current year + 6 years | SECURE DISPOSAL |

| 11. Local Authority | | | | | |
|---------------------|-------------------------------------|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 11.1 | Secondary transfer sheets (Primary) | Yes | | Current year + 2 years | SECURE DISPOSAL |
| 11.2 | Attendance returns | Yes | | Current year + 1 year | SECURE DISPOSAL |
| 11.3 | Circulars from LEA | | | Whilst required operationally | Review to see whether a further retention period is required |

| 12. Department for Children, Schools and Families | | | | | |
|---|--|------------------|----------------------|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 12.1 | HMI reports | | | These do not need to be kept any longer | |
| 12.2 | OFSTED reports and papers | | | Replace former report with any new inspection report | Review to see whether a further retention period is required |
| 12.3 | Returns | | | Current year + 6 years | SECURE DISPOSAL |
| 12.4 | Circulars from Department for Children, Schools and Families | | | Whilst operationally required | Review to see whether a further retention period is required |

| 13. Connexions | | | | | |
|----------------|---------------------------|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 13.1 | Service level agreements | | | Until superseded | SECURE DISPOSAL |
| 13.2 | Work Experience agreement | | | DOB of child + 18 years | SECURE DISPOSAL |

Are KPI's required? Consideration required as to whether this new item should be included.

| 14. Schools Meals | | | | | |
|-------------------|-----------------------------|------------------|----------------------|--------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 14.1 | Dinner Register | | | Current year + 3 years | SECURE DISPOSAL |
| 14.2 | School Meals Summary Sheets | | | Current year + 3 years | SECURE DISPOSAL |

| 15. Family Liaison Officers and Home School Liaison Assistants | | | | | |
|--|---|------------------|----------------------|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 15.1 | Day Books | Yes | | Current year + 2 years then review | SECURE DISPOSAL |
| 15.2 | Reports for outside agencies - where the report has been included on the casefile created by the outside agency | Yes | | Whilst the child is attending the school then destroy | SECURE DISPOSAL |
| 15.3 | Referral forms | Yes | | While the referral is current | SECURE DISPOSAL |
| 15.4 | Contact datasheets | Yes | | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL |
| 15.5 | Contact database entries | Yes | | Current year then review, if contact is no longer active then destroy | DELETE |
| 15.6 | Group Registers | Yes | | Current year + 2 years | SECURE DISPOSAL |

