



RECORD RETENTION SCHEDULE

This document is a guideline only and liability is held with the Individual organisations who should seek the appropriate advice from The Local Authority, Governors and the Senior Leadership Team.

The Retention Schedule is divided into eight sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

1. 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 Headteacher and the Senior Leadership Team, the admissions process and operational administration.

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Governing Body			
Agendas for Governing Body meetings	There may be data protection 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 can be disposed of	SECURE DISPOSAL
Minutes of Governing Body meetings Principal Set (signed)	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	PERMANENT If the school is unable to store these then they should be offered to the County Archives Service	
Reports presented to the Governing Body	There may be data protection 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 the minutes
Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL

Instruments of Governance including Articles of Association	No	PERMANENT These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes	
Register of Interest	No	PERMANENT These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes	
Trusts and Endowments managed by the Governing Body	No	PERMANENT These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes	
Records relating to complaints dealt with by the Governing Body	Yes	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
Annual Reports created under the requirements of the Education (Governor's Annual Reports)	No	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

The Headteacher & Senior Leadership Team			
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then review	SECURE DISPOSAL
Reports created by the Head Teacher or the Management Team	There may be data protection issues if the minutes refers 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 records refer to individual pupils or members of staff	Current academic year + 6 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 records refer 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 Improvement Plans	No	Life of the plan + 3 years	SECURE DISPOSAL

Admissions			
Register of Admissions	Yes School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Register of Admissions Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	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.
Proofs of address supplied by parents as part of the admissions process	Yes School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools 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.	Yes	For successful admissions This information should be added to the pupil file For unsuccessful admissions until appeals process completed.	SECURE DISPOSAL

Operational Administration			
General files	No	Current year + 6 years then review	SECURE DISPOSAL
Emails (may contain sensitive information regarding pupils)	Yes	Current year + 1 year	SECURE DISPOSAL
Emails (general, non-sensitive)	No	Current year + 1 year	SECURE DISPOSAL
Deleted Emails (May contain sensitive information regarding pupils)	Yes	Emails deleted permanently after a period of 30 days	SECURE DISPOSAL
Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation and distribution of circulars to staff, 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' signing in system	Yes	Current year + 6 years then review	SECURE DISPOSAL
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No	Current year + 6 years then review	SECURE DISPOSAL

2. Human Resources

This section deals with all matters of Human Resources management within the school.

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Recruitment			
All records leading up to the appointment of a new Headteacher	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 candidate	Yes	All 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 Dept. of Education) 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 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 placed on the member of staff’s personal file	SECURE DISPOSAL

Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes An employer's guide to right to work checks (Home Office May 2015)	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	SECURE DISPOSAL
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Operational Staff Management			
Staff Personal File	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	Termination of Employment + 6 years	SECURE DISPOSAL
CPD – Training records	No	Current year + 6 years	SECURE DISPOSAL
Lesson Observations	No	Termination of Employment	SECURE DISPOSAL
Register of Interest	No	Current year + 6 years	SECURE DISPOSAL

Disciplinary and Grievance Process			
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 the allegation whichever is the 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	Yes		
Oral Warning		Date of warning + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]
Written Warning – level 1		Date of warning + 6 months	As above
Written Warning – level 2		Date of warning + 12 months	As above
Final Warning		Date of warning + 18 months	As above
Case not found		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL These records must be shredded

Health and Safety			
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 Date of the incident + 6 years Children DOB of the child + 25 years	SECURE DISPOSAL
Control of Substances Hazardous to Health (COSHH)	No. Control of Substances Hazardous to Health Regulations 2002. SI 2002 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 of areas where employees and persons are likely to have become in contact with asbestos	No. Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books	No	Current year + 6 years	DISPOSAL

Payroll and Pension			
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. Financial Management of the School

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

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Risk Management and Insurance			
Employer's Liability Insurance Certificate	No	Closure of the school + 40 years	SECURE DISPOSAL

Asset Management			
Inventories of furniture and equipment	No	Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No	Current year + 6 years	SECURE DISPOSAL

Account and Statements including Budget Management			
Annual Accounts	No	Current year + 6 years	SECURE DISPOSAL
Loans and grants managed by the school	No	Date of last payment on the loan + 12 years then review	SECURE DISPOSAL

Student Grant applications	Yes	Current year + 3 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
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	No	Current financial year + 6 years	SECURE DISPOSAL

School Meal Management			
Free School Meals Registers	Yes	Current year + 6 years	SECURE DISPOSAL
School Meals Registers and Summary	Yes	Current year + 6 years	SECURE DISPOSAL

School Fund			
School Fund - Cheque books	No	Current year + 6 years	SECURE DISPOSAL
School Fund - Paying in books	No	Current year + 6 years	SECURE DISPOSAL
School Fund – Ledger	No	Current year + 6 years	SECURE DISPOSAL
School Fund – Invoices	No	Current year + 6 years	SECURE DISPOSAL
School Fund – Receipts	No	Current year + 6 years	SECURE DISPOSAL
School Fund - Bank statements	No	Current year + 6 years	SECURE DISPOSAL
School Fund – Journey Books	No	Current year + 6 years	SECURE DISPOSAL

Contract Management			
All records relating to the management of contracts under seal	No Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contracts under signature	No Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	No	Current year + 2 years	SECURE DISPOSAL

4. Property Management

This section covers the management of buildings and property.

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Title deeds of properties belonging to the school	No	These should follow the property unless the property has been registered with the Land Registry	PERMANENT
Plans of property belong to the school	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.	PERMANENT
Leases of property leased by or to the school	No	Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises	No	Current financial year + 6 years	SECURE DISPOSAL

Maintenance (Held by BAM)			
All records relating to the maintenance of the school carried out by contractors	No	Current year + 6 years	SECURE DISPOSAL
CCTV	Yes	One Month	OVERWRITTEN

5. Pupil Management

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

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Pupil's Educational Record			
<p>Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005</p> <p>Primary (First School)</p> <p>Secondary (Middle School deemed as)</p>	<p>Yes The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437</p>	<p>Retain whilst the child remains at the primary school.</p> <p>Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority.</p>	<p>The file should follow the pupil when he/she 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 <p>If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.</p> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be kept in a secure place in school to be retained for the statutory retention period. DOB + 25 years</p>
Secondary (High School)	Yes. Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
Electronic Records Academic information including: Pupils Report to Parents Pastoral/Behaviour records	<p>Yes The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437</p>	Date of Birth of the pupil + 25 years	SECURE DISPOSAL

Paper Records Contact Sheets Data Collection sheets Pupil Reports to Parents Pastoral/Behaviour records Consent Forms Including: Educational trips Food allergies	Yes	Retain whilst child remains at the school (information held electronically on pupils file)	SECURE DISPOSAL
Photographic Images Including trips and school events	Yes	Retain whilst child remains at the school plus 1 year	SECURE DISPOSAL
Biometrics Fingerprint images for lunch accounts	Yes	Retain whilst child remains at the school (information held electronically on pupils file)	SECURE DISPOSAL
Software Packages Teacher2Parents Parents Evening Parent Pay Accelerated Reader – Reading Progress My Maths - Maths Data Junior Librarian	Yes	Retain whilst child remains at the school (information held electronically by Software provider)	SECURE DISPOSAL
Examination Results – Pupil Copies Public / Internal	Yes	This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.

Attendance			
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 four years after the date on which the entry was made.	SECURE DISPOSAL

Correspondence relating to authorised/unauthorised absence Including: Holiday requests Attendance issues	Yes. Education Act 1996 Section	Retain whilst child remains at the school (information held electronically on pupil's file)	SECURE DISPOSAL
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Safeguarding			
Paper Records Including: Safeguarding File Police Logs PREVENT/Channel Log CSE/Sexting/FGM Logs Bullying/Racism Logs Positive handling Log	Yes The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst child remains at the school Date of Birth of the pupil + 25 years	SECURE DISPOSAL

Child Protection			
Child Protection 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 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.	SECURE DISPOSAL – these records MUST be shredded
Child protection information held in separate files including: Vulnerable Children's List	Yes. "Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A	DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the	SECURE DISPOSAL – these records MUST be shredded

	guide to inter-agency working to safeguard and promote the welfare of children March 2015”	understanding that the principal copy of this information will be found on the Local Authority Social Services record.	
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Special Educational Needs			
<p>Special Educational Needs files, reviews and Individual Education Plans</p> <p>Including: Annual review Report Request for involvement forms Outside agency reports Provision Maps Interventions Registers</p>	Yes Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	<p>REVIEW</p> <p>NOTE: 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.</p>
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth 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 provided to parents regarding educational needs	Yes Special Educational Needs and Disability Act 2001 Section 2	Date of birth 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	Date of birth 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

Thrive			
Thrive Online	Yes. The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	12 years from date of entry (information held electronically by Thrive)	SECURE DISPOSAL
Thrive Records	Yes.	Retain whilst child remains at the school (information held electronically by Thrive for 12 years)	SECURE DISPOSAL
Welfare Records	Yes. The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL
Disadvantage Learners			
Profiles including: Tracking Attendance Case Studies	Yes	Retain whilst child remains at the school + 1 year	SECURE DISPOSAL

6. Curriculum Management

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Curriculum returns	No	Current year + 3 years	SECURE DISPOSAL
Examination Results (Schools Copy)	Yes	Current year + 6 years	SECURE DISPOSAL
SATS Records / Results GL Assessment / Results CATS Assessment / Results	Yes	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.	SECURE DISPOSAL
Examination Papers	Yes	The examination papers should be kept until any appeals/validation process is complete.	SECURE DISPOSAL
Social demographic projections of attainment	Yes	Current year + 6 years	SECURE DISPOSAL
Published Admission Number (PAN) Reports	Yes	Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data Self-Evaluation Forms	Yes	Current year + 6 years	SECURE DISPOSAL

Implementation of Curriculum			
Schemes of Work	No	Current year + 6 years	SECURE DISPOSAL
Work Trawls	No	Current year + 1 year	SECURE DISPOSAL
Timetable	No	Current year + 1 year	SECURE DISPOSAL
Class Record Books	No	Current year + 1 year	SECURE DISPOSAL
Mark Books	No	Current year + 1 year	SECURE DISPOSAL
Records of Interventions	No	Current year + 1 year	SECURE DISPOSAL
Record of homework set		Current year + 1 year	SECURE DISPOSAL
Pupils' Work		Where possible pupils' 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

7. Extra-Curricular Activities

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
1 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No. Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years	SECURE DISPOSAL
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident	Yes	Conclusion of the trip. Although the consent forms could be retained for DOB + 22 years.	The requirement for them being 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. SECURE DISPOSAL
Parental permission slips for school 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. SECURE DISPOSAL

Family Liaison Officers and Home School Liaison Officers			
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	Whilst 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. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

Record Type	Data Protection Issues Statutory Provision	Retention Period	Action at the end of the life of the record
Local Authority			
Primary/ Secondary Transfer Sheets Including First and Middle Schools	Yes	Current year + 2 years	SECURE DISPOSAL
Attendance Returns	Yes	Current year + 1 year	SECURE DISPOSAL
School Census Returns	Yes	Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from the Local Authority	No	Operational use	SECURE DISPOSAL
Central Government			
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
Circulars and other information sent from central government	No	Operational use	SECURE DISPOSAL