

School Records Management and Retention Policy

The school recognises that by efficiently managing its records and reviewing retention, it will comply with its legal and regulatory obligations and contribute to the effective overall management of the school.

Records provide evidence for protecting legal rights and interests of the school as well as evidence for demonstrating performance, compliance and accountability. Record keeping is an essential part of the schools administrative function and this policy provides a framework through which this effective management and retention can be achieved and audited.

This policy covers the following:

- The scope of the policy;
- The responsibilities of the school and its staff;
- Pupil Record Management;
- Information Audits;
- Email Records;
- Retention;
- Safe Disposal of Records/Data;
- Appendix One – table of retention information

1. Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by the staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period - see the retention schedule at Appendix 1 of this policy) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 1.3 A small percentage of the school's records will be selected for permanent preservation as part of the school's archives and for historical research. This will be done in liaison with the County Archives Service and will contain the minimum amount of personal data required in compliance with the GDPR and data protection laws currently in force.

2. The Responsibilities of the School and its Staff

- 2.1 The school has a responsibility to maintain its records and record keeping in systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.
- 2.2 The person responsible for records management in the school will give guidance for 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.

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- 2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the schools records management guidelines (also see the safe disposal or records/date section of this policy).
- 2.4 The data protection officer for the school will provide guidance on ensuring that the school complies with the General Data Protection Regulations (GDPR) and data protection laws in respect of the records and recording keeping and the retention and disposal referred to within this policy.

3. Relationship with existing policies

- 3.1 This policy should be read in conjunction with the following:
 - 3.1.1 The Freedom of Information Policy;
 - 3.1.2 The Data Protection Policy;
 - 3.1.3 The Schools Privacy Notice

4. Pupil Record Management

- 4.1 This part of the policy relates to the type of information which should be included in pupil records and sets out information about how pupil records should be managed and should be read in conjunction with the Data Protection Policy and the Privacy Notice.
- 4.2 The pupil record is the core record for charting the pupil's progression through the education system and should accompany the pupil to every school they attend. The information contained in the pupil record should be accurate and up-to-date.
- 4.3 The central pupil record is kept in electronic form in SIMS but other pupil records may be taken from this and stored in other locations (such as attendance records, registers, class lists etc...). Further details on this can be found in the Privacy Notice.
- 4.4 Pupils (and parents) have a right to see their educational record, please refer to the Privacy Notice for details on this.
- 4.5 Pupil records include information obtained from the admission form and local authority at the point the pupil enters school and includes personal, medical and any special educational needs information. The pupil record may also contain information regarding pupil attainment, annual written reports to parents and any information relating to exclusions (fixed or permanent).
- 4.6 Pupil records will be transferred to any new school which the pupil attends, this includes instances where the pupil moves to another primary school or where the pupil leaves primary school to join high school.
- 4.7 The school do not need to keep copies of any records in the pupil record once this has been transferred to a pupils new school, except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.
- 4.8 Pupil records will be transferred to the new school electronically [by the schools to schools system].
- 4.9 The information which should be included on the pupil record and provided to the secondary school (or new primary school) can be found in the Information Management Toolkit for Schools.
- 4.10 The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

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- 4.11 The pupil record will be disposed of in accordance with the safe disposal of records/data section later in this policy.
- 4.12 If the school is requested to transfer a pupil's record outside the EEA because the pupil has moved into that area then we will do so in accordance with the data protection laws and will ensure that the country are compliant with GDPR prior to the transfer. If the institution outside the EEA are unable to show that they are compliant with the GDPR then the school will require parental consent to the transfer.
- 4.13 All pupil records are kept securely on an encrypted and password protected electronic system. Where paper copies of pupil records are held, these are kept securely in accordance with the Privacy Notice and Data Protection Policy.

5. Information Audits

- 5.1 An information audit is a map of all of the personal data which is held by the school both electronically and in paper form. The information audit is designed to assist schools to know what information they hold, what legal basis they have for holding this information, where the information is held and what it is used for.
- 5.2 The information audit is an ongoing process that assists the school with managing the personal data they hold and ensuring compliance with the General Data Protection Regulations and data protection laws in force.
- 5.3 The school will regularly review and update the information audit and this will be monitored by the Data Protection Officer at least once per academic year.

6. Email Records

- 6.1 Whilst emails may be used to send information, this should be done in compliance with the Data Protection Policy and any personal data should be sent via encrypted messaging to ensure compliance with the GDPR.
- 6.2 Emails should not be used as a means of recording and storing information; if information or attachments from the email are required to be stored or recorded then these should be saved in the appropriate place and then the email should be deleted.
- 6.3 Where it is necessary to keep the content of an email this should be done by saving the email in the .msg format and storing this in an appropriate place electronically. The location for storage and the appropriate retention period will depend on the class of record the content of the email comes under e.g. pupil record, part of a contract, school financial information etc... Please refer to the retention information later in this policy.

7. Retention of Records and Personal Data

- 7.1 In compliance with the Freedom of Information Act 2000 and the GDPR and Data Protection laws, the school keeps a retention schedule listing the records it keeps, the period of retention for each record and the action to be taken when it is of no further administrative use. The retention schedule can be found at Appendix One to this policy.
- 7.2 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.

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- 7.3 Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series. A review of the schedule should be carried out as and when these amendments are required and at least once per academic year.
- 7.4 The 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.
- 7.5 Some of the retention periods are governed by Statute whilst others follow the guidelines on best practice. Every effort has been made to ensure that these retention periods are compliant with the GDPR and Data Protection Laws.
- 7.6 If a record series are to be kept for longer or shorter periods than laid out in the retention schedule then the reasons for this need to be documented.

8. Safe Disposal of Records/Data:

- 8.1 This policy relates to all types of records whether they are paper copies or electronically held.
- 8.2 The GDPR and data protection laws stipulate that personal data should not be held for longer than is necessary for the purpose(s) for which it was held.
- 8.3 The school must ensure that records that are no longer required for business use are reviewed as soon as possible so that only the appropriate records are destroyed. The school will review to determine whether records are to be selected for permanent preservation (if this is the case then the personal data contained therein should be kept to an absolute minimum), destroyed, converted into an electronic format or retained for research or litigating purposes.
- 8.4 All records containing personal information or sensitive policy information should be made either unreadable or unreconstructable.
 - 8.4.1 Paper records will be shredded using a cross-cutting shredder.
 - 8.4.2 All electronic records will be permanently deleted/destroyed.
- 8.5 The school will keep a list of records which have been destroyed and who authorized their destruction in line with the Freedom of Information Act 2000.
- 8.6 Where there is a need for permanent preservation of records the school should ensure that any personal data is kept to a minimum required for the preservation and that the arrangements should be made to transfer the records to the County Archives Service.
- 8.7 Where lengthy retention periods have been allocated to records, it may be appropriate to consider converting the paper records into electronic records for storage. If this is to be done then care should be taken to ensure that the school can prove that the electronic version is a genuine copy of the original.

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Appendix One:

| Governors | | | | | |
|--|------------|----------------------|--|---|---|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Minutes | | | | | |
| <ul style="list-style-type: none"> Principal set (signed) | No | | Permanent | Retain in school for 6 years from date of meeting. | Transfer to Archives if no space within school to store these beyond the six year period. |
| <ul style="list-style-type: none"> Inspection copies | No | | Date of meeting + 3 years | DESTROY [If these minutes contain any sensitive personal information they should be shredded] | |
| Agendas | No | | Date of meeting – one copy should be retained with the principal set of minutes. | DESTROY | |
| Reports | No | | Date of report + 6 years | Retain in school for 6 years from date of meeting. If the reports are referred to in the minutes then these reports should be kept permanently with the principal set of minutes. | Transfer to Archives if no space within school to store beyond the six years. |

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|--|-------------------|---------------------------------|--|--|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Instruments of Government | No | | Permanent | Retain in school whilst school is open | Transfer to Archives when the school has closed. |
| Meeting papers relating to the annual parent's meeting. | No | Education Act 2002, Section 33. | Date of the meeting plus a minimum of 6 years. | DESTROY SECURELY | |
| Instruments of the Governing body including Articles of Association. | No | | Permanently. | Retained in school whilst the school is open and then transfer to the Archives service when the school closes. | Transfer to Archives if the school closes. |
| Action plans created and administered by the Governing Body. | No | | Life of the action plan + 3 years | Secure Disposal. | |
| Policies created and administered by the Governing Body. | No | | Life of the policy + 3 years | Secure Disposal | |

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| Governors | | | | | |
|--|-------------------|--|---|---|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Records relating to complaints dealt with by the Governing Body. | Yes | | Date of 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) (England) (Amendment) Regulations 2002. | No | Education (Governor's 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 | |

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| Management | | | | | |
|--|-------------------|-----------------------------|---|--|---|
| Basic file description | DPA 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 and SLT | Yes ¹ | | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry. These can be kept for historical purposes. | If you are unable to store these in school then you could Transfer to the Archives. |
| Minutes of the Senior Management Team meetings and the meetings of other internal administrative bodies. | Yes | | Date of the meeting + 3 years then review. | Destroy Securely | |
| Reports created by the Head Teacher or the Management Team. | Yes | | Date of the report + a minimum of 3 years then review | Destroy Securely | |
| Records created by head teachers and other members of staff with administrative responsibilities | Yes ¹ | | Current academic year + 6 years then review | DESTROY Securely If these records contain sensitive information they should be shredded | |
| Correspondence created by head teachers and other members of staff with administrative responsibilities | Yes | | Date of correspondence + 3 years then review | DESTROY Securely If these records contain sensitive information they should be shredded | |

¹ 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 pupils and members of staff will become subject to the Data Protection Act 1998.

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| Management | | | | | |
|--------------------------------|-------------------|-----------------------------|---------------------------------------|---|---|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Professional development plans | Yes | | Life of plan + 6 years | Destroy Securely | |
| School development plans | No | | Life of plan + 3 years | Destroy Securely | You may wish to retain these for beyond 3 years to keep with the school historical records. |

| Pupils | | | | | |
|--|-------------------|-----------------------------|--|---|--|
| Basic file description | DPA 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 | Life of the policy + 3 years then review | Destroy Securely | |
| Admissions – if the admission is successful | Yes | School Admissions Code | Date of admission + 1 year | Destroy Securely | |
| Admissions – if the appeal is unsuccessful | Yes | School Admissions Code | Resolution of case + 1 year | Destroy Securely | |

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| Pupils | | | | | |
|-------------------------------|-------------------|-----------------------------|--|---|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Admission Registers | Yes | | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |
| Attendance registers | Yes | | Date of entry on register + 3 years | Review DESTROY [If these records are retained electronically any back up copies should be destroyed at the same time] | You may keep a record of this for past pupil enquiries. |
| Admissions Form | Yes | | Current year + 1 year or review | Destroy Securely | Once the information is saved into SIMS the form should be kept for one year for reference purposes but you may choose to keep it for the length of the time the child is in school. |

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| Pupils | | | | | |
|-------------------------------|-------------------|--|---|--|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Pupil files | Yes | | Retain for the time which the pupil 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 Behaviour Service | |
| Pupil's Educational Record | Yes | The Education (Public Information) (England) Regulations 2005 SI 2005 No. 1437 | Retain whilst the child remains at the primary school. | The file should follow the pupil when the child leaves the primary school. | If the child transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. |

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| Pupils | | | | | |
|---|-------------------|---------------------------------|--|---|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Special Educational Needs files, reviews and Individual Education Plans | Yes | Limitation Act 1980, Section 2. | DOB of the pupil + 25 year ² | DESTROY SECURELY - SHRED | Review – this is the minimum retention period, some authorities choose to keep for longer than this. |
| Letters authorising absence | No | Education Act 1996, Section 7 | Date of absence + 2 years | DESTROY SECURELY - SHRED | |
| Examination results | Yes | | | | |
| <ul style="list-style-type: none"> <i>Public</i> | No | | This information should be added to the pupil file | Transfer to the new school once the child moves (see information under pupil file section). | Any certificates left unclaimed should be returned to the appropriate Examination Board |
| <ul style="list-style-type: none"> <i>Internal examination results</i> | Yes | | The information should be added to the pupil file | Transfer to the new school once the child moves (see information under pupil file section). | As above. |

² As above

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| Pupils | | | | | |
|---|-------------------|---|---------------------------------------|---|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001, Section 14 | DOB + 25 years | DESTROY Securely unless legal action pending | |
| Statement maintained under The Education Act 1996 - Section 324 | Yes | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | DOB + 25 years | DESTROY securely unless legal action is pending | |
| Proposed statement or amended statement | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 25 years | DESTROY securely unless legal action is pending | |
| Advice and information to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | DOB + 25 years | DESTROY securely unless legal action is pending | |

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| Pupils | | | | | |
|---|-------------------|-----------------------------|---|---|-------------------------|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Child Protection information held on pupil file | Yes | Safeguarding legislation | Retained in line with the pupil file, it should be in a sealed envelope and retained for the same period of time as the pupil file. | DESTROY securely unless legal action is pending | These must be shredded. |
| Child Protection information held in separate files | Yes | Safeguarding legislation | DOB of the child + 25 years then review. | DESTROY securely unless legal action pending | These must be shredded. |

| Curriculum | | | | | |
|-------------------------------|-------------------|-----------------------------|---------------------------------------|---|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Curriculum development | No | | Current year + 6 years | DESTROY securely | |
| Curriculum returns | No | | Current year + 3 years | DESTROY securely | |

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| Curriculum | | | | | |
|--------------------------------------|------------|----------------------|--------------------------------|---|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 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 new retention period or DESTROY | |
| 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 DESTROY | |
| Class Record Books | No | | Current year + 1 year | DESTROY Securely | |
| Mark books | No | | Current year + 1 year | DESTROY Securely | |
| Record of homework set | No | | Current year + 1 year | DESTROY Securely | |
| Pupils' work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and return home or allocate a new retention period or DESTROY | |
| Examinations Results (School's Copy) | Yes | | Current year + 6 years | DESTROY securely | |

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| Curriculum | | | | | |
|--|------------|----------------------|--|--|---|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| SATS records results | Yes | | In line with the pupil educational file or current year + 6 years | DESTROY Securely [These records should be shredded] | The pupil result should be recorded on the pupil file and kept in line with the pupil file retention period. A composite record of all the whole year SATs results may be kept for the current year + 6 years. |
| SATS Examination Papers | | | The examination papers should be kept until any appeals/validation process is complete | DESTROY Securely. | |
| Published Admission Number (PAN) Reports | Yes | | Current year + 6 years | DESTROY Securely. | |
| Value added records and contextual data | Yes | | Current year + 6 years | DESTROY securely [These records should be shredded] | |

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| Curriculum | | | | | |
|------------------------|------------|----------------------|--------------------------------|--|--|
| Basic file description | DPA Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Self-evaluation forms | Yes | | Current year + 6 years | DESTROY securely | |

| Personnel | | | | | |
|--|------------------|----------------------|--------------------------------|--|--|
| Basic file description | Data Prot 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 headteacher | Yes | | Date of appointment + 6 years | DESTROY Securely | |

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| Personnel | | | | | |
|--|-------------------------|-----------------------------|--|---|-------------------------------------|
| Basic file description | Data Prot 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 member of staff | Yes | | <p>Date of appointment of unsuccessful candidate + 6 months</p> <p>Date of successful candidate – all relevant information should be added to the staff personnel file (see below) and all other information retained for 6 months</p> | | |
| Pre-employment vetting information (including DBS checks) | Yes | DBS guidance | Date of check + 6 months | DESTROY SECURELY | [by the designates member of staff] |

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| Personnel | | | | | |
|--|-------------------------|---|---|---|---|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure. | Yes | | If it is necessary then retain on the staff personnel file. | | |
| Pre-employment vetting information – evidence proving the right to work | Yes | An employer's guide to right to work checks | These documents should be retained with the staff personnel file. | | |
| Timesheets | Yes | Financial Regulations | Current year + 6 years | DESTROY Securely SHRED | |
| Staff Personal files | Yes ³ | Limitation Act 1980 (Section 2) | Termination + 6 years | DESTROY Securely SHRED | |
| Interview notes and recruitment records | Yes | | Date of interview + 6 months | DESTROY Securely SHRED | Add the records of successful candidates to their personnel file. |

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| Personnel | | | | | |
|---|------------------|--------------------------|--|---|--|
| Basic file description | Data Prot 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 | Safeguarding legislation | Until the person's normal retirement age or 10 years from the date of the allegation (whichever is longer) | DESTROY Securely SHRED | |
| Disciplinary proceedings: | Yes | | | | |
| <ul style="list-style-type: none"> Oral warning | | | Date of warning + 6 months | DESTROY Securely SHRED If this is placed on a personal file, it must be weeded from the file. | |
| <ul style="list-style-type: none"> written warning – level one | | | Date of warning + 6 months | DESTROY Securely SHRED If this is placed on a personal file, it must be weeded from the file. | |

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| Personnel | | | | | |
|--|------------------|----------------------|---|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| <ul style="list-style-type: none"> <i>written warning – level two</i> | | | Date of warning + 12 months | DESTROY Securely SHRED If this is placed on a personal file, it must be weeded from the file. | |
| <ul style="list-style-type: none"> <i>final warning</i> | | | Date of warning + 18 months | DESTROY Securely SHRED If this is placed on a personal file, it must be weeded from the file. | |
| <ul style="list-style-type: none"> <i>case not found</i> | | | DESTROY immediately at the conclusion of the case | DESTROY Securely SHRED | |
| Records relating to accident/injury at work | Yes | | Date of incident + 12 years | Review at the end of this period. In the case of serious accidents a further retention period will need to be applied | |

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| Personnel | | | | | |
|--|-------------------------|---|---------------------------------------|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Annual appraisal/assessment records | Yes | | Current year + 5 years | DESTROY Securely SHRED | |
| Salary cards | Yes | | Last date of employment + 85 years | DESTROY Securely SHRED | |
| Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year, +3yrs | DESTROY Securely SHRED | |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | DESTROY Securely SHRED | |

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| 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 | |
| Accessibility Plans | No | Disability Discrimination Act | Current year + 6 years | DESTROY | |
| Health and Safety Policy | No | | Life of policy + 3 Years | DESTROY Securely | |
| Health and Safety Risk Assessments | No | | Life of risk assessment + 3 years | DESTROY Securely | |
| Records relating to accident/ injury at work | Yes | | Date of incident + 12 years – In the case of a serious incident the retention period should be reviewed | DESTROY Securely | |
| Accident Reporting | | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 | | | |

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| 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 | |
| • <i>Adults</i> | Yes | | Date of Accident + 6 years | DESTROY Securely SHRED | |
| • <i>Children</i> | Yes | | DOB + 25 years ⁴ | DESTROY Securely SHRED | |
| COSHH | No | Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 | Current year + 40 years | DESTROY Securely [where appropriate an additional retention period may be allocated] | |
| Incident reports | Yes | | Current year + 20 years | SHRED | |
| 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 | DESTROY | |

⁴ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

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| 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 | |
| Process of monitoring of areas where employees and persons are likely to have become in contact with radiation. | No | | Last action + 50 years | DESTROY Securely. | |
| Fire Precautions log books | No | | Current year + 6 years | DESTROY | |

| Administrative | | | | | |
|----------------------------------|------------------|----------------------|---|--|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Employer's Liability certificate | No | | Permanent whilst the school is open. Closure of school + 40 years | DESTROY Securely | |

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| Administrative | | | | | |
|--|-------------------------|-----------------------------|---------------------------------------|---|-------------------|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Inventories of equipment and furniture | No | | Current year + 6 years | DESTROY Securely | |
| General file series | No | | Current year + 5 years | Review to see whether a further retention period is required | DESTROY Securely |
| School brochure/prospectus | No | | Current year + 3 years | | STANDARD DISPOSAL |
| Circulars (staff/parents/pupils) | No | | Current year + 1 year | | STANDARD DISPOSAL |
| Newsletters | No | | Current year + 1 year | Review to see whether a further retention period is required | STANDARD DISPOSAL |
| Visitors' book and Signing in sheets | Yes | | Current year + 6 years | Review to see whether a further retention period is required | DESTROY Securely |

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| Administrative | | | | | |
|--|-------------------------|-----------------------------|---|---|------------------|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Records relating to the PTA or other such organization | No | | Current year + 6 years then review | Review for further retention. | DESTROY Securely |
| Finance | | | | | |
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Annual Accounts | No | Financial Regulations | Current year + 6 years | STANDARD DISPOSAL | |
| Loans and grants managed by school | No | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required | DESTROY Securely |
| Contracts | | | | | |

Records Management and Retention Policy

| Administrative | | | | | | |
|--|-------------------------|-----------------------------|---------------------------------------|--|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | | Action at the end of the administrative life of the record | |
| <ul style="list-style-type: none"> under seal | | Limitation Act 1980 | | Last payment on the contract date + 12 years | DESTROY Securely SHRED | |
| <ul style="list-style-type: none"> under signature | | Limitation Act 1980 | | Last payment date on contrac + 6 years | DESTROY Securely SHRED | |
| <ul style="list-style-type: none"> monitoring records | | | | Current year + 2 years | DESTROY Securely SHRED | |
| Budget reports, budget monitoring etc | | No | | Life of the budget + 3 years | DESTROY Securely SHRED | |
| Invoice, receipts and other records covered by the Financial Regulations | | No | Financial Regulations | Current year + 6 years | DESTROY Securely SHRED | |
| Annual Budget and background papers | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| Order books and requisitions | | No | | Current year + 6 years | SHRED | |

Records Management and Retention Policy

| Administrative | | | | | | |
|---|-------------------------|-----------------------------|---------------------------------------|----------------------------------|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | | Action at the end of the administrative life of the record | |
| School Fund – Cheque books | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| School Fund – Paying in books | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| School Fund – Ledger | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| School Fund – Invoices | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| School Fund – Receipts | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| School Fund – Bank statements | | No | | Current year + 6 years | DESTROY Securely SHRED | |
| Records relating to the collection and banking monies | | No | | Current financial year + 6 years | DESTROY Securely SHRED | |
| Records relating to the identification and collection of debt | | No | | Current financial year + 6 years | DESTROY Securely SHRED | |
| Free School Meals Registers | | Yes | | Current year + 6 years | DESTROY Securely | |

Records Management and Retention Policy

| Administrative | | | | | | |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|--|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | | Action at the end of the administrative life of the record | |
| School Meals Registers Yes | | | Current year + 6 years | | DESTROY Securely. | |
| School Meals Summary Sheets | | | Current year + 3 years | | DESTROY Securely. | |

| Property | | | | | | |
|---|-------------------------|-----------------------------|---------------------------------------|--|--|------------------|
| Basic file description | Data Prot 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 | No | | Permanent | | | |
| Plans of properties belonging to the school | No | | Permanent | | Retain in school whilst operational then passed on to any new owner. | DESTROY Securely |

Records Management and Retention Policy

| Property | | | | | |
|--|-------------------------|-----------------------------|---------------------------------------|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| Maintenance and contractors | | Financial Regulations | Current year + 6 years | DESTROY Securely | |
| Leases | | | Expiry of lease + 6 years | DESTROY Securely | |
| Lettings | | | Current year + 6 years | DESTROY Securely | |
| Burglary, theft and vandalism report forms | | | Current year + 6 years | DESTROY Securely SHRED | |
| Maintenance log books | | | Last entry + 6 years | DESTROY Securely Shred | |
| Contractors' Reports | | | Current year + 6 years | DESTROY Securely Shred | |

Records Management and Retention Policy

| LEA | | | | | |
|---|------------------|----------------------|--------------------------------|--|--|
| Basic file description | Data Prot 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 | DESTROY Securely SHRED | |
| Attendance returns | Yes | | Current year + 1 year | DESTROY Securely SHRED | |
| School Census Returns | No | | Current year + 5 years | DESTROY Securely SHRED | |
| Circulars and other information sent from the Local Authority | No | | Operational use | DESTROY Securely SHRED | |

| DfE | | | | | |
|------------------------|------------------|----------------------|---|--|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| HMI reports | | | These do not need to be kept any longer | | |

Records Management and Retention Policy

| DfE | | | | | |
|--|------------------|----------------------|--------------------------------|--|------------------------|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| OFSTED reports and papers | No | | Life of report then review | Review to see whether a further retention period is required | DESTROY Securely SHRED |
| Returns made to central government | No | | Current year + 6 years | DESTROY Securely SHRED | |
| Circulars and other information sent from central government | No | | Operational use | DESTROY Securely | |

| Educational Visits outside the classroom | | | | | |
|---|------------------|--------------------------------|--|--|--|
| Basic file description | Data Prot 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 | Yes | | Date of visit + 14 years | DESTROY Securely | |
| Parental consent forms for school trips where there has been no major incident | Yes | | Conclusion of the trip | DESTROY Securely | |
| Parental consent forms 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 | | |

Records Management and Retention Policy

| | | | | | |
|--|--|--|---|--|--|
| | | | the trip need to be retained to show that the rules had been followed for all pupils. | | |
|--|--|--|---|--|--|

| Walking bus | | | | | |
|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|--|
| Basic file description | Data Prot Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record | |
| Walking bus registers | Yes | | Date of register + 3 years | DESTROY Securely | |

| Family Liaison Officers and Home School Liaison Assistants | | | | | |
|--|-------------------------|-----------------------------|---|---|--|
| Basic file description | Data prot issues | Statutory Provisions | Retention Period | Action at the end of the administrative life of the record | |
| Day books | Yes | | Current year + 2 years then review | DESTROY Securely | |
| Reports for outside agencies – where the report has been included on the case file created by the outside agency | Yes | | Whilst the child is attending the school and then destroy | DESTROY Securely | |
| Referral Forms | Yes | | While the referral is current | | |
| Contact data sheets | Yes | | Current year then review, if contact is no longer active then destroy | DESTROY Securely | |
| Contact database entries | Yes | | Current year then review, if contact is no longer active then destroy | DESTROY Securely | |
| Group Registers | Yes | | Current year + 2 years | DESTROY Securely | |