Brontë Academy Trust

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Bronte Academy Trust

Records Management Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Working Party	JB	19 Nov 18		19 Nov 20
DH	JB	13 Jan 20		13 Jan 22
DH	Trustees	13 March 24		13 March 26
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1 INTRODUCTION

Bronte Academy Trust 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 Academy Trust.

Records provide evidence for protecting the legal rights and interests of the Trust as well as evidence for demonstrating performance, compliance and accountability.

Record keeping is an essential part of the Trust's 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 Trust and its staff;
- Pupil Record Management;
- Information Audits;
- Email Records;
- Retention;
- Safe Disposal of Records/Data;

2 SCOPE OF THE POLICY

This policy applies to all records created, received or maintained by Trust staff in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the Trust 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.

A small percentage of the Trust's records may be selected for permanent preservation as part of the Trust's archives and for historical research and will contain the minimum amount of personal data required in compliance with the GDPR and data protection laws currently in force.

3 RELATIONSHIP WITH EXISTING POLICIES

This policy should be read in conjunction with the following:

- The Freedom of Information Policy;
- The Data Protection Policy;
- The Trust's Privacy Notices.

4 THE RESPONSIBILITIES OF THE TRUST AND ITS STAFF

The Trust is responsible for maintaining its records and record-keeping systems in accordance with the regulatory environment.

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 Trust's records management guidelines (also see the safe disposal or records/data section of this policy).

5 PUPIL RECORD MANAGEMENT

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; it should be read in conjunction with the Data Protection Policy and the Privacy Notice. The pupil record is the core record for documenting 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.

The central pupil record is kept in electronic form in the Trust's information management system but other pupil records may be taken from this and stored in other locations (such as attendance records, registers, class lists, safeguarding records and SEND records etc…).

Pupils (and parents) have a right to see their educational record, please refer to the Privacy Notice for details on this.

Pupil records include information obtained from the admission form and local authority at the point the pupil enters the Trust and include 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).

Pupil records will be transferred to any new school which the pupil attends, this includes instances where the pupil moves to another primary school/secondary school (in year transfer) or where the pupil leaves primary school to join secondary school.

The Trust do not need to keep copies of any information in the pupil record once this has been transferred to a pupil's new school, except if there is an ongoing legal action, or potential for legal action, after the pupil leaves the Trust. Custody of, and responsibility for, the records pass to the new school that the pupil transfers to.

Pupil records will be transferred to the new school electronically [usually by the schools to schools or equivalent system].

The information which should be included in the pupil record and provided to the secondary school (or new primary school) can be found in the Information Management Toolkit for Schools.

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 old.

The pupil record will be disposed of in accordance with the safe disposal of records/data section later in this policy.

If the Trust 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 is compliant with GDPR prior to the transfer. If the institution outside the EEA cannot show that they are compliant with the GDPR, the Trust will require parental consent to the transfer.

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.

6 INFORMATION AUDITS

An information audit (sometimes known as data flow map) is a map of all the personal data held by the Trust 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.

The information audit is an ongoing process that assists the Trust with managing the personal data they hold and ensuring compliance with the General Data Protection Regulations and data protection laws in force.

7 EMAIL RECORDS

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.

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.

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.

8 RETENTION OF RECORDS AND PERSONAL DATA

In compliance with the Freedom of Information Act 2000 and the GDPR and Data Protection laws, the Trust 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.

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.

Where appropriate the Retention Schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

The Retention Schedule contains recommended retention periods for the record series created and maintained by the Trust in its 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 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.

If a record series is to be kept for longer or shorter periods than laid out in the Retention Schedule, then the reasons for this need to be documented.

9 SAFE DISPOSAL OF RECORDS / DATA

This policy relates to all types of records whether they are paper copies or electronically held.

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.

The Trust 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 Trust 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.

All records containing personal information or sensitive policy information should be made either unreadable or unreconstructedly.

Paper records will be shredded using a cross-cutting shredder.

All electronic records will be permanently deleted/destroyed.

The Trust will keep a list of records which have been destroyed and who authorised their destruction in line with the Freedom of Information Act 2000.

Where there is a need for permanent preservation of records, the Trust should ensure that any personal data is kept to a minimum required for the preservation.

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 Trust can prove that the electronic version is a genuine copy of the original.

10 BREACHES OF POLICY

Any breaches of this policy may lead to a breach under the Data Protection Act and could lead to sanctions being imposed by the Information Commissioners Office (ICO).

11 MONITORING AND REVIEW

This policy is reviewed annually by the Trustees on a bi-annual basis.

This Records Management Policy was reviewed and formally adopted by Bronte Academy Trust on

.....14 July 26.....Date



.....Signed Chair of Trustees



.....Signed Chief Executive Officer

Appendix One: Retention Schedule

Governance, Funding and Financial Management of the Academy Trust					
Trust Board					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Governance Statement	No		Life of Governance Statement + 6 years	Retain in school for 6 years.	SECURE DISPOSAL
Articles of Association	No		Life of the Trust		
Memorandum of Association	No		This can be disposed of once the Trust has been incorporated.		SECURE DISPOSAL
Memorandum of Understanding of Shared Governance amongst Schools	No	Companies Act 2006, s.355	Life of Memorandum of Understanding + 6 years		SECURE DISPOSAL
Constitution	No		Life of the Trust		SECURE DISPOSAL
Special Resolutions to Amend the Constitution	No		Life of the Trust		SECURE DISPOSAL

Governance, Funding and Financial Management of the Academy Trust					
Governance of the Academy Trust					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Written Scheme of Delegation	No	Companies Act 2006, s. 355.	Life of Written Scheme of Delegation + 10 years		SECURE DISPOSAL
Directors – Appointment	No		Life of Appointment + 6 years		SECURE DISPOSAL
Directors – Disqualification	No	Companies Directors Disqualification Act 1986	Date of Disqualification + 15 years		SECURE DISPOSAL
Directors – Termination of Office	No		Date of Termination + 6 years		SECURE DISPOSAL
Annual Report – Trustees Report	No	Companies Act 2006, s.355.	Date of Report + 10 years		SECURE DISPOSAL
Annual Report and Accounts	No	Companies Act 2006, s.355.	Date of Report + 10 years		SECURE DISPOSAL
Annual Return	No	Companies Act 2006, s.355.	Date of Return + 10 years		SECURE DISPOSAL
Appointment of Trustees and Governors and Directors	Yes		Life of Appointment + 6 years		SECURE DISPOSAL

Governance, Funding and Financial Management of the Academy Trust					
Governance of the Academy Trust					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Statement of Trustees Responsibilities	No		Life of Appointment + 6 years		SECURE DISPOSAL
Appointment and Removal of Members	No		Life of Appointment or Removal + 6 years		SECURE DISPOSAL
Strategic Plan (also known as School Development Plans)	No		Life of Plan + 6 years		SECURE DISPOSAL
Accessibility Plan	No – unless plan refers to specific pupils	Limitation Act 1980, s2.	Life of Plan + 6 years		SECURE DISPOSAL

Board of Directors, Members Meetings and Governing Body					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Board Meeting Minutes	No – unless minutes refer to specific individuals	Companies Act 2006, s.248.	Date of Meeting + 10 years (at least)	Retain in School until school closes	Offer to the archives.
Board Decisions	No – unless the decisions refer to specific individuals		Date of Meeting + a minimum of 10 years	Retain in School until School closes	Offer to the archives.
Board Meeting: Annual Schedule of Business	No		Current Year		SECURE DISPOSAL
Minutes relating to any committees set up by the Board of Directors.	No – unless minutes refer to specific individuals.		Date of Meeting + a minimum of 10 years	Retain in School until School closes	Offer to the archives.

Board of Directors, Members Meetings and Governing Body					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Records relating to the Management of the Annual General Meeting	No – unless minutes refer to specific individuals	Companies Act 2006, s.248.	Minutes must be kept for at least 10 years from the date of the meetings.	Retain in School until school closes	Offer to the archives.

Agendas for Governing Body Meetings	No		One copy to be retained as the master set of minutes – all other copies destroyed.		SECURE DISPOSAL.
Minutes of, and papers considered at, meetings of the Governing Body and the Committees.	No – unless minutes refer to specific individuals.		*Principal set (signed)* – Life of the Academy *Inspection Copies* – date of meeting + 3 years		SECURE DISPOSAL
Reports presented to the Governing Body	No – unless they refer to specific individuals.		If the minutes specifically refer to the reports, then the report should be kept for the life of the Trust. If not, a minimum of 6 years.		SECURE DISPOSAL.

Board of Directors, Members Meetings and Governing Body					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Register of Directors	Yes	Companies Act 2006	Life of Academy + 6 years		SECURE DISPOSAL
Register of Directors' Interests.	No		Life of Academy + 6 years		SECURE DISPOSAL
Register of Directors' residential addresses.	Yes	Companies Act 2006	Life of Academy + 6 years		SECURE DISPOSAL

Register of gifts, hospitality and entertainment.		Companies Act 2006	Life of Academy + 6 years		SECURE DISPOSAL
Register of Members	Yes	Companies Act 2006	Life of Academy + 6 years		SECURE DISPOSAL
Register of Secretaries	Yes	Companies Act 2006	Life of Academy + 6 years		SECURE DISPOSAL
Register of Trustees Interests	No		Life of Academy + 6 years		SECURE DISPOSAL
Declaration of Interests Statements (Governors)	No		Life of Academy + 6 years		SECURE DISPOSAL

Funding and Finance					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Statement of financial activities for the year	No		Current financial year + 6 years		SECURE DISPOSAL
Value for Money statement	No		Current financial year + 6 years		SECURE DISPOSAL
Records relating to the management of VAT	No		Current financial year + 6 years		SECURE DISPOSAL
Accounts return	No		Current financial year + 6 years		SECURE DISPOSAL
Charging and Remissions Policy	No		Date policy is superseded + 3 years		SECURE DISPOSAL

Audit Committee and appointment of responsible officers	No		Life of the Academy		SECURE DISPOSAL
Independent Auditors Report on regularity	No		Financial year report relates to + 6 years.		SECURE DISPOSAL

Funding and Finance					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Independent Auditors Report on financial statements	No		Financial year report relates to + 6 years.		SECURE DISPOSAL
Funding Agreement with Secretary of State with supplementary funding agreements	No		Date of last payment of funding + 6 years		SECURE DISPOSAL
Funding Agreement – termination of the funding agreements.	No		Date of the last payment of funding + 6 years.		SECURE DISPOSAL
Funding Records – Capital Grant	No		Date of last payment of funding + 6 years.		SECURE DISPOSAL
Funding Records – Earmarked Annual Grant (EAG)	No		Date of last payment of funding + 6 years		SECURE DISPOSAL
Funding Records – General Annual Grant (GAG)	No		Date of last payment of funding + 6 years		SECURE DISPOSAL
Per pupil funding records	No		Date of last payment of funding + 6 years		SECURE DISPOSAL

Exclusions Agreements	No		Date of last payment of funding + 6 years		SECURE DISPOSAL

Funding and Finance					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Funding Records	No		Date of last payment of funding + 6 years		SECURE DISPOSAL
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986	Current Year + 3 years		SECURE DISPOSAL
Records held under retirement benefits scheme	Yes	Regulation 15, Retirement Benefits Schemes (information powers) Regulations 1995.	For the end of the year in which the accounts were signed + 6 years (minimum)		SECURE DISPOSAL
Management of the Teacher's pension scheme	Yes		Date of last payment on the pension + 6 years		SECURE DISPOSAL
Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years.		SECURE DISPOSAL
Payroll records	Yes		Date payroll run + 6 years		SECURE DISPOSAL

Funding and Finance					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Insurance Policies	No		Date the policy expires + 6 years		SECURE DISPOSAL

Records relating to the settlement of insurance claims	No		Date claim settled + 6 years		SECURE DISPOSAL
Employer's Liability Insurance certificate	No		Closure of school + 40 years		SECURE DISPOSAL
Investment Policies	No		Life of the investment + 6 years		SECURE DISPOSAL

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	

Pupils					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code	Resolution of case + 1 year	Destroy Securely	
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 Arbor 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.

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 school then transfer to the new school. If the pupil reaches school leaver age whilst at your school, retain for DOB + 25 years.	Transfer to the secondary school (or other primary school) when the child leaves the school.	

Pupil's Educational Record	Yes	The Education (Public Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the school. See above.	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.

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[1]	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				

• *Public*	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
• *Internal examination results*	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.

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 and now EHCP Children and Families Act 2014	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 Children and Families Act 2014	DOB + 25 years	DESTROY securely unless legal action is pending	
Proposed statement or amended statement; Proposed EHCP or amended EHCP.	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 25 years	DESTROY securely unless legal action is pending	

Pupils					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
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	

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	
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	

Curriculum					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Examinations Results (School's Copy)	Yes		Current year + 6 years	DESTROY securely	
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.	

Curriculum					
Basic file description	**DPA Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
Value added records and contextual data	Yes		Current year + 6 years	DESTROY securely [These records should be shredded]	
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	

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		Date of appointment of unsuccessful candidate + 6 months 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		
Pre-employment vetting information (including DBS checks)	Yes	DBS guidance	Date of check + 6 months	DESTROY SECURELY [by the designates member of staff]	

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[2]	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.

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				
• *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.	
• *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.	

Personnel					
Basic file description	**Data Prot Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	
• *written warning – level two*			Date of warning + 12 months	DESTROY Securely SHRED If this is placed on a personal file, it must be weeded from the file.	
• *final warning*			Date of warning + 18 months	DESTROY Securely SHRED If this is placed on a personal file, it must be weeded from the file.	
• *case not found*			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	

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	
Timesheets	Yes		Current year + 6 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	

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			

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
• *Adults*	Yes		Date of Accident + 6 years	DESTROY Securely SHRED	
• *Children*	Yes		DOB + 25 years[2]	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	

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

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	

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
Newsletters	No		Current year + 1 year	Review to see whether a further retention period is required	STANDARD DISPOSAL

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	

Administrative						
Basic file description	**Data Prot Issues**	**Statutory Provisions**	**Retention Period [operational]**		**Action at the end of the administrative life of the record**	
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	DESTORY Securely
Contracts						
• under seal		Limitation Act 1980		Last payment on the contract date + 12 years	DESTROY Securely SHRED	
• under signature		Limitation Act 1980		Last payment date on contract + 6 years	DESTROY Securely SHRED	
• monitoring records				Current year + 2 years	DESTROY Securely SHRED	
Budget reports, budget monitoring etc		No		Life of the budget + 3 years	DESTROY Securely SHRED	

Administrative						
Basic file description	**Data Prot Issues**	**Statutory Provisions**	**Retention Period [operational]**		**Action at the end of the administrative life of the record**	
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	DESTORY Securely SHRED	
Requisitions		No		Current year + 6 years	SHRED	

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 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	

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
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	

LA

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	DESTORY 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		

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		
			the trip needs to be retained to show that the rules had been followed for all pupils.		

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	DESTROY Securely	

			longer active then destroy		
Group Registers	Yes		Current year + 2 years	DESTROY Securely	