

RETENTION OF DOCUMENTS AND RECORDS

MANAGEMENT POLICY

WHY DO WE HAVE THIS POLICY?

Notre Dame Catholic College recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and in particular in line with the General Data Protection Regulations (GDPR) and to contribute to the effective overall management of the school. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

SCOPE

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

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) 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 school's records will be selected for permanent preservation as part of the institute's archives and for historical research.

RESPONSIBILITIES

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.

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 timely.

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 1 of 24

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained, kept secure and disposed of in accordance with the school's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

Freedom of Information Policy

Data Protection Policy

And with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

DISPOSAL OF RECORDS

- ❖ Where it is deemed necessary to destroy records, all efforts will be made to preserve confidentiality and shredding would be carried out by the administrative staff in the college or by confidential waste disposal through an approved company.
- ❖ All disposal actions must be logged on the Information Register, detailing reference information, description of the destroyed material, date and method of destruction.
- ❖ Any data or records that are likely to be affected by pending or actual litigation or investigation, including Freedom of Information access requests must not be amended or disposed of until the threat of litigation has been removed. In these cases a future review date must be set and recorded.

DISTRUCTION OF PHYSICAL MATERIAL

- ❖ The appropriate method of destruction for physical material, such as paper records, depends on the sensitivity of the material:
- ❖ Non-sensitive material: Should be disposed of using recycling collection points only. If any doubt exists it should be disposed of in the secure recycling units available. This is then shredded and disposed of by an approved disposal operative.
- ❖ Restricted material: Such as personally sensitive reports should be disposed of using the approved secure recycling units available. This is then shredded and disposed of by an approved disposal operative.
- ❖ Confidential material: Such as payroll or tax records must only be disposed of in approved secure recycling units available. This is then shredded and disposed of by an approved disposal operative.

DESTRUCTION OF ELECTRONIC RECORDS

- ❖ For data disposal purposes, deletion of electronic records constitutes complete destruction of the electronic material.
- ❖ Secure destruction of electronic records can be a more complicated process than immediately obvious. Within many ICT systems 'deleting' electronic information simply removes an operating system or application link to the information. The data itself is still present.
- ❖ To securely remove information from electronic media, it must be overwritten. The more times the information is overwritten, the harder it is to recover. This process is known as disk wiping or disk shredding. It follows that information of higher sensitivity or confidentiality should be subject to a more rigorous overwriting process. For guidance please refer to the ICT Security Team.

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 2 of 24

SCHOOL CLOSURES

When a school closes, there will be records which will need to be stored until they work out their statutory retention periods.

It is the responsibility of the Local Authority to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There might be a number of different reasons why a school has closed and this may affect where the records need to be stored.

RETENTION GUIDELINES

The following retention guidelines have been issued by the Management Society of Great Britain 'Retention Guidelines for Schools' as well as the 'Data Retention Policy for Liverpool Schools' guidelines (hard copies are available from the clerk to the governing body). Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. Managing records using these retention guidelines will be deemed to be 'normal processing'; under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

MONITORING AND EVALUATION

Wherever possible, records will be kept as stated above. Any alterations to these arrangements will be made within guidelines from the Local Authority.

If you are in doubt with regard to the retention of any document, please contact the School Business Director for clarification.

Child Protection					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life	
Child Protection files	Yes	Education Act 2002, related guidance "Safeguarding Children in Education" September 2004	Date of leaving + 25 years	SECURE DISPOSAL	Child Protection information must be sent under separate cover to the Local Authority whilst the child is still under 18. Once a child is removed from roll to their home, the file should be copied to the Local Authority.

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 3 of 24

Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	SECURE DISPOSAL	The following is an extract from Children and Safer Recruitment p60 "Record Keeping 5.10 It is important that a clear comprehensive summary of a case made, details of how the allegation was dealt with, how it was resolved, and a note of the actions taken and decisions reached, is kept in a confidential personnel file, and made available to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future enquiries for reference if the person has made a request to provide clarification in cases where a future DBS Disclosure reveals information that the police about an allegation which has resulted in a criminal conviction. And it is important to prevent unnecessary reinvestigation sometimes happens, an allegation can be forgotten after a period of time. The records should be retained at least until the person reaches their normal retirement age or for a period of 10 years from the date of the allegation
Looked After Children (Systems which manage children looked after by the local authority in summary form)	Yes		5 years	COMMON PRACTICE CLOSED FOR 50 YEARS	
Looked After Children (Process involving individual case management of children looked after by the local authority. This includes children and young people and children: Adopted via the local authority in a children's home, fostered by the local authority, on custodian orders or on residence orders)	Yes		75 years from client's 18 th birthday except in cases of multiple siblings when it should be kept until 75 years after the 18 th birthday of the youngest sibling.	SECURE DISPOSAL, COMMON PRACTICE	
Looked After Children (Children and young people subject to supervision orders)	Yes		21 years from clients date of birth	SECURE DISPOSAL, COMMON PRACTICE	

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 4 of 24

Looked After Children (Process involving summary case management of children under the protection of local authority)	Yes		Please note that ALL retention periods relating to child protection have been suspended as part of the requirements of the Goddard inquiry. These records will be retained until the findings of the Goddard inquiry are published. If you have any doubts or concerns about which records are covered by this please contact the Records Manager before proceeding to dispose of any records.		
Looked After Children (Process involving individual case assessment, investigation, registration, and management of children involved in child protection): a) Investigated, conferenced and registered b) Core assessment c) Investigated but not conferenced and registered	Yes		35 years from date of closure	Common practice	
Looked After Children (Process involving individual cases initial assessment and provision of advice in regards to child protection)	Yes		5 years from closure	Common Practice	

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 5 of 24

Governors

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Principal set Minutes (signed)	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
Inspection copies	No		Date of meeting + 3 years	SECURE DISPOSAL	
Agendas	No		Date of meeting	SECURE DISPOSAL	
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	
Instruments of Government	No		Permanent	Retain in school	Transfer to Archives if the school has closed
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	Transfer to Archives
Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL	It may be appropriate to offer to the Archives.
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational	
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes SECURE DISPOSAL routine complaints	
Annual Reports required by the Department for Education and Skills	No		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives
Proposals for schools to become, or be established as Specialist Status schools	No			Current year + 3 years	Transfer to Archives

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 6 of 24

Management					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Enquiries and Complaints	Yes		6 years	Retain in the school for 6 years from complaint	Transfer to Archives
Log Books	Yes		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry.	Transfer to the Archives
Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting	Transfer to Archives
Reports made by the head teacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting	Transfer to Archives
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	SECURE DISPOSAL	
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SECURE DISPOSAL	
Professional development plans	Yes		Closure + 6 years	SECURE DISPOSAL	
School development plans	No		Closure + 6 years	Review	
Admissions – if the admission is successful	Yes		DOB of the pupil + 25 years	SECURE DISPOSAL	
Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year	SECURE DISPOSAL	
Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL	
Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SECURE DISPOSAL	
Supplementary Information form including additional information such as religion, medical conditions etc					

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 7 of 24

Pupils Admissions and Exclusions					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Case Files (including appeals) (Admission appeal files / Exclusion appeal)	Yes		25 years from DOB	Common Practice	
Admission and transfer forms	Yes		18 years from DOB	Common Practice	
Essential Information including name, DOB, gender, address, ethnicity, next of kin and support history	Yes		Destroy – 25 years from date of birth	Common Practice	
Permanent or temporary exclusion from school	Yes		Destroy – 25 years from date of birth	Common Practice	
Process involved in development services of programmes for children	Yes		7 years from date of closure	Common Practice	
Process involved in provision of services of programmes to support the development of children (Attendance records / Course reports)	Yes		25 years from date of closure	Common Practice	
Process involved with the provision for a service or programme to support the development of young persons	Yes		15 years from date of closure	Common Practice	
Pupils					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Attendance registers / records	Yes		Destroy – 25 years from date of birth	Common Practice	
Pupil Files retained by schools secondary	Yes	Limitation Act 1980	DOB of the pupil + 25 years	SECURE DISPOSAL	
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 35 years	SECURE DISPOSAL	

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 8 of 24

Special Educational Needs, process involving individual support for children who have need of special education support.	Yes		SEN pupil: 30 years from date of closure MISC: 10 years from date of closure HOME TUITION AND PROGNANT SCHOOLGIRL FILES: 25 years from date of birth.	Common Practice	
Letters authorising absence	No		Date of absence + 2 years	SECURE DISPOSAL	
Absence books			Current year + 6 years	SECURE DISPOSAL	
Examination results	Yes				
Public examination results	No		Year of examinations + 6 years	SECURE DISPOSAL	Unclaimed certificates returned to Exam Board
Internal examination results	Yes		Current year + 5 years	SECURE DISPOSAL	
Educational achievement assessments	Yes		Destroy – 25 years from date of birth	Common Practice	
Any other records created in the course of contact with pupils	Yes/No		Current Year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL	
Statement maintained under The Education Act 1996 - Section 324	Yes	SEN and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is Pending	Yes
Proposed statement or amended statement	Yes	SEN and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending	

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 9 of 24

Pupils				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Advice and information to parents regarding educational needs	Yes	SEN and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Accessibility Strategy	Yes	SEN and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Children's SEN Files	Yes		DOB of pupil + 35 years	SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SECURE DISPOSAL
Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No	3 part supplement to the H&S of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 10 of 24

Curriculum				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Curriculum development	No		Current year + 6 years	SECURE DISPOSAL
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
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 SECURE DISPOSAL
Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
Examination results	Yes		Current year + 6 years	SECURE DISPOSAL
SATS records – Examination papers and results	Yes		Current year + 6 years	SECURE DISPOSAL
PAN reports	Yes		Current year + 6 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 11 of 24

Value added records	Yes		Current year + 6 years	SECURE DISPOSAL
Self-Evaluation Forms	Yes		Current Year + 6 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 12 of 24

Occupational Health				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
The process of checking and ensuring health of staff (Example: Health Questionnaire / medical clearance / adjustment workplace / restrictions / recommendations)	Yes		6 years after date of leaving unless known exposure to potential hazards in which case 40 years. Passed to personnel once returned / terminated	Common practice
Health referrals including medical reports from doctors or consultants, correspondence with the appointed medical providers to the council – Health Management	Yes		6 years	Common practice
Mediation Service				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Informal and confidential conflict resolution service for employees (Example: Referral information / user profiles and feedback / meeting arrangements / temporary flip charts and reference notes)			On conclusion of mediation process	Common practice
Personnel Records / Administration				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Timesheets, sick pay, Authorisation for deputizing, substitution allowance and / or overtime / travel time claim	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Process of monitoring staff leave and attendance (example: sick leave / jury service / study leave / special and personal leave / attendance books / flexitime sheets / leave applications)	Yes		6 years from leaving date	Common Practice
Staff Personal files	Yes		Termination + 7 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 13 of 24

Summary management systems that allow the monitoring and management of employees in summary form. (NB: The summary information that this record class attempts to capture is: Name DOB, Date of appointment, Work History, Details, Position/Designation, Titles and Dates Held	Yes		6 years from leaving date	Common Practice
The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employers requirements Records containing superannuation information.	Yes		6 years from leaving date but if pension paid the records need to be kept up to the individuals 85 th birthday.	
Records relating to staff working with children and the vulnerable	Yes		Indefinitely	Common Practice
Interview notes and recruitment Records (Example: Advertisements / applications / referee reports / interview reports / unsuccessful applicants)	Yes		Paper records - 6 months (paper based). Electronic system (oracle) – ongoing retention of records Application forms and pre employment checks – On personnel file for duration of employment	Common Practice
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL
Qualifications / references	Yes		6 years from leaving date	Common practice
Disciplinary proceedings:	Yes	Where the warning relates to child protection issues then retain until the person's normal retirement age, or 10 years from the date of the allegation, whichever is the longer. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.		
• oral warning			Date of warning + 6 months	SECURE DISPOSAL
• written warning – level one			Date of warning + 6 months	SECURE DISPOSAL
• written warning – level two			Date of warning + 12 months	SECURE DISPOSAL
• final warning			Date of warning + 18 months	SECURE DISPOSAL
• case not found			If child protection related then retain until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer. Otherwise SECURE DISPOSAL immediately at the conclusion of the case.	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 14 of 24

Processing of disciplinary and grievances investigations where proved	Yes		All warnings remain live on the file for 12 months. Any warning involving children / vulnerable adults to be placed	Common Practice
Processing of disciplinary and grievances investigations were unfounded	Yes		Destroy immediately after the grievance has been found to be unfounded; if the allegation is regarding children / vulnerable	Common Practice
Process that records injuries to adults (Accident Books)	Yes		3 years from date of closure	Statutory
Process that records injuries to children (Accident Books)	Yes		Until 18 th Birthday + 3 years	
Process to assess the level of risk (risk assessment)	Yes		3 years from date of last assessment	Statutory
Annual appraisal/assessment records	No		Current year + 5 years	SECURE DISPOSAL
Quality and Performance Management – The process of monitoring or reviewing the quality efficiency, or performance of local authority service or unit	Yes		5 years from date of closure	Common practice
Salary cards	Yes		Last date of employment + 85 years	SECURE DISPOSAL
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	6 years	SECURE DISPOSAL
Unpaid leave periods (Maternity leave etc)	Yes		72 years from DOB	Common practice
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 15 of 24

<p>Pension estimates and awards</p> <ul style="list-style-type: none"> • full name and date of birth / • national insurance number / • pensionable pay at leaving / • reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference) • Reasons for leaving and new employers name (if knows) • Amount and destination of any transfer value paid. • Amount pf any refund of PCSPS contributions. • Amount and date of any contributions equivalent premium paid. <p>All other papers relating to pension-ability not listed above (e.g papers about pension-ability of other employment (including war service): extension of service papers, papers about widow's, widower's children and other dependent's pensions; correspondence with the Cabinet Office, and other departments and pension administrator's or the officer and his / her representatives (MP's unions or others) about pension matters.</p>			72 years from date of birth	Common practice
<p>Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure</p>	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.	
<p>Bank details / Payroll input forms</p>	Yes		6 years from the date in which the employment ended	Common practice

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 16 of 24

Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay and no pay	Yes		72 years from DOB	Common practice
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Access to Information – Data Protection

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Data subject access requests	Yes		2 years + current year from either date information was given or date of statutory appeal id request was refused	Common practice
Freedom on Information requests	Yes		2 years + current year from either date information was given or date of statutory appeal id request was refused	Common practice
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Routine staff training processes, not occupational health and safety or child related (Example: course individual staff assessment , when kept in HR – 6 years / Data base – Indefinite)	Yes		6 years from leaving date	Common practice
Training (concerning children) Example: (course individual staff assessment / training register).	Yes		35 years from date training completed or last entry.	Common practice
Training (occupational health and safety training)	Yes		5 years from date of training. N.B. this information is kept on record whilst employed then sent to personnel	Common practice
Training (materials)	Yes		Kept on record whilst employed then sent to personnel	Common practice
Training (proof of completion) (Example: certificates / awards / exam results)	Yes		6 years from the date of termination	Common practice
Travel and subsistence claims and authorization	Yes		6 years from leaving date	Common practice

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 17 of 24

Health and Safety				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
Papers relating to any injury on duty			6 years	Common practice
Adults	Yes		Date of incident + 7 years	SECURE DISPOSAL
Children	Yes		DOB of child + 25 years	SECURE DISPOSAL
COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	SECURE DISPOSAL
Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL
Policy Statements			Date of expiry + 1 year	SECURE DISPOSAL
Risk Assessments			Current year + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos.			Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation.			Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books			Current year + 6 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 18 of 24

Administrative					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Employer's Liability certificate			Closure of the school + 40 years	SECURE DISPOSAL	
School Census Returns	Yes		Current year + 6 years	Secure Disposal	
School Workforce Census Returns	Yes		Current year + 6 years	Secure Disposal	
Inventories of equipment and furniture			Current year + 6 years	SECURE DISPOSAL	
General file series			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives
School brochure or prospectus			Current year + 3 years		Transfer to Archives
Marketing – The process of developing and promotion of local authorities campaign events			3 years	Common practice	
Circulars (staff/parents/pupils)			Current year + 1 year	SECURE DISPOSAL	
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives
Visitors' book			Current year + 2 years	Review to see whether a further retention period is required	Transfer to Archives
PTA/Old Pupils Associations			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 19 of 24

Finance					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Annual Accounts		Financial Regulations	Current year + 6 years		Offer to the Archives
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Contracts					
under seal			Contract completion date + 12 years	SECURE DISPOSAL	
under signature			Contract completion date + 6 years	SECURE DISPOSAL	
monitoring records			Current year + 2 years	SECURE DISPOSAL	
Copy orders			Current year + 2 years	SECURE DISPOSAL	
Budget reports, budget monitoring etc.			Current year + 3 years	SECURE DISPOSAL	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
Annual Budget and background papers			Current year + 6 years	SECURE DISPOSAL	
Order books and requisitions			Current year + 6 years	SECURE DISPOSAL	
Delivery Documentation			Current year + 6 years	SECURE DISPOSAL	
Debtors' Records		Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL	
School Fund – Cheque books			Current year + 3 years	SECURE DISPOSAL	School Fund – Cheque books
School Fund – Paying in books			Current year + 6 years then review	SECURE DISPOSAL	School Fund – Paying in books
School Fund – Ledger			Current year + 6 years then review	SECURE DISPOSAL	School Fund – Ledger
School Fund – Invoices			Current year + 6 years then review	SECURE DISPOSAL	School Fund – Invoices

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 20 of 24

Finance					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
School Fund – Receipts			Current year + 6 years	SECURE DISPOSAL	
School Fund – Bank statements			Current year + 6 years then review	SECURE DISPOSAL	
School Fund – School Journey books			Current year + 6 years then review	SECURE DISPOSAL	
Applications for free school meals, travel, uniforms etc.			Whilst child at school	SECURE DISPOSAL	
Pupil grant applications			Current year + 3 years	SECURE DISPOSAL	
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
Petty cash books / records		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 21 of 24

Property					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Title Deeds			Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to Archives if the deeds are no longer needed
Plans			Permanent	Retain in school whilst operational	
Maintenance and contractors		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
Leases			Expiry of lease + 6 years	SECURE DISPOSAL	
Lettings			Current year + 3 years	SECURE DISPOSAL	
Burglary, theft and vandalism report forms			Current year + 6 years	SECURE DISPOSAL	
Maintenance log books			Last entry + 10 years	SECURE DISPOSAL	
Contractors' Reports			Current year + 6 years	SECURE DISPOSAL	

Local Education Authority					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL	
Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL	
Circulars from LEA			Whilst required operationally	Review to see whether a further retention period is required	Transfer to Archives

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 22 of 24

Department For Education					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
HMI reports			These do not need to be kept any longer		Transfer to Archives
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives
Returns			Current year + 6 years	SECURE DISPOSAL	
Circulars from Department for Education			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives

Connexions					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Service level agreements			Until superseded	SECURE DISPOSAL	
Work Experience agreement			DOB of child + 18 years	SECURE DISPOSAL	

School Meals					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Dinner Register			Current year + 3 years	SECURE DISPOSAL	
School Meals Summary Sheets			Current year + 3 years	SECURE DISPOSAL	

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 23 of 24

Family Liaison Officers and Parent Support Assistants				
Basic file description	Data Protection 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	SECURE DISPOSAL
Report for outside agencies – where report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the school 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.	DELETE
Group registers	Yes		Current year + 2 years	SECURE DISPOSAL

Creation date:	Version	Policy Owner	Reviewed by:	Approval date:	Review date:	Pages
July 2012	5	SH / PK	PK Sept 2018	Sept 2018	July 2019	Page 24 of 24