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| **Basic File Description** | **Data Protection Issues** | **Statutory Provisions** | **Retention Period** | **Action at the end of the administrative life of the record** |
| **Minutes and school documentation** | | | | |
| Academy Improvement minutes including agendas and supporting documents | There may be data protection issues if the meeting is dealing with confidential issues |  | One copy should be retained with the master copy of the signed minutes from the point of conversion. | Secure disposal |
| Records relating to complaints | Yes |  | Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes | Secure disposal |
| Proposals concerning the change of status of a maintained school including academies | No |  | Date proposal accepted or declined + 3 years | Secure disposal |
| Meeting papers relating to the annual parent’s meeting held under section 33 of the Education Act 2002 | No | Education Act 2002, Section 33 | Date of the meeting + 6 years | Secure disposal |
| Log books of activity in the school maintained by the Principal | There may be data protection issues if the log book refers to individual pupils or members of staff |  | Date of last entry in the book + 6 years | These could be of permanent historical value and should be offered to the County Archives Service if appropriate |
| Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies | There may be data protection issues if the minutes refers to individual pupils or members of staff |  | Date of the meeting + 3 years | Secure Disposal |
| Reports created by the Head Teacher or the Management Team | There may be data protection issues if the minutes refers to individual pupils or members of staff |  | Date of the meeting + 3 years | Secure Disposal |
| Records created by head teachers, deputy head teachers and other members of staff with administrative responsibilities | There may be data protection issues if the minutes refers to individual pupils or members of staff |  | Date of the meeting + 6 years | Secure Disposal |
| Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | There may be data protection issues if the correspondence refers to individual pupils or members of staff |  | Date of correspondence + 3 years then review | Secure Disposal |
| Professional Development Plans | Yes |  | Life of the plan + 6 years | Secure Disposal |
| Academy Improvement plan | No |  | Life of the plan + 3 years | Secure Disposal |
| Admissions | | | | |
| Admissions – if the admission is successful | Yes | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Date of admission + 1 year | Secure Disposal |
| Admissions – if the admission was unsuccessful | Yes | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Resolution of case + 1 year | Secure Disposal |
| Register of admissions | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | Every entry in the admission register must be persevered for a period of 3 years after the date on which the entry was made | Secure Disposal |
| Proofs of address supplied by parents as part of the admissions process | Yes | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Current year + 1 year | Secure Disposal |
| Supplementary Information form including additional information such as religion, medical conditions etc | Yes |  | Current year + 1 year | Secure disposal |
| For successful admissions |  |  | This information should be added to the pupil file |  |
| For unsuccessful admissions |  |  | Until appeals process completed |  |
| **Administration Files** | | | | |
| General file series | No |  | Current year + 6 years | Secure disposal |
| Records relating to the creation and publication of the school brochure, prospectus, newsletters and other items of short operational use | No |  | Current year + 1 year |  |
| Visitor books and signing in sheets | Yes |  | Current year + 6 years | Secure disposal |
| Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Association | No |  | Current year + 6 years | Secure disposal |
| **Human Resources and Payroll** | | | | |
| All records leading up to the appoints of a new Principal | Yes |  | Date of appointment + 6 years | Secure Disposal |
| All records leading up to the appoints of a new member of staff – unsuccessful candidate | Yes |  | Date of appointment of successful candidate + 6 months | Secure disposal |
| All records leading up to the appoints of a new member of staff – successful candidate | Yes |  | All relevant information to be added to staff personal file (should be an electronic file) and other information retained for 6 months | Secure Disposal |
| Pre-employment vetting – including enhanced DBS disclosure and Right to Work in the UK checks | Yes | DBS Update Service Employer Guide June 2014: Keeping children safe in education.  July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74 | Do not keep copies of the DBS certificate or the proof of identity.  All details to be recorded on the Single Central Record |  |
| Single central record | Yes |  | Current year + 1 year | Secure disposal |
| Staff personal File including disciplinary records. | Yes | Limitation Act 1980 (Section 2) | Termination of employment + 6 years | Secure disposal  All files should be electronic |
| Maternity pay records | Yes |  | Current year + 3 years | Secure disposal |
| Records held under retirement benefit schemes (information powers) Regulations 1995 | Yes |  | Current year + 6 years | Secure disposal |
| Signed payroll sheets (spreadsheet) | Yes |  | Current year + 6 years | Secure disposal |
| Allegation of a child protection nature against a member of staff including where the allegation is unfounded | Yes | Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015” | Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned | Secure disposal |
| **Estates Management / H&S** | | | | |
| Employers liability insurance certificates | No |  | Closure of the school + 40 years (only relating to the academy) | Secure disposal |
| Inventories of furniture and equipment | No |  | Current year + 6 years | Secure disposal |
| Burglary, theft and vandalism report forms | No |  | Current year + 6 years | Secure disposal |
| Health & Safety risk assessments | No |  | Life of risk assessment + 3 years | Secure disposal |
| Records relating to accident/injury at work | Yes |  | Date of incident + 12 years in the case of a serious accident a further retention period will need to be applied | Secure disposal |
| Adults | Yes |  | Date of the incident + 6 years | Secure disposal |
| Children | Yes |  | Date of the child + 25 years | Secure disposal |
| Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | No |  | Last Action + 40 years |  |
| Fire precaution log books | No |  | Current year + 6 years | Secure disposal |
| Legionella files | No |  | Current year + 6 years | Secure disposal |
| **Operational files including finance** | | | | |
| Loans and grants managed by the school | No |  | Date of last payment on the loan + 12 years then REVIEW | Secure disposal |
| Student Grant applications | Yes |  | Current year + 3 years | Secure disposal |
| All records relating to the creation and management of budgets including the Annual Budget statement and background papers | No |  | Life of the budget + 3 years | Secure disposal |
| Invoices, receipts, order books and requisitions, delivery notices | No |  | Current financial year + 6 years | Secure disposal |
| Records relating to the collection and banking of monies | No |  | Current financial year + 6 years | Secure disposal |
| Records relating to the identification and collection of debt | No |  | Current financial year + 6 years | Secure disposal |
| All records relating to the management of contracts under seal | No | Limitation Act 1980 | Last payment on the contract + 12 years | Secure disposal |
| All records relating to the management of contracts under signature | No | Limitation Act 1980 | Last payment on the contract + 6 years | Secure disposal |
| Records relating to the monitoring of contracts | No |  | Current year + 2 years | Secure disposal |
| Free School Meals Registers | Yes |  | Current year + 6 years | Secure disposal |
| School Meals Registers | Yes |  | Current year + 3 years | Secure disposal |
| School Meals Summary Sheets | No |  | Current year + 3 years | Secure disposal |
| Title deeds of properties belonging to the school | No |  | Permanent  These should follow the property unless the property has been registered with the Land Registry |  |
| Plans of property belong to the school | No |  | These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold. |  |
| Leases of property leased by or to the school | No |  | Expiry of lease + 6 years | Secure disposal |
| Records relating to the letting of school premises | No |  | Current financial year + 6 years | Secure disposal |
| All records relating to the maintenance of the school carried out by contractors | No |  | Current year + 6 years | Secure disposal |
| All records relating to the maintenance of the school carried out by school employees including maintenance log books | No |  | Current year + 6 years | Secure disposal |
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| **Pupil’s Educational Record required by The Education (Pupil Information) (England) Regulations 2005**  **The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437** | | | | |
| Primary | Yes |  | Retain whilst the child remains at the primary school | The file should follow the pupil when he/she leaves the primary school. This will include:   * to another primary school * to a secondary school * to a pupil referral unit * if the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.   If the pupil 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. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority. |
| Child Protection information held on pupil file | Yes | “Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015” | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. | Secure disposal – these records MUST be shredded |
| Correspondence relating to authorised absence including holiday requests | Yes | Education Act 1996 Section 7 | Current academic year + 2 years | Secure disposal |
| Special Educational Needs files, reviews and Individual Education Plans | Yes | Limitation Act 1980 (Section 2) | Date of Birth of the pupil + 25 years | REVIEW  NOTE: this retention period is the minimum retention period that any pupil file should be kept. Some authorities chose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented. |
| Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement | Yes | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | Date of birth of the pupil + 25 years [This would be normally be retained on pupil file] | Secure disposal unless the document is subject to a legal hold. |
| Reports for outside agencies – where the report has been included on the case file created by the outside agency | Yes |  | Whilst child is attending school and then destroy |  |
| **Advice and information provided to parents regarding educational needs** | | | | |
| Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file so please follow retention period for this] | Secure disposal unless the document is subject to a legal hold. |
| Internal |  |  | This information should be added to the pupil file | Secure disposal – these records must be shredded |
| Attendance Registers | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities  October 2014 | Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made | Secure disposal |
| Curriculum returns | No |  | Current year + 3 years | Secure disposal |
| Examination Results (Schools Copy) | Yes |  | Current year + 6 years | Secure disposal |
| **Curriculum records** | | | | |
| Results |  |  | The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATSs results. These could be kept for current year + 6 years to allow suitable comparison | Secure disposal |
| Examination Papers |  |  | The examination papers should be kept until any appeals/validation process is complete | Secure disposal |
| Published Admission Number (PAN) Reports | Yes |  | Current year + 6 years | Secure disposal |
| Value Added and Contextual Data | Yes |  | Current year + 6 years | Secure disposal |
| Self-Evaluation Forms | Yes |  | Current year + 6 years | 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 further retention period or secure disposal |
| Timetable | No |  | Current year + 1 year |
| Class Record Books | No |  | Current year + 1 year |
| Mark Books | No |  | Current year + 1 year |
| Record of homeworking | No |  | Current year + 1 year |
| Pupil’s Work | No |  | Where possible pupils’ work should be returned to the pupil at the end of the academic year if this is not the school’s policy then samples of pupils work may be retained for 3 years | Secure disposal |
| Records created by schools to obtain approval to run an Educational Visit ouside the Classroom – Primary Schools | No | Outdoor Education Advisers’ Panel National Guidance website <http://oeapng.info> specifically Section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”. | Date of visit + 14 years | Secure disposal |
| Consent forms | Yes |  | Current year + 1 year | Secure disposal |
| Parental consent forms for school trips where there has been no major incident | Yes |  | Conclusion of the trip | Although the consent forms could be retained for DOB + 22 years, the requirement for the being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time. |
| Parental permission slips for school trips – where there has been a major incident | Yes | Limitation Act 1980 (Section 2) | DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils. |  |
| Walking Bus Registers | Yes |  | Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting | Secure disposal  [If these records are retained electronically any back up copies should be destroyed at the same time] |
| Day Books | Yes |  | Current year + 2 years then review |  |
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| Referral forms | Yes |  | While the referral is current |  |
| Contact data sheets | Yes |  | Current year then review, if contact is no longer active then destroy |  |
| Contact database entries | Yes |  | Current year then review, if contact is no longer active then destroy |  |
| Group Registers | Yes |  | Current year + 2 years |  |
| Secondary Transfer Sheets (Primary) | Yes |  | Current year + 2 years | Secure disposal |
| Attendance Returns | Yes |  | Current year + 1 year | Secure disposal |
| School Census Returns | No |  | Current year + 5 years | Secure disposal |
| Circulars and other information sent from the Local Authority | No |  | Operational use | Secure disposal |
| OFSTED reports and papers | No |  | Life of the report then REVIEW | Secure disposal |
| Returns made to central government | No |  | Current year + 6 years | Secure disposal |
| Circulars and other information sent from central government | No |  | Operational use | Secure disposal |
| **Information Communication Technology** | | | | |
| Emails | Yes |  | Current year + 2 years | Archive and then secure disposal |
| CCTV | Yes |  | Maximum of 30 days unless the recording is being held for on going investigations in which case the DPO must be informed and a retention period will be identified in line with the investigation. | Secure disposal |