Shefford Lower School

Retention Policy

Written by	Reviewed & Ratified by Governors	Shared with Staff	Last Updated	Review cycle	Next Review Due
Victoria Joyce Business Manager	September 2026	September 2026	September 2026	Annual	September 2027

1. Introduction

1.1 Information is one of the school's corporate assets; while carrying out its various functions, the school accumulates information from both individuals and external organisations. The school also generates a wide range of data, which is recorded in documents and records.

1.2 These documents and records are in different formats, examples of which include (but are not limited to) communications such as letters, emails and attendance notes; financial information including invoices, statements and reports; legal documents such as contracts and deeds; and information relating to various types of applications, including forms, plans, drawings, photographs and tape recordings.

1.3 For the purposes of this Policy, the terms 'document' and 'records' include information in both hard copy and electronic form.

1.4 In certain circumstances it will be necessary to retain specific documents in order to fulfil statutory or regulatory requirements, e.g. audit, and also to meet operational needs. Document retention may also be useful to evidence events or agreements in the case of disputes, and to preserve information which has historic value.

Additionally, the Policy should help to ensure that the school archives records and documents that are of historical value appropriately for the benefit of future generations.

1.5 Premature destruction of documents could result in inability to defend litigious claims, cause operational difficulties and lead to failure to comply with the Freedom of Information Act 2000, the UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

1.6 Equally, the retention of all documents and records is impractical and appropriate disposal is necessary to comply with Data Protection legislation. Disposal will assist the school to maintain sufficient electronic and office storage space and will de-clutter office accommodation, resulting in a more desirable working environment. Lengthy or indefinite retention of personal information without good reason would result in the school breaching Data Protection legislation.

1.7 It is important for the above reasons that the school has in place systems for the timely and secure disposal of documents and records that are no longer required for business or other legitimate purposes.

2. Aims and Objectives

2.1 The key objective of this Policy is to provide the school with a simple framework which will govern decisions on whether a particular document should be retained or disposed of. In the case of documents which are to be retained by the school, the Policy includes guidance on the format in which they should be retained and appropriate retention periods.

2.2 Implementation of the Policy should save school officers' time when retrieving information, by reducing the amount of information that may be held unnecessarily.

2.3 The Policy clarifies the different roles of school staff in relation to document retention and disposal in order that they understand their responsibilities, and who to refer to if they are unsure about any document and require clarification.

2.4 It is envisaged that this Policy will assist the school in securing compliance with legal and regulatory requirements, including the Freedom of Information Act 2000, Data Protection legislation, and the Code of Practice on the Management of Records under Section 46 of the Freedom of Information Act 2000. In addition to assisting staff in their day-to-day business and ensuring searches for information requested under Freedom of Information legislation are as quick as possible.

3. Scope

3.1 This Document Retention Policy applies to all information held by the school and its external service providers where they are processing information on the school's behalf.

4. Policy Statement

4.1 Shefford Lower School will ensure that information is not kept longer than is necessary and will retain only the information necessary to fulfil its statutory and operational requirements.

4.2 The school will ensure that personal data is not retained for longer than necessary and will periodically review records to ensure that retention periods are being applied appropriately.

5. Retention and Disposal Policy

5.1 Decisions relating to the retention and disposal of documentation should be taken in accordance with this Policy, in particular:

- Appendix 1 – Retention Schedules – Comprehensive guidance on the recommended and statutory minimum retention periods for specific types of documents and records.

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6. Roles and Responsibilities

6.1 Senior Leadership will be responsible for determining (in accordance with this Policy) whether to retain or dispose of specific documents within the remit of their service area.

6.2 Senior Leadership may delegate the operational aspect of this function to one or more officers within their service area.

6.3 Senior Leadership should seek advice from the school's Data Protection Officer (DPO) if they are uncertain as to whether minimum retention periods are prescribed by law, or whether the retention of a document is necessary to protect the school's position where a potential claim has been identified.

6.4 Senior Leadership should ensure that the Schedule in Appendix 1 which is relevant to their service is kept up to date.

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7. Disposal

7.1 Confidential waste documents should be destroyed using the school shredder to avoid breaches of confidence or Data Protection legislation.

7.2 Disposal of documents other than those containing confidential or personal data may be carried out through appropriate disposal methods such as recycling or secure deletion (for electronic records), in accordance with this Policy.

8. Disposal and Retention Considerations

Each of the following questions and guidance underneath them should be considered prior to the disposal of any document.

Has the document been appraised?

- Check that the nature and contents of the document are suitable for disposal.
- Disposal must be carried out securely and, where appropriate, documented.

Is retention required to fulfil statutory obligations or other regulatory obligations?

Specific legislation setting out mandatory retention periods for documentation held by local government is very limited, but includes the following:

- Tax legislation – minimum retention periods for certain financial information are stipulated by the VAT Act 1994 and the Taxes Management Act 1970.
- Statutory registers – various local government statutes require registers to be kept for a variety of functions.
- The Audit Commission Act 1998 – provides auditors with a right of access to every document relating to the school that appears necessary for the purposes of carrying out the auditor's function under the Act.
- The Local Government Act 1972, Part VA – governs public access to certain documents relating to school and committee meetings.

Is retention required for evidence?

- Keep any documents which may be required for legal proceedings until the threat of proceedings has passed.

The limitation period for commencing litigation should also be a key consideration. This is governed by the Limitation Act 1980 and the main time limits that apply directly to local government are:

- Contract or tort (such as negligence or nuisance) claims (other than personal injury) cannot be brought after six years from the date on which the cause of action occurred.

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- Personal injury claims cannot be brought after three years from the date on which the cause of action occurred. For children, this can be extended until they are 21, so documents should be kept until that time has passed.
- Claims based on provisions contained in documents that are 'under seal' cannot be brought after twelve years from the date on which the cause of action occurred.

Is retention required to meet the operational needs of the service?

- Consider whether the document in question may be useful for future reference, as a precedent or for performance management purposes.

Is retention required because the document or record is of historic interest or intrinsic value?

- If a particular document has historic or financial value, consideration should be given to whether it should be retained by the school, or alternatively by an external body, such as the County Archivist.

Appendix 1 – Document Retention Schedules

Introduction

The following schedules provide guidance on the retention periods applicable to a wide range of the school's documents.

Using the Retention Schedule

The Schedule should be used in the following ways:

- When new records are created – as a first point of reference in the day-to-day management of records and when opening a new file – it will act as a guide to how the record should be managed, stored and disposed of.
- When configuring an electronic records management system – ensure that all legal and business requirements are met in terms of retention, security and disposal of all electronic records (including emails, electronic forms, website content and images). Integration of electronic records management into existing systems must include proper consideration of Retention Schedules.
- When designing or implementing new paper filing systems.
- When transferring files to off-site storage – office space is at a premium and it is rarely possible to retain files on site for the length of time for which they have to be retained.
- When destroying files – in order to protect itself and minimise risk, staff should not maintain records longer than they need to, nor should they destroy records sooner than required.

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School Retention Schedule

(Provided by SPT compliance April 2021)

1 Governing Body

1.1 Management of Governing Body

1.2 Governor Management

2 School Management

2.1 Head Teacher and Senior Management Team

2.2 Operational Administration

2.3 Human Resources

2.4 Health and Safety

2.5 Financial Management

2.6 Property Management

3 Pupil Management

3.1 Admissions Process

3.2 Pupil's Education Record

3.3 Attendance

3.4 Special Educational Needs

3.5 Medical

4 Curriculum and Extra-Curricular Activities

4.1 Statistics and Management Information

4.2 Implementation of Curriculum

4.3 School Trips

4.4 School Support Organisations

5 Central Government and Local Authority

5.1 Local Authority

5.2 Central Government

	File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of life of the record	Personal Information
1.1 Management of Governing Body					
1.1.1	Instruments of government		For the life of the school	Consult local archives before disposal	
1.1.2	Trusts and endowments		For the life of the school	Consult local archives before disposal	
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months	Secure Disposal	Yes
1.1.4	Records relating to the appointment of co-opted governors		Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term in office (except where there have been allegations concerning children). In this case retain for 25 years	Secure Disposal	Yes
1.1.5	Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes the records relating to the election can be destroyed.	Secure disposal	Yes
1.1.6	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant (Schools may wish to retain these records for reference purposes in case decisions need to be justified)	These could be offered to the archives if appropriate	
1.1.7	Meeting's schedule		Current year	Standard Disposal	
1.1.8	Agendas – principal copy		Where possible the agenda should be stored with the principal set of minutes	Consult local archives before disposal	Potential
1.1.9	Minutes – principal set (signed)		Although generally kept for the life of the school, the Local Authority is only required to make	Consult local archives before disposal	Potential

			these available for 10 years from the date of meeting		
1.1.10	Reports made to the governors' meeting which are referred to in the minutes		Although generally kept for the life of the school, the Local Authority is only required to make these available for 10 years from the date of meeting	Consult local archives before disposal	Potential
1.1.11	Register of attendance at full governing board meetings		Date of last meeting in the book + 6 years	Secure disposal	Yes
1.1.12	Papers relating to the management of the annual parents' meeting		Date of meeting + 6 years	Secure disposal	Yes
1.1.13	Agendas – additional copies		Date of meeting	Standard disposal	
1.1.14	Records relating to Governor Monitoring Visits		Date of the visit + 3 years	Secure disposal	Yes
1.1.15	Annual Reports required by the DoE		Date of the report + 10 years	Secure disposal	
1.1.16	All records relating to the conversion of schools to Academy status		For the life of the school	Consult local archives before disposal	
1.1.17	Records relating to complaints made to and investigated by the governing body or the head teacher		Major complaints: current year +6 years If negligence is involved then current year + 15 years If child protection or safeguarding issues are involved the current year + 40 years	Secure disposal	Yes
1.1.18	Correspondence sent and received by the governing body or head teacher		General correspondence should be retained for current year + 3 years	Secure Disposal	Potential
1.1.19	Action plans created and administered by the governing body		Until superseded or whilst relevant	Secure Disposal	
1.1.20	Policy documents created and administered by the governing body		Until superseded (The school should consider keeping all polices relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations)		
Governor Management					
1.2.1	Records relating to the appointment of a clerk to the governing body		Date on which clerk appointment ceases + 6 years	Secure Disposal	Yes

1.2.2	Records relating to the terms of office of serving governors, including evidence of appointment		Date appointment ceases + 6 years		Yes
1.2.3	Records relating to governor declaration against disqualification criteria		Date appointment ceases + 6 years	Secure Disposal	Yes
1.2.4	Register of business interests		Date appointment ceases + 6 years	Secure Disposal	Yes
1.2.5	Governors Code of Conduct		This is expected to be a dynamic document, one copy of each version should be kept for the life of the school		
1.2.6	Records relating to the training required and received by Governors		Date Governor steps down+ 6 years	Secure Disposal	Yes
1.2.7	Records relating to the induction programme for new governors		Date appointment ceases + 6 years	Secure Disposal	Yes
1.2.8	Records relating to DBS checks carried out on clerk and members of the governing body		Date of DBS check + 6 months	Secure Disposal	Yes
1.2.9	Governor personnel files		Date appointment ceases + 6 years	Secure disposal	Yes
Head Teacher and Senior Management Team					
2.1.1	Logbooks of activity in the school maintained by the Head Teacher		Date of last entry in the book + minimum of 6 years, then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate	Potential
2.1.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Dates of the meeting + 3 years then review annually, or as required if not destroyed	Secure disposal	Potential
2.1.3	Reports created by the Head Teacher or the Management Team		Date of the report + a minimum or 3 years then review annually or as required if not destroyed	Secure disposal	Potential
2.1.4	Records created by head teachers, deputy head, heads of year and other members of staff with administrative responsibilities which do not fall under any other category		Current academic year + 6 years then review annually or as required if not destroyed	Secure disposal	Potential
2.1.5	Correspondence created by head teachers, deputy head, head of year and other members of staff with administrative responsibilities		Current year + 3 years	Secure disposal	Potential

2.1.6	Professional development plans		These should be held of the individual's personnel record. If not then termination of employment + 6 years	Secure disposal	Potential
2.1.7	School development plans		Life of the plan + 3 years	Secure disposal	
Operational Administration					
2.2.1	General file series which do not fit under any other category		Current year + 5 years, then review	Secure disposal	Potential
2.2.2	Records relating to the creation and publication of the school brochure or prospectus		Current academic year + 3 years	The school could preserve a copy for their archive otherwise Standard disposal	
2.2.3	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current year + 1 year	Standard disposal	
2.2.4	School Privacy Notice which is sent to parents as part of GDPR compliance		Until superseded + 6 years		
2.2.5	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)		Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	Secure disposal	Yes
2.2.6	Newsletters and other items with a short operational use		Current academic year + 1 year (Schools may decide to archive one copy)	Standard disposal	
2.2.7	Visitor management systems (including electronic systems, visitors' books and signing—in sheets)		Last entry in the visitors' book + 6 years (in case of claims by parents or pupils about various actions)	Secure disposal	Yes
2.2.8	Walking bus registers		Dates of register + 6 years	Secure disposal	Yes
Human Resources					
2.3.1	All records leading up to the appointment of a head teacher		Unsuccessful attempts. Date of appointment plus 6 months. Add to personal file and retain until end of appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years	Secure disposal	Yes

2.3.2	All records leading up to the appointment of a member of staff/governor – unsuccessful candidates		Date of appointment of successful candidate + 6 months	Secure disposal	Yes
2.3.3	Pre-employment vetting information – DBS checks – successful candidates	DBS Update Service Employer Guide June 2014, Keeping Children Safe in Education. 2018 (Statutory Guidance from DoE) Sections 73, 74	Application forms, references and other documents – for the duration of the employee's employment + 6 years	Secure disposal	Yes
2.3.4	Forms of proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure		Where possible this process should be carried out using the on-line system. If it is necessary to take a copy of documentation, then it should be retained on the staff personnel file.	Secure disposal	Yes
2.3.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidate	An Employer's Guide to Right to Work Checks (Home Office, May 2015)	Where possible these documents should be added to the staff personnel file (see below), but if they are kept separately then the Home Office requires that the documents are kept for termination of employment + not less than 2 years	Secure disposal	Yes
Operation Staff Management					
2.3.6	Staff personnel file	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case, then the file will need to be retained until IICSA enquiries are complete	Secure disposal	Yes
2.3.7	Annual appraisal/assessment records		Current year + 6 years	Secure disposal	Yes
2.3.8	Sickness absence monitoring		Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records. It could be argued that where sickness pay is not paid then current year + 3 years is acceptable, whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the	Secure disposal	Yes

			internal auditors. Most seem to accept current year + 3 years as being acceptable as this gives them, 'benefits' and Inland Revenue have time to investigate if the need to		
2.3.9	Staff training – Where the training leads to continuing professional development		Length of time require by the professional body	Secure disposal	Yes
2.3.10	Staff training – except were dealing with children, e.g. first aid or health and safety		This should be retaining on the personnel file (see 2.3.1 above)	Secure disposal	Yes
2.3.11	Staff training – where the training relates to children (e.g. safeguarding or other child related training)		Date of the training + 40 years [This retention period reflects that the IICSA may wish to see training records as part of an investigation]	Secure disposal	Yes
Disciplinary and Grievance Processes					
2.3.12	Records relating to any allegation of a child protection nature against a member of staff	'Keeping children safe in education Statutory guidance for schools and colleges September 2018' 'Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018'	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. UNLESS the member of staff is part of any case which falls under the terms of reference of IICSA. If that is the case, then the file will need to be retain until IICSA enquiries are complete	Secure disposal These records must be shredded	Yes
2.3.13	Disciplinary proceedings				Yes

Note: The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the of the set period.

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of a similar misconduct five years down the line, and then defend him or herself by saying 'I would never do something like that', reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had 'fifteen years of unblemished service', the record of the disciplinary proceedings would be effective evidence to counter this claim.

Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be 'removed from the file'. This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

	Oral warning		Date or warning + 6 months	Secure disposal [If warnings are placed on personal files, then they must be weeded from the file]	
	Written warning – level 1		Date of warning + 6 months		
	Written warning – level 2		Date of warning + 12 months		
	Final warning		Date of warning +18 months		
	Case not found		If the incident is related to child protection, then see above, otherwise dispose of at the conclusion of the case	Secure disposal	
Payroll and Pensions					
2.3.14	Absence record		Current year + 3 years	Secure disposal	Yes
2.3.15	Batches	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.16	Bonus sheets	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	Secure Disposal	Yes
2.3.17	Car allowance claims	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	Secure Disposal	Yes
2.3.18	Car loans	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.19	Car mileage output	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.20	Elements		Current year + 2 years	Secure Disposal	Yes
2.3.21	Income tax from P60		Current year + 6 years	Secure Disposal	Yes
2.3.22	Insurance	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.23	Maternity payment		Current year + 3 years	Secure Disposal	Yes

2.3.24	Members allowance register	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.25	National Insurance – schedule of payments	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.26	Overtime	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	Secure Disposal	Yes
2.3.27	Part time fee claims	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.28	Pay packet receipt by employee		Current year + 2 years	Secure Disposal	Yes
2.3.29	Payroll awards		Current year + 6 years	Secure Disposal	Yes
2.3.30	Payroll – gross/net weekly or monthly	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.31	Payroll reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.32	Payslips - copies	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.33	Pension payroll	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure Disposal	Yes
2.3.34	Personal bank details	If employment ceases, then end of employment + 6 years	Until superseded + 3 years	Secure disposal	Yes
2.3.35	Sickness records		Current year + 3 years	Secure disposal	Yes
2.3.36	Staff returns		Current year + 3 years	Secure disposal	Yes
2.3.37	Superannuation adjustments and reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal	Yes

2.3.38	Tax forms P6/P11/P11D/P35/P45/P46/P48	The minimum requirement – as stated in Inland Revenue Booklet 490 – is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a corporate decision to retain for current year + 6 years. Employees should retain records for 22 months after current tax year	Current year + 6 years	Secure disposal	Yes
2.3.39	Time sheets/clock cards/flexitime		Current year + 3 years	Secure disposal	Yes
Health and Safety					
2.4.1	Health and safety policy statements		Life of policy + 3 years	Secure disposal	
2.4.2	Health and safety risk assessments		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	Secure disposal	
2.4.3	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	Social Security (Claims and Payments) Regulations 1979 Regulation25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments)	The Accident Book – BI 510 – 3 years after last entry in the book This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry Completed pages must be kept secure with restricted access. Data Protection Act 2018 and GDPR	Secure disposal	Yes

		Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628 Social Security Administration Act 1992 Section 8 Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically			
2.4.4	Accident reporting records relating to individuals who are under 18 years of age at the time of incident	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628	To comply with Social Security (Claims and Payments): The Accident Book – BI 510 – 3 years after last entry in the book This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry To comply with DfE: Until pupil is 23years old or in the case of a Special Needs pupil, until 26 years old		

		Social Security Administration Act 1992 Section 8 Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically			
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see http://www.hse.gov.uk/RIDDOR/	Reporting of injuries Disease and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on the personnel file (see 2.4.2 above)	Secure disposal	Yes
2.4.6	Control of Substances Hazardous to Health (COSHH)	Control of Substances Hazardous to Health Regulations 2002 SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made Regulation 18 (2)	Date of incident + 40 years	Secure disposal	
2.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19	Last action + 40 years	Secure disposal	
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination.	Secure disposal	

	_____ Dose assessment and recording	As amended by SI 2018 No 390 Personal Protective Equipment (Enforcement) Regulations 2018	_____ To keep the records made and maintained (or a copy of these records) until the person to whom the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made		
2.4.9	Fire Precautions logbooks		Current year + 3 years	Secure disposal	
2.4.10	Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works etc), to be passed on in the case of change of ownership		Pass to new owner on sale or transfer of building		
2.5 Financial Management					
Risk Management and Insurance					
2.5.1	Employers Liability Insurance Certificate		Closure of the school + 40 years (may be kept electronically)	Secure disposal To be passed to the Local Authority if the school closes	
Asset Management					
2.5.2	Inventories of furniture and equipment		Current year + 6 years	Secure disposal	
2.5.3	Burglary, theft and vandalism report forms		Current year + 6 years	Secure disposal	
Accounts and Statements (including budget management)					
2.5.4	Annual accounts		Current year + 6 years	Standard disposal	
2.5.5	Loans and grants managed by the school		Date of last payment on the loan + 12 years	Secure disposal	
2.5.6	All records relating other creation and management of budgets, including the annual budget statement and background papers		Life of the budget + 3 years	Secure disposal	
2.5.7	Invoice, receipt, order books and requisitions, delivery notices		Current financial year + 6 years	Secure disposal	
2.5.8	Records relating to the collection and banking of monies		Current financial year + 6 years	Secure disposal	

2.5.9	Records relating to the identification and collection of debt		Final payment of debt + 6 years	Secure disposal	
Pupil Finance					
2.5.10	Student Grant applications		Current year + 3 years	Secure disposal	Yes
2.3.11	Pupil premium Fund Records		Date pupil leaves the provision + 6 years	Secure disposal	Yes
Contract Management					
2.5.12	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contact + 12 years	Secure disposal	
2.5.13	All records relating to the management of contacts under signature	Limitation Act 1980	Last payment on the contract + 6 years	Secure disposal	
2.5.14	Records relating to the monitoring of contracts		Life of contract + 6 years or 12 years	Secure disposal	
School Fund					
2.5.15	School fund – Cheque books		Current year + 6 years	Secure disposal	
2.5.16	School fund – Paying in books		Current year + 6 years	Secure disposal	
2.5.17	School fund - Ledger		Current year + 6 years	Secure disposal	
2.5.18	School fund - Invoices		Current year + 6 years	Secure disposal	
2.5.19	School fund - Receipts		Current year + 6 years	Secure disposal	
2.5.20	School fund – Bank statements		Current year + 6 years	Secure disposal	
2.5.21	School fund – Journey Books		Current year + 6 years	Secure disposal	
School Meals Management					
2.5.22	Free school meals registers (where the register is used as a basis for funding)		Current year + 6 years	Secure disposal	Yes
2.5.23	School meals registers		Current year + 3 years	Secure disposal	Yes
2.5.24	School meals summary sheets		Current year + 3 years	Secure disposal	Yes
Property Management					
2.6.1	Title deeds of properties belonging to the school		These should follow the property unless the property has been registered with the Land Registry		
2.6.2	Plans of property belonging to the school		These should be retained whilst the building belongs to the school and should be passed to any new owners if the building is leased or sold. See 2.4.10		
2.6.3	Leases of property leased by or to the school		Expiry of lease + 6 years	Secure disposal	
2.6.4	Records relating to the letting of school premises		Current financial year + 6 years	Secure disposal	
Maintenance					

2.6.5	All records relating to the maintenance of the school carried out by contractors		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold. See 2.4.10	Secure disposal	
2.6.6	All records relating to the maintenance of the school carried out by school employees, including maintenance logbooks		These should be retained whilst the building belons to the school and should be on to any new owners if the building is leased or sold. See 2.4.10	Secure disposal	
3.1 Admissions Process					
3.1.1	All records relating to the creation and implementation of the School Admissions Policy	School admissions Code Statutory guidance for admission authorities governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	Secure disposal	
3.1.2	Admissions – if the admission is successful	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	Yes
3.1.3	Admissions – if the appeal is unsuccessful	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	Yes

3.1.4	Register of Admissions	School admissions Code Statutory guidance for admission authorities governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	Review Schools may wish to consider keeping the admission register permanently as an archive record as often schools receive enquiries from past pupils to confirm the dates they attended the school or to transfer these records to the appropriate County Archives Service	
3.1.5	Admissions – Secondary Schools – Casual		Current year + 1 year	Secure disposal	Yes
3.1.6	Proofs of address supplied by parents as part of the admissions process	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	Yes
3.1.7	Supplementary information form including additional information such as religion, medical conditions etc				Yes
3.1.7.1	For successful admissions		This information should be added to the pupil file	Secure disposal	
3.1.7.2	For unsuccessful admissions		Until appeals process completed (GDPR)	Secure disposal	

3.2 Pupil's Educational Record					
Please note that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in the Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice from their own local authority or take independent advice.					
3.2.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No 688			Yes
3.2.1.1	Primary		Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the school.	
3.2.1.2	Secondary	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	Review	
3.2.2	Examination Results – pupil copies				Yes
3.2.2.1	Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed	
3.2.2.2	Internal		This information should be added to the pupil file		
3.2.3	Child protection information held on pupil file	'Keeping children safe in education Statutory guidance for schools and colleges 2018"; "Working together to safeguard children. A guide to inter-agency	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. Note: These records will be subject to any instruction given by IICSA	Secure disposal These records must be shredded	Yes

		working to safeguard and promote the welfare of children 2018"			
3.2.4	Child protection information held in separate files	'Keeping children safe in education Statutory guidance for schools and colleges 2018"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018"	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record Note: These records will be subject to any instruction given by IICSA	Secure disposal These records must be shredded	Yes
3.3 Attendance					
Please note that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in the Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice from their own local authority or take independent advice.					
3.3.1	Attendance Registers	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	Yes
3.3.2	Correspondence relating to any absence (authorised or unauthorised)	Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal	Potential
3.4 SEN					
Please note that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in the Retention Schedule. If any school is unsure about what records should be retained, they should seek the advice from their own local authority or take independent advice.					
3.4.1	Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Children and Family's Act 2014: Special Education Needs and Disability Act 2001 Section 14	The file should follow the pupil Date of birth of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]	Secure disposal	Yes

3.5 Medical Records					
3.5.1	Medical Information relevant to the child's ongoing medical conditions		Until pupil is 25 years old or in the case of a Special Needs Pupil, until 31 years old (This should be held in the student file and be passed to the secondary school)	Secure disposal	Yes
3.5.2	Information relating to administered medicines		Whilst the pupil is in the school	Secure disposal	Yes
3.5.3	First Aid Records (first aid treatment given in school, including how and when parents or carers were told about any first aid given to a child)		3 years after the date accident/incident	Secure disposal	Yes
4.1 Statistics and Management information					
4.1.1	Curriculum returns		Current year + 3 years	Secure disposal	No
4.1.2	Examination Results (schools' copy)		Current year + 6 years	Secure disposal	Yes
4.1.2.1	SATs records				Yes
4.1.2.2	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 of the whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison	Secure disposal	
4.1.2.3	Examination Papers		The examination papers should be kept until any appeals/validation process is complete	Secure disposal	
4.1.3	Published Admission Number (PAN) Reports		Current year + 6 years	Secure disposal	Yes
4.1.4	Value Added and Contextual Data		Current year + 6 years	Secure disposal	Yes
4.1.5	Self-Evaluation Forms			Secure disposal	Yes
4.1.5.1	Internal moderation		Academic year plus 1 academic year	Secure disposal	Yes
4.1.5.2	External moderation		Until superseded	Secure disposal	Yes
4.2 Implementation of Curriculum					
4.2.1	Schemes of work		Current year + 1 year	It may be appropriate to review these records at the end of each year and	
4.2.2	Timetable		Current year + 1 year		
4.2.3	Class record books		Current year + 1 year		
4.2.4	Mark books		Current year + 1 year		
4.2.5	Record of home-work set		Current year + 1 year		

				allocate a further retention period or Secure disposal	
4.2.6	Pupil's work		Where possible, the pupil's work should be returned to the pupil at the end of the academic year. If this is not the school's policy, then current year + 1 year		
4.3 School Trips					
4.3.1	Parental consent forms for school trips where there has been no major incident		Although the consent forms could be retained for Date of birth +22 years, the school may wish to complete a risk assessment to assess whether the forms are likely to be required and could make a decision to dispose of the consent forms at the end of the trip (or at the end of the academic year).	Secure disposal	Yes
4.3.2	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years The permission slips for all of the pupils on the trip need to be retained to show that the rules had been followed for all pupils	Secure disposal	Yes
4.3.3	Risk assessments, checklists, itineraries and monitoring and evaluation forms where there has been no major incident		Current academic year		
4.4 School Support Organisations					
Family Liaison Officers and Home Schol Liasion Assistants					
4.4.1	Day books		Current year + 2 years then review	Secure disposal	Yes
4.4.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency		Whilst child is attending school and then destroy	Secure disposal	Yes
4.4.3	Referral forms		Whilst the referral is current	Secure disposal	Yes
4.4.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	Secure disposal	Yes
4.4.5	Contact database entries		Current year then review, if contact is no longer active then destroy	Secure disposal	Yes
4.4.6	Group registers		Current year + 2 years	Secure disposal	Yes

Parent Teacher Associations and Old Pupil Associations					
4.4.7	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations		Current year + 6 years	Secure Disposal	Yes
5.1 Local Authority					
5.1.1	Secondary Transfer Sheets (primary)		Current year + 2 years	Secure disposal	Yes
5.1.2	Attendance returns		Current year + 1 year	Secure disposal	Yes
5.1.3	School census returns		Current year + 5 years	Secure disposal	
5.1.4	Circulars and other information send from the local authority		Operational use	Secure disposal	
5.2 Central Government					
5.2.1	OFSTED reports and papers where a physical copy is held		Life of the report the review	Secure disposal	
5.2.2	Returns made to central government		Current year + 6 years	Secure disposal	
5.2.3	Circulars and other information sent from central government		Operational use	Secure disposal	

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