

## LT2 Records Management and Retention Policy

<b>Name of Policy</b>	RECORDS MANAGEMENT AND RETENTION	
<b>Policy Level (Trust/School)</b>	Trust	
<b>Document Control</b>		
<b>Date</b>	<b>Revision Amendment Details</b>	<b>By whom</b>
February 2021	Review and internal consultation	Executive Team
March 2021	Adopted by Trust Board	Trustees
February 2022	Proposed date for review subject to statutory update as required	Executive Team

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## LT2 Vision, Mission and Values

### Vision

Our vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

### Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

### Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

**Kindness** – The quality of friendliness, generosity, and consideration

**Collaboration** – The belief that working and learning with others will lead to greater success

**Curiosity** – A strong desire to know and to learn

**Resilience** – The ability to recover quickly and learn from the difficulties we face

**Respect** – To appreciate the importance of understanding and admiration for others and self

**Endeavour** – The belief that hard work is needed to achieve something of which we can be proud

## Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

## 1. Organisation and Responsibilities

### 1.1 Introduction

LT2 Trust recognises that by efficiently managing their records, they will be able to comply with their legal and regulatory obligations, and to contribute to the effective overall management of the schools. Maintaining good records helps to provide the evidence needed to protect the legal rights and interests of the trust and its schools, and for the trust to demonstrate its performance and accountability.

**This policy provides the framework through which the trust and schools will effectively manage their records.** This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all documents which facilitate the business carried out by the trust and schools and which are thereafter retained to provide evidence of transactions or activities. These records may be created, received or maintained in hard copy or electrical format e.g. paper documents, scanned documents, e-mails, audio and video recordings, text messages, notes of telephone and spreadsheets, Word Documents, presentations, etc.

### 1.2 Legislation

This policy meets the requirements of the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000 (FOIA 2000). It is based on the [IRMS Toolkit For Schools](#), [the Department of Education – Data Protection Toolkit for Schools](#), Department of Education – Annual Review of School Records and Safe Destruction Checklist, and guidance published by the Information Commissioner’s Office (ICO) on the UK GDPR.

### 1.3 Guidance under this Policy

The Data Protection Champions are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

### 1.4 Board of Trustees

**The Board of Trustees, as the corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.**

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

The LT2 Trust Board has a statutory responsibility to ensure that the schools maintain records and record keeping systems in accordance with the regulatory framework of the school.

### 1.5 The Chief Executive Officer (CEO)

The CEO of Learning Today leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures and to ensure that the Trust complies with all relevant data protection obligations
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

### 1.6 Headteachers

Headteachers of LT2 schools are responsible for:

- Acting as representatives of the data controller on a day-to-day basis
- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance
- Identifying training needs
- Communicating this policy to all relevant people within the school
- Managing school-based teaching and associate staff under this policy

### 1.7 Data Protection Champions

The Trust has nominated the following individuals as Data Protection Champions:

Trust	<a href="#"><u>Georgina Langley</u></a>
Rugby Free Primary School	<a href="#"><u>Suzanna Phillimore</u></a>
Rugby Free Secondary School	<a href="#"><u>Baljit Mander</u></a> Sam Edmonds

The Data Protection Champions will provide guidance on good records management practices within the school and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

The Data Champion will monitor compliance with this policy by ensuring that the 'Annual Review of School Records Checklist' is completed at least annually and that any destruction of records is recorded as required.

### 1.8 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

### 1.9 All Staff

All staff have a responsibility to:

- Comply with this policy and to co-operate with the schools' leadership and management on all matters relating to it
- Undertake any training recommended by their line manager

It is the responsibility for all members of staff to ensure that the trust and schools do not keep personal information for longer than is necessary for the purpose or purposes for which it was collected.

The trust and schools will manage and document its records disposal process in line with the guidance provided by the IRMS Toolkit for Schools.

It is the responsibility of all members of the school to ensure that they:

- Manage school records consistently in accordance with school's policies and procedures
- Properly document their actions and decisions
- Hold personal information securely
- Only share personal information appropriately and do not disclose it to an unauthorised third party
- Dispose of records securely in accordance with the guidance set out in Appendix A

Staff who do not comply with this policy may face disciplinary action.

This policy does not form part of any employee's contract of employment and may be amended at any time.

### 1.10 Related Policies and Procedures

- Data Protection Policy
- Information Security Policy

### 1.11 Review

This policy will be reviewed annually.

These procedures have been agreed by the board of trustees, who will approve them whenever reviewed.

## 2. Retention of Records

This policy outlines the retention periods for all records kept by the trust/schools and the action that will be taken after the retention period ends.

Electronic copies of any information and files will be destroyed in line with the retention periods outlined.

A review will take place annually at RFPS and within the central trust in the summer term. RFSS will complete a review both at the end of the spring and summer terms.

The completion of this review should be shared with the CEO and headteachers and noted in the executive team meetings.

### 3. Safe Destruction of Records

All records containing personal information, or sensitive policy information will be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks should be cut into pieces
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded
- Pen drives and memory sticks should be wiped of all content

Any other records will be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

Do not put records containing personal information with the regular waste or into a skip.

Where an external provider is used, where possible, all records will be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider will be trained in the handling of confidential documents.

The shredding will be planned with specific dates and all records will be identified as to the date of destruction.

**PLEASE NOTE:** if the records are recorded as 'to be destroyed' but have not yet been destroyed and a request for the records has been received they MUST still be provided.

### 4. Freedom of Information Act 2000

The Freedom of Information Act 2000 requires us to maintain a list of records which have been destroyed and who authorised their destruction

When destroying either a substantial amount of information or information which is of a particularly sensitive or important nature, members of staff should record at least:

- The information that has been destroyed
- The volume of the information that has been destroyed
- Who provided authorisation to destroy the information

- The date the information was destroyed

By following this guidance and completing the Annual Checklist, the trust and schools will ensure that our schools are compliant with the Data Protection rules and the Freedom of Information Act 2000.

Each area of the trust maintains a destruction log maintained by the Data Protection Champions. The destruction of any records will be detailed in this log.

**Appendix A – Records Retention Schedule and Checklist for Annual Review of School Records and Safe Data Destruction**

Completion Page

School Name:	
Review Completed By:	
Date:	
Approved by Headteacher:	
Date:	

Note – the completion of this review should be shared the CEO and HT to be signed off.

Summary of areas reviewed:

Ref	Area	Annual Review Completed	Reviewer Initials
1	The Governing Body		
2	Management of the School		
3	Human Resources		
4	Pensions and Payroll		

Ref	Area	Annual Review Completed	Reviewer Initials
5	Health and Safety		
6	Financial Management		
7	Property Management		
8	Pupil Management		
9	Curriculum Management and Extra Curricular Activities		
10	Central Government and LA		

## 1. The Governing Body

1.1 Trustee/Governor Records - Governing Body Management				
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
1.1.1	Instruments of government including articles of association.		For the whole life of the school.	If unable to store, provide to the local authority archives service.

1.1.2	Trusts and endowments managed by the governing board.		For the whole life of the school.	Retained by the school whilst it remains open, then provided to the local authority archives service when the school closes.
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors	YES	Date of election + 6 months	SECURE DISPOSAL
1.1.4	Records relating to the appointment of co-opted governors	YES	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 of office (except where there have been allegations concerning children). In this case retain for 25 years	SECURE DISPOSAL
1.1.5	Records relating to the election of chair and vice chair	YES	Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE DISPOSAL
1.1.6	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant [the trust and schools may wish to retain these records for reference purposes in case decisions need to be justified]	

### 1.2 Governor Records – Governing Body Meetings

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
1.2.1	Meetings schedule		Current year	STANDARD DISPOSAL
1.2.2	Agendas – principal copy		One copy of the agenda is stored alongside the principal set of the Minutes. All other copies are securely disposed of after meetings.	Consult local archives before disposal

1.2.3	Minutes of Local Governing Board Meetings – principal set (signed)	YES	Kept on file <u>permanently</u> by the organisation. The Local Authority is only required to make these available for 10 years from the date of the meeting	If they cannot be stored, these will be provided to the local authority archive service.
1.2.4	Inspection copies of the minute of governing board minutes.		Date of the meeting + 3 years	Shredded if they contain any sensitive or personal information.
1.2.5	Reports made to the governing board.	YES (e.g. HR reports)	Minimum of six years unless the minutes refer to an individual report. These reports are then retained permanently (please see 1.2.6).	Secure disposal.
1.2.6	Reports made to the local governors/sustainable improvement board/trust board or any committees to the trust board meeting which are referred to in the minutes	YES (HR reports)	Kept on file permanently by the organisation. The Local Authority is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal
1.2.7	Register of attendance at full governing board meetings	YES	Date of last meeting in the book + 6 years	SECURE DISPOSAL
1.2.8	Papers relating to the management of the annual parents' meeting	YES	Date of meeting + 6 years	SECURE DISPOSAL
1.2.9	Agendas (Parent Annual Meeting) - additional copies		Date of meeting	STANDARD DISPOSAL

<b>1.3 Governor Records – School Management</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
1.3.1	Records relating to Governor Monitoring Visits	YES	Date of the visit + 3 years	SECURE DISPOSAL
1.3.2	All records of conversion of schools to Academy status.	POSSIBLY	For the life of the organisation	If they cannot be stored, these will be provided to the local authority archive service.
1.3.3	Proposals concerning changing the status of the school.	POSSIBLY	Date proposal accepted or declined + 3 years	SECURE DISPOSAL
1.3.4	Annual Reports required by the DfE. For example, annual created under requirements of the Education (Governors' Annual Reports (England) Regulations 2002	POSSIBLY	Date of report + 10 years	SECURE DISPOSAL
1.3.5	Records relating to complaints made to and investigated by the governing body or head teacher	YES	Major complaints: current year + 6 years. If negligence involved, then: current year + 15 years. If child protection or safeguarding issues are involved then: current year + 40 years	Reviewed for further retention in case of contentious disputes, then SECURE DISPOSAL

1.3.6	Correspondence sent and received by the governing body or Head Teacher	POSSIBLY	General correspondence should be retained for current year + 3 years	SECURE DISPOSAL
1.3.7	Action plans created and administered by the governing body		Until superseded or whilst relevant.	SECURE DISPOSAL
1.3.8	Policy documents created and administered by the governing body		Until superseded	SECURE DISPOSAL
<b>1.4 Governor records – Governor HR Management</b>				
<b>Ref</b>	Records relating to complaints made to and investigated by the governing body or head teacher	<b>Personal Information</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
1.4.1	Records relating to the appointment of a clerk to the governing body	YES	Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL
1.4.2	Records relating to the terms of office of serving governors, including evidence of appointment	YES	Date appointment ceases + 6 years	
1.4.3	Records relating to governor declaration against disqualification criteria	YES	Date appointment ceases + 6 years	SECURE DISPOSAL

1.4.4	Register of business interests	YES	Date appointment ceases + 6 years	SECURE DISPOSAL
1.4.5	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 organisation	
1.4.6	Records relating to the training required and received by governors	YES	Date Governor steps down + 6 years	SECURE DISPOSAL
1.4.7	Records of governors 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
1.4.8	Records relating to the induction programme for new governors	YES	Date appointment ceases + 6 years	SECURE DISPOSAL
1.4.9	Records relating to DBS checks carried out on clerk and members of the governing body	YES	Date of DBS check + 6 months	SECURE DISPOSAL
1.4.10	Governor personnel files	YES	Date appointment ceases + 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 completed.	SECURE DISPOSAL

## 2. Management of the School

2.1 Head Teacher and Senior Management Team Created Records				
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
2.1.1	Log books of activity in the school maintained by the Head Teacher	POSSIBLY	Date of last entry in the book + minimum of 6 years, then review	Reviewed and they should be of permanent historical value and should be offered to the local authority Archives Service if appropriate
2.1.2	Reports created by the head teacher or the Senior Leadership Team	POSSIBLY	Date of the report + a minimum of 3 years then review annually or as required if not destroyed	Reviewed + SECURE DISPOSAL
2.1.3	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities which do not fall under any other category	POSSIBLY	Current academic year + 6 years then review annually, or as required if not destroyed	Reviewed + SECURE DISPOSAL
2.1.4	Correspondence created by headteachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	POSSIBLY	Current year + 3 years	Reviewed + SECURE DISPOSAL

2.1.5	Professional development plans	POSSIBLY	These should be held on the individual's personnel record. If not, then termination of employment + 6 years	SECURE DISPOSAL
2.1.6	School development plans		Life of the plan + 3 years	SECURE DISPOSAL

## 2.2 Operational Administration

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
2.2.1	General file series which do not fit under any other category	POSSIBLY	Current year + 5 years, then review	SECURE DISPOSAL
2.2.2	Records relating to the creation and publication of the school brochure or prospectus	POSSIBLY	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	POSSIBLY	Current academic 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	STANDARD DISPOSAL

2.2.5	Consents relating to school activities as part of GDPR compliance (for example, consent for use of images)	YES	Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL
2.2.6	Newsletters and other items with a short operational use	YES	Current academic year + 1 year [Schools may decide to archive a copy]	STANDARD DISPOSAL
2.2.7	Visitor management systems (including electronic systems, visitors books and signing-in sheets)	YES	Last entry in the visitors book + 6 years (in case of claims by parents or pupils about various actions).	SECURE DISPOSAL
2.2.8	NHS Test and Trace forms for visitors stored by date of visit to school	YES	Date of visit + 21 days	SECURE DISPOSAL
2.2.8	Walking bus registers	YES	Date of register + 6 years	SECURE DISPOSAL
2.2.9	Biometric Code used by cashless catering system	YES	For up to 1 month after the student or staff member leaves the school	SECURE DISPOSAL

### 3. Human Resources

<b>3.1 Recruitment</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
3.1.1	All records leading up to the appointment of a head teacher	YES	Unsuccessful attempts - date of appointment plus 6 months. Successful attempts - add to personnel 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
3.1.2	Records of unsuccessful job applicants	YES	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
3.1.3	Records of successful job applicants – Pre-employment vetting information + DBS Checks	YES	Application forms, references and other documents – for the duration of the employee’s employment + 6 years.  You are not required to retain a copy of the DBS Certificate. If you wish to do so this should be kept for no longer than 6 months.	SECURE DISPOSAL
3.1.4	Records of successful job applicants - Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	YES	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 personal file.  You are not required to retain a copy of the DBS Certificate. If you wish to do so this should be kept for no longer than 6 months.	SECURE DISPOSAL
3.1.5	Records of successful job applicants - Pre-employment vetting information – Evidence proving the right to work in	YES	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

	the United Kingdom – successful candidates			
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<b>3.2 Operational Staff Management</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
3.2.1	Staff personnel file	YES	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 completed.	SECURE DISPOSAL
3.2.2	Timesheets	YES	Current year + 6 years	SECURE DISPOSAL
3.2.2	Annual appraisal /assessment records	YES	Current year + 6 years	SECURE DISPOSAL
3.2.3	Staff training – where the training leads to continuing professional development	YES	Length of time required by the professional body	SECURE DISPOSAL
3.2.4	Staff training – except where dealing with children, e.g. first aid or health and safety	YES	This should be retained on the personnel file	SECURE DISPOSAL
3.2.5	Staff training – where	YES	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

	the training relates to children (e.g. safeguarding or other child related training)			
3.2.6	Sickness absence monitoring	YES	<p>If sickness pay is paid – Current Year + 3 Years.</p> <p>If sickness pay is not paid – current year + 3 years.</p> <p>Please see: <a href="https://irms.org.uk/page/SchoolsToolkit">https://irms.org.uk/page/SchoolsToolkit</a> for further guidance, as discretion may be required.</p>	SECURE DISPOSAL

### 3.3 Disciplinary and Grievance Processes

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
3.3.1	Records relating to any allegation of a child protection nature against a member of staff	YES	<p>Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW.</p> <p>Note: allegations that are found to be malicious should be removed from personnel files.</p> <p>If the allegations are found, they should be kept on the individual's personnel file and a copy provided to the person concerned.</p>	SECURE DISPOSAL

			If the member of staff is part of any case which falls under the terms of reference of IICSA, then the file will need to be retained until IICSA enquiries are completed. <sup>1</sup>	
3.3.2	Oral warning	YES	Date of warning + 6 months	SECURE DISPOSAL
3.3.3	Written warning – level 1	YES	Date of warning + 6 months	SECURE DISPOSAL
3.3.4	Written warning – level 2	YES	Date of warning + 12 months	SECURE DISPOSAL
3.3.5	Final warning	YES	Date of warning + 18 months	SECURE DISPOSAL
3.3.6	Case not found – not related to child protection		Dispose of at the conclusion of the case	SECURE DISPOSAL
3.3.7	Case not found – related to child protection		If the incident is related to child protection then see 3.3.1, otherwise dispose of at the conclusion of the case.	SECURE DISPOSAL

#### 4. Pensions and Payroll

4.1 Payroll and Pensions				
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
4.1.1	Absence record	YES	Current year + 3 years	SECURE DISPOSAL
4.1.2	Batches	YES	Current year + 6 years	SECURE DISPOSAL

<sup>1</sup> More information on the Inquiry into Child Sexual Abuse can be found here - <https://www.iicsa.org.uk/>

4.1.3	Bonus sheets	YES	Current year + 3 years	SECURE DISPOSAL
4.1.4	Car allowance claims	YES	Current year + 3 years	SECURE DISPOSAL
4.1.4	Car loans	YES	Completion of loan + 6 years	SECURE DISPOSAL
4.1.5	Car mileage output	YES	Current year + 6 years	SECURE DISPOSAL
4.1.6	Elements	YES	Current year + 2 years	SECURE DISPOSAL
4.1.7	Insurance	YES	Current year + 6 years	SECURE DISPOSAL
4.1.8	Maternity payment	YES	Current year + 3 years	SECURE DISPOSAL
4.1.9	Members allowance register	YES	Current year + 6 years	SECURE DISPOSAL
4.1.10	Overtime	YES	Current year + 6 years	SECURE DISPOSAL
4.1.11	Part time fee claims	YES	Completion of loan + 6 years	SECURE DISPOSAL
4.1.12	Pay packet receipt by employee	YES	Current year + 2 years	SECURE DISPOSAL
4.1.13	Payroll awards	YES	Current year + 6 years	SECURE DISPOSAL
4.1.14	Payroll – gross/net weekly or monthly	YES	Current year + 6 years	SECURE DISPOSAL
4.1.15	Payroll reports	YES	Current year + 6 years	SECURE DISPOSAL
4.1.16	Payslips – copies	YES	Current year + 6 years	SECURE DISPOSAL
4.1.17	Pension payroll	YES	Current year + 6 years	SECURE DISPOSAL
4.1.18	Personal bank details	YES	Until superseded + 3 years	SECURE DISPOSAL

4.1.19	Sickness records	YES	Current year + 3 years	SECURE DISPOSAL
4.1.20	Superannuation adjustments	YES	Current year + 6 years	SECURE DISPOSAL
4.1.21	Superannuation reports	YES	Current year + 6 years	SECURE DISPOSAL
4.1.22	Tax forms P6/P11/ P11D/P35/P45/P46/ P48	YES	Current year + 6 years	SECURE DISPOSAL
4.1.23	Time sheets/clock cards/flexitime	YES	Current year + 3 years	SECURE DISPOSAL
4.1.24	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	YES	Current year + 6 years	SECURE DISPOSAL

## 5. Health and Safety

<b>5.1 Health and Safety</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
5.1.1	Health and safety policy statements		Life of policy + 3 years	
5.1.2	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
5.1.3	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	YES	The Accident Book must be kept for 3 years after last entry in the book	SECURE DISPOSAL

5.1.4	Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	YES	The Accident Book must be kept for 3 years after last entry in the book	SECURE DISPOSAL
5.1.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR).	YES	Date of incident + 3 years provided that all records relating to the incident are held on personnel file [see 2.4.2 above]	SECURE DISPOSAL
5.1.6	Control of Substances Hazardous to Health (COSHH)	POSSIBLY	Date of incident + 40 years	SECURE DISPOSAL
5.1.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos		Last action + 40 years	SECURE DISPOSAL
5.1.8	Fire precautions log books		Current year + 3 years	SECURE DISPOSAL
5.1.9	Process of monitoring areas where employees and persons are likely to have come into contact with radiation.  Maintenance records or controls, safety features or PPE.  Dose assessment and recording	YES	2 years from the date the assessment was made. The record should include the condition of the equipment at the time of the examination.  Records should be kept until the person that they relate to has or would have attained the age of 75, or at least 30 years from when the record was made.	SECURE DISPOSAL
5.1.10	Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works, etc.),		Pass to new owner on sale or transfer of building	

	to be passed on in the case of change of ownership			
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## 6. Financial Management

6.1 Financial Management				
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
6.1.1	Employer's liability insurance certificate		Closure of the school + 40 years	SECURE DISPOSAL  To be passed to the Local Authority if the school closes

6.2 Asset Management				
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
6.2.1	Inventories of furniture and equipment		Current year + 6 years	SECURE DISPOSAL
6.2.2	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL

6.3 Accounts and Statements				
Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
6.3.1	Annual accounts		Current year + 6 years	STANDARD DISPOSAL

6.3.2	Loans and grants managed by the school		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL
6.3.3	All records relating to the creation and management of budgets, including the annual budget statement and back-ground papers		Life of the budget + 3 years	SECURE DISPOSAL
6.3.4	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL
6.3.5	Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL
6.3.6	Records relating to the identification and collection of debt		Final payment of debt + 6 years	SECURE DISPOSAL

#### 6.4 Pupil Finance

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
6.4.1	Student grant applications	YES	Current year + 3 years	SECURE DISPOSAL
6.4.2	Pupil premium fund records	YES	Date pupil leaves the provision + 6 years	SECURE DISPOSAL

#### 6.5 Contract Management

Ref	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record
6.5.1	All records relating to the management of contracts under seal		Last payment on the contract + 6 years	SECURE DISPOSAL
6.5.2	All records relating to the management of contracts under signature		Life of contract + 6 or 12 years	SECURE DISPOSAL
6.5.3	Records relating to the monitoring of contracts		Life of contract + 6 or 12 years	SECURE DISPOSAL

#### 6.6 School Fund

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record
6.6.1	School Fund – Cheque books		Current year + 6 years	SECURE DISPOSAL
6.6.2	School Fund –Paying in books		Current year + 6 years	SECURE DISPOSAL
6.6.3	School Fund – Ledger		Current year + 6 years	SECURE DISPOSAL
6.6.4	School Fund – Invoices		Current year + 6 years	SECURE DISPOSAL
6.6.5	School Fund – Receipts		Current year + 6 years	SECURE DISPOSAL
6.6.6	School Fund –Bank statements		Current year + 6 years	SECURE DISPOSAL
6.6.7	School Fund – Journey Books		Current year + 6 years	SECURE DISPOSAL



<b>6.7 Schools Meals Management</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
6.7.1	Free school meals registers (where the register is used as a basis for funding)	YES	Current year + 6 years	SECURE DISPOSAL
6.7.2	School meals registers	YES	Current year + 3 years	SECURE DISPOSAL
6.7.3	School meals summary sheets	YES	Current year + 3 years	SECURE DISPOSAL

## 7. Property Management

<b>7.1 Property Management</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
7.1.1	Title deeds of properties belonging to the school		These should be retained by the property's owner unless the property has been registered with the Land Registry	
7.1.2	Plans of properties belonging to the school		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.	
7.1.3	Leases of property leased by or to the school		Expiry of lease + 6 years	SECURE DISPOSAL

7.1.4	Records relating to the letting of school premises		Current financial year + 6 years	SECURE DISPOSAL
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## 7.2 Property Management – Maintenance

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record
7.2.1	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.	SECURE DISPOSAL
7.2.2	All records relating to the maintenance of the school carried out by school employees, including maintenance log books		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.	SECURE DISPOSAL
7.2.3	CCTV recordings		RFPS: Securely disposed of after 2 weeks.	

## 8. Pupil Management

### 8.1 Admissions Process

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record
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8.1.1	All records relating to the creation and implementation of the School Admissions Policy		Life of the policy + 3 years then review	SECURE DISPOSAL
8.1.2	Admissions – if the admission is successful	YES	Date of admission + 1 year	SECURE DISPOSAL
8.1.3	Admissions – if the appeal is unsuccessful	YES	Resolution of case + 1 year	SECURE DISPOSAL
8.1.4	Register of Admissions	YES	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	Information is reviewed and the register may be kept permanently.  If decided that it should not be retained then SECURE DISPOSAL
8.1.5	Admissions – Secondary Schools – Casual	YES	Current year + 1 year	SECURE DISPOSAL
8.1.6	Proofs of address supplied by parents as part of the admissions process	YES	Current year + 1 year	SECURE DISPOSAL
8.1.7	Supplementary information form including additional information such as religion, medical conditions etc. - <b>successful admissions</b>	YES	This information should be added to the pupil file	SECURE DISPOSAL
8.1.8	Supplementary information form including additional information such as religion,	YES	Until appeals process completed	SECURE DISPOSAL

	medical conditions etc. - <b>unsuccessful admissions</b>			
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<b>8.2 Pupils Educational Record</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
8.2.1	Primary School - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	Retain whilst the child remains at the primary school	<p>The record should follow the pupil when he/she leaves the primary school.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>To another primary school</li> <li>To a secondary school</li> <li>To a pupil referral unit</li> </ul> <p>If the child moves out of the UK, the file will be kept by the LA and retained for the statutory period.</p>
8.2.2	Secondary School - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	Date of birth of the pupil + 25 years	REVIEW and SECURE DISPOSAL
8.2.3	Public Examination Results	YES	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
8.2.4	Internal Examination Results	YES	This information should be added to the pupil file	
8.2.5	Child protection information held on pupil file	YES	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
8.2.6	Child protection information held in separate files	YES	DOB of the child + 25 years then review.  Principle copies are retained with the Local Authority Social Services.  These records will be subject to instructions given by IICSA.	SECURE DISPOSAL

### 8.3 Attendance

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record
8.3.1	Attendance Registers	YES	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the last entry was made.	SECURE DISPOSAL
8.3.2	Correspondence relating to any absence (authorised or unauthorised)	YES	Current academic year + 2 years	SECURE DISPOSAL



<b>8.4 Special Educational Needs Information</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
8.4	Special Educational Needs files, reviews and Education Health and Care Plan. Including advice and information provided to parents regarding educational needs and accessibility strategy	YES	Date of birth of the pupil + 31 years.  Information should be reviewed before disposal and the file may be kept longer than necessary if it is required for the school to defend themselves in a 'failure to provide sufficient education' case.	SECURE DISPOSAL

## 9. Curriculum Management and Extra-Curricular Activities

<b>9.1 Statistics and Management Information</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
9.1.1	Curriculum returns		Current year + 3 years	SECURE DISPOSAL
9.1.2	Examination Results (school's copy)	YES	Current year + 6 years	SECURE DISPOSAL
9.1.3	SATS Results	YES	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	SECURE DISPOSAL

			whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison	
9.1.4	(SATS) examination papers	YES	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
9.1.5	Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL
9.1.6	Value added and contextual data		Current year + 6 years	SECURE DISPOSAL
9.1.7	Self-evaluation forms - internal moderation	YES	Academic year plus 1 academic year	SECURE DISPOSAL
9.1.8	Self-evaluation forms - external moderation	YES	Until superseded	SECURE DISPOSAL

## 9.2 Implementation of the Curriculum

Ref	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record
9.2.1	Schemes of work		Current year + 1 year	SECURE DISPOSAL
9.2.2	Timetable		Current year + 1 year	SECURE DISPOSAL
9.2.3	Class record books	YES	Current year + 1 year	SECURE DISPOSAL
9.2.4	Mark books	YES	Current year + 1 year	SECURE DISPOSAL
9.2.5	Record of homework set		Current year + 1 year	SECURE DISPOSAL

9.2.6	Pupil's work	POSSIBLY	<p>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</p> <p>The school may also elect to retain some copies of pupil work for a reasonable length of time, to allow for inspection from external agencies (e.g. OFSTED)</p>	SECURE DISPOSAL
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<b>9.4 School Trips</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
9.4.1	Parental consent forms for school trips – where there has been no major incident	YES	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
9.4.2	Parental permission slips for school trips – where there has been a major incident	YES	<p>Date of birth of the pupil involved in the incident + 25 years on the pupils record.</p> <p>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</p>	SECURE DISPOSAL
9.4.3	Walking bus registers	YES	3 years from the date of the register being taken.	SECURE DISPOSAL

<b>9.5 Organisations and Groups that support the school (e.g. Family Liaison Officers and Home-School Liaison Assistants)</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
9.5.1	Day books	YES	Current year + 1 year	Reviewed and Secure Disposal if no longer required.
9.5.2	Reports for outside agencies where the report has been included on the case file created by the outside agency	YES	Current year + 1 year	SECURE DISPOSAL
9.5.3	Referral forms	YES	Current year + 1 year	SECURE DISPOSAL
9.5.4	Mark books	YES	Current year + 1 year	SECURE DISPOSAL
9.5.5	Contact data sheets	YES	Current then review, if no longer necessary or if superseded by new details	Reviewed and secure disposal if no longer required.
9.5.6	Contact database entries	YES	Current then review, if no longer necessary or if superseded by new details	Reviewed and secure disposal if no longer required.
9.5.7	Group registers	YES	Current year + 2 years	SECURE DISPOSAL
9.5.8	Records relating to the creation and management of the School Parent Teacher Association and Old Pupils Association	YES	Current Year + 6 Years.  School may wish to retain documents for archive purposes.	SECURE DISPOSAL

## 10. Central Government and Local Authority

<b>10.1 Local Authority</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
10.1	Secondary Transfer Sheets (primary)	YES	Current year + 2 years	SECURE DISPOSAL
10.2	Attendance returns	YES	Current year + 1 year	SECURE DISPOSAL
10.3	School census returns	YES	Current year + 5 years	SECURE DISPOSAL
10.4	Circulars and other information sent from the local authority		Whilst in use	SECURE DISPOSAL

<b>10.2 Central Government</b>				
<b>Ref</b>	<b>Basic file description</b>	<b>Personal Information</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
10.2.1	OFSTED reports and papers where a physical copy is held		Life of the report then review	
10.2.2	Returns made to central government		Current year + 6 years	
10.2.3	Circulars and other information sent from central government		Whilst in use	