# Records Management Policy and Annual Review of Records Checklist

Adopted by Trustees: 5th April 2022

Reviewed and approved by Trustees: 14th July 2026

Next Review Date: July 2027

Person responsible for overseeing the implementation: Head of Governance and Compliance

Chair of Trustees signature: C. L Chevassut

# Table of Contents

1. ABOUT THIS POLICY ..... 3
Legal framework ..... 3
2. SCOPE ..... 3
3. LEGISLATION AND GUIDANCE ..... 3
4. RESPONSIBILITIES ..... 3
4.1 The Trust ..... 3
4.2 Head of Governance and Compliance ..... 4
4.3 The Head of School ..... 4
4.4 The Local GDPR Data Champion (Lead) ..... 4
4.6 All Staff ..... 4
4.7 Records Management Process ..... 5
5. Management of pupil records ..... 5
Secondary academies including sixth forms. ..... 6
6. Document Retention ..... 7
7. Storing and protecting information ..... 7
8. Accessing information ..... 8
9. Digital continuity statement ..... 8
10. Information audit ..... 9
11. Disposal of data ..... 9
12. Monitoring and review ..... 10
13. FREEDOM OF INFORMATION ACT 2000 ..... 10
14. RELATIONSHIP WITH EXISTING POLICIES ..... 10
APPENDIX 1 ..... 11
Template Records and Safe Destruction Log ..... 11
APPENDIX 2 ..... 12
Annual Review of School Records Checklist ..... 12
APPENDIX 3 ..... 14
List of categories and check list

# 1. ABOUT THIS POLICY

The Stowe Valley Multi Academy Trust (SVMAT) and its schools recognise that by efficiently managing our records, we will be able to comply with our legal and regulatory obligations and contribute to the effective overall management of our school. Maintaining good records helps us to provide the evidence needed to protect the legal rights and interests of our Trust/schools, and for us to demonstrate our performance and accountability.

Stowe Valley Multi Academy Trust (SVMAT) is committed to maintaining the confidentiality of its information and ensuring that all records within the Trust are only accessible by the appropriate individuals. In line with the requirements of the General Data Protection Regulation (GDPR), the Trust also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were originally intended.

The Trust has created this policy to outline how records are stored, accessed, monitored, retained and disposed of, in order to meet the Trust's statutory requirements.

## Legal framework

This policy has due regard to legislation including, but not limited to, the following:

- General Data Protection Regulation
- Data Protection Act 2018
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)

This policy also has due regard to the following guidance:

- Information Records Management Society 'Information Management Toolkit for Schools 2019'

# 2. SCOPE

This policy applies to all records created, received or maintained by permanent and temporary staff of the Trust and its' schools in the course of carrying out its' functions. Also, by any agent, contractor, consultant or third party acting on behalf of the Trust or its' schools.

Records are defined as all documents which facilitate the business carried out by the Trust/its' schools 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.

# 3. LEGISLATION AND GUIDANCE

This policy meets the requirements of the 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 GDPR.

# 4. RESPONSIBILITIES

## 4.1 The Trust

The Trust has a statutory responsibility to maintain the Trust/School's records and record keeping systems in accordance with the regulatory framework of the school.

Each academy has a responsibility for maintaining its records and record-keeping systems in line with statutory

requirements and this policy.

## 4.2 Head of Governance and Compliance

The Head of Governance and Compliance is responsible for promoting compliance with this policy. They are responsible for the biennial review of the policy and ensuring management of records is effective in line with this policy.

## 4.3 The Head of School

The Head of School is responsible for ensuring this policy is implemented correctly at their own academy.

## 4.4 The Local GDPR Data Champion (Lead)

The Head of Governance and Compliance and the local GDPR Champions will provide guidance on good records management practices within the Trust and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

The Local GDPR Data Champion at each academy is responsible for ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy and are disposed of correctly. The Local GDPR Data Champion will monitor compliance with this policy and ensure that the 'Annual Review of School Records Checklist' is completed at annually.

## 4.6 All Staff

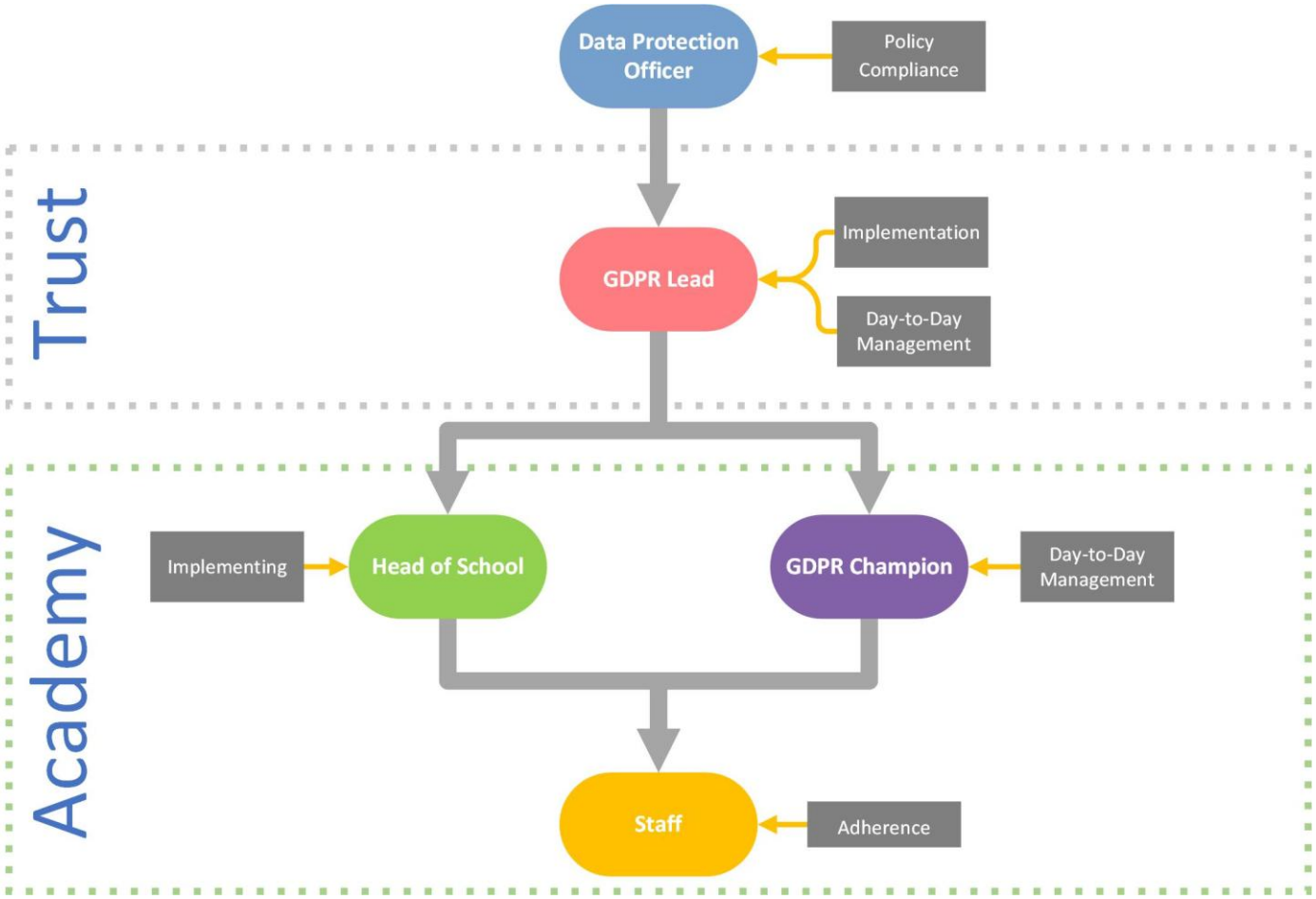
It is the responsibility for all members of staff to ensure that our Trust/its schools do not keep personal information for longer than is necessary for the purpose or purposes for which it was collected.

Our Trust/it's school 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 Trust/it's schools to ensure that they:

- Manage Trust/school records consistently in accordance with the Trust's and school 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 the Information and Records Management Society's toolkit for schools/ school's Records Retention Schedule which can be found here:
- 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.

## 4.7 Records Management Process




# 5. Management of pupil records

Pupil records are specific documents that are used throughout a pupil's time in the education system – they are passed to each school or academy that a pupil attends and includes all personal information relating to them, e.g. date of birth, home address, as well as their progress and achievement.

The following information is stored on the front of a pupil record, and will be easily accessible:

- Forename, surname, gender and date of birth
- Unique pupil number
- Note of the date when the file was opened
- Note of the date when the file was closed, if appropriate

The following lists common and potential record types that form part of the Pupil Record:

- Admissions form

- Details of any SEND
- If the pupil has attended an early-years setting, the record of transfer
- Fair processing notice – only the most recent notice will be included
- Annual written reports to parents
- National curriculum and agreed syllabus record sheets
- Notes relating to major incidents and accidents involving the pupil
- Any information about an education and healthcare (EHC) plan and support offered in relation to the EHC plan
- Any notes indicating child protection disclosures and reports are held
- Any information relating to exclusions
- Any correspondence with parents or external agencies relating to major issues, e.g. mental health
- Notes indicating that records of complaints made by parents or the pupil are held
- Examination results – pupil copy
- SATS Results

The following information is subject to shorter retention periods and, therefore, will be stored separately in a personal file for the pupil in an appropriate secure location: they should not be forwarded to the pupils' next school

- Attendance Registers and Information
- Absence notes and correspondence
- Parental and, where appropriate, pupil consent forms for educational visits, photographs and videos, etc.
- Accident forms (a copy can be placed on the pupil record if it is a major incident)
- Medicine consent and administering records
- Copies of birth certificates, passports, etc.
- Correspondence with parents about minor issues, e.g. behaviour
- Pupil work and drawings
- Previous data collection forms which have been superseded

Hard copies of disclosures and reports relating to child protection are stored in a securely locked filing cabinet in a securely locked room – a note indicating this is marked on the pupil's file.

Hard copies of complaints made by parents or pupils are stored in a file in an appropriate secure location – a note indicating this is marked on the pupil's file.

Actual copies of accident and incident information are stored separately on the individual academies' management information system and held in line with the retention periods outlined in this policy – a note indicating this is marked on the pupil's file. An additional copy may be placed in the pupil's file in the event of a major accident or incident.

Each academy will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend.

The only exception to the above is if any records placed on the pupil's file have a shorter retention period and may need to be removed. In such cases, a named individual will be responsible for disposing records and will remove these records.

Electronic records relating to a pupil's record will also be transferred to the pupils' next school.

## Secondary academies including sixth forms.

If any pupil attends the school until statutory school leaving age, the school will keep the pupil's records until the pupil reaches the age of 25 years.

Each academy will, wherever possible, avoid sending a pupil record by post. Where a pupil record must be sent by post, it will be sent by registered post, with an accompanying list of the files included. The school it is sent to is required to sign a copy of the list to indicate that they have received the files and return this to the school.

## 6. Document Retention

Details of documentation retention and destruction are detailed at Appendix 3 with details of documents – table also serves as a destruction table for users.

## 7. Storing and protecting information

The GDPR Lead will undertake a risk analysis to identify which records are vital to Trust and individual academies' management and these records will be stored in the most secure manner.

- Each academy will conduct a back-up of information in line with the current ICT Security – Backup Policy to ensure that all data can still be accessed in the event of a security breach, e.g. a virus, and prevent any loss or theft of data.
- Where possible, backed-up information will be stored off the school premises, using a central back-up service operated.
- Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access.
- Confidential paper records are not left unattended or in clear view when held in a location with general access.
- Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed-up.
- Where data is saved on removable storage or a portable device, the device is kept in a locked filing cabinet, drawer or safe when not in use.
- Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted.
- All electronic devices are password-protected to protect the information on the device in case of theft.
- Where possible, the Trust enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- Staff and governors do not use their own personal email addresses for school purposes.
- All members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password in line with the current ICT Security – Password Policy.
- Emails containing sensitive or confidential information are password-protected to ensure that only the recipient is able to access the information. The password will be shared with the recipient in a separate email.
- Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- When sending confidential information by fax, members of staff always check that the recipient is correct before sending.
- Where personal information that could be considered private or confidential is taken off the premises, to fulfil the purpose of the data in line with the GDPR, either in an electronic or paper format, staff take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.
- Before sharing data, staff always ensure that:
    - They have consent from data subjects to share it.
    - Adequate security is in place to protect it.
    - The data recipient has been outlined in a privacy notice.

All staff members will implement a 'clear desk policy' to avoid unauthorised access to physical records containing

sensitive or personal information. All confidential information will be stored in a securely locked filing cabinet, drawer or safe with restricted access.

Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of each academy containing sensitive information are supervised at all times.

The physical security of the Trust's buildings and storage systems, and access to them, is reviewed termly by the site manager in conjunction with the GDPR Lead. If an increased risk in vandalism, burglary or theft is identified, this will be reported to the Head of School/headteacher and extra measures to secure data storage will be put in place.

The Trust takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.

The GDPR Lead is responsible for continuity and recovery measures are in place to ensure the security of protected data.

## 8. Accessing information

SVMAT is transparent with data subjects, the information we hold and how it can be accessed.

All members of staff, parents of registered pupils and other users of the Trust, e.g. visitors and third-party clubs, are entitled to:

- Know what information the Trust holds and processes about them or their child and why.
- Understand how to gain access to it.
- Understand how to provide and withdraw consent to information being held.
- Understand what the Trust is doing to comply with its obligations under the GDPR.

All members of staff, parents of registered pupils and other users of the Trust, its academies and its facilities have the right, under the GDPR, to access certain personal data being held about them or their child.

Personal information can be shared with pupils once they are considered to be at an appropriate age and responsible for their own affairs; although, this information can still be shared with parents.

Pupils who are considered to be at an appropriate age to make decisions for themselves are entitled to have their personal information handled in accordance with their rights.

## 9. Digital continuity statement

- Digital data that is retained for longer than six years will be named as part of a digital continuity statement.
- The GDPR Lead will identify any digital data that will need to be named as part of a digital continuity statement.
- The data will be archived to dedicated files on the Trust's servers, which are password-protected – this will be backed-up.
- Memory sticks will never be used to store digital data, subject to a digital continuity statement.
- The Strategic Network Manager will review new and existing storage methods annually and, where appropriate add them to the digital continuity statement.

The following information will be included within the digital continuity statement:

- A statement of purpose and requirements for keeping the records
- The names of the individuals responsible for long term data preservation
- A description of the information assets to be covered by the digital preservation statement
- A description of when the record needs to be captured into the approved file formats
- A description of the appropriate supported file formats for long-term preservation
- A description of the retention of all software specification information and licence information

- A description of how access to the information asset register is to be managed in accordance with the GDPR

## 10. Information audit

The Trust conducts information audits on an annual basis against all information held by each academy to evaluate the information the academy is holding, receiving and using, and to ensure that this is correctly managed in accordance with the GDPR. This includes the following information:

- Paper documents and records
- Electronic documents and records
- Databases
- Microfilm or microfiche
- Sound recordings
- Video and photographic records
- Hybrid files, containing both paper and electronic information

The information audit may be completed in a number of ways, including, but not limited to:

- Interviews with staff members with key responsibilities – to identify information and information flows, etc.
- Questionnaires to key staff members to identify information and information flows, etc.
- A mixture of the above

The GDPR Lead is responsible for completing the information audit. The information audit will include the following:

The Trust's and individual academies' data needs

The information needed to meet those needs

- The format in which data is stored
- How long data needs to be kept for
- Vital records status and any protective marking
- Who is responsible for maintaining the original document?

The GDPR Lead will consult with staff members involved in the information audit process to ensure that the information is accurate.

Once it has been confirmed that the information is accurate, the GDPR Lead will record all details on the Trust's Information Asset Register.

The information displayed on the Information Asset Register will be shared with the Board and each designated academy leader to gain their approval.

## 11. Disposal of data

- All records containing personal information, or sensitive policy information will be made either unreadable.
    - 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
- Where disposal of information is outlined as secure disposal, this will be shredded or pulped and electronic information will be scrubbed clean and, where possible, cut. The GDPR Champion will keep a record of all files that have been destroyed.

    - The shredding will be planned with specific dates and all records will be identified as to the date of destruction.
- Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.
- Where the disposal action is indicated as reviewed before it is disposed, the GDPR Champion will review the information against its administrative value – if the information should be kept for administrative value, the DP Lead will keep a record of this.
    - If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.
- 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.
- Where information has been kept for administrative purposes, the GDPR Champion will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every three subsequent years.
- Where information must be kept permanently, this information is exempt from the normal review procedures

**NOTE 1:** Do not put records containing personal information with the regular waste or a skip.

**NOTE 2:** 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.

## 12. Monitoring and review

This policy will be reviewed on an annual basis by the GDPR Lead in conjunction with the Board, CEO & Business Manager – the next scheduled review date for this policy is April 2024.

Any changes made to this policy will be communicated to all members of staff, the board, and the local governing bodies.

## 13. 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, we will ensure that our Trust and schools are compliant with the Data Protection rules and the Freedom of Information Act 2000.

## 14. RELATIONSHIP WITH EXISTING POLICIES

This policy is linked to our:

- Data Protection Policy

- Information Security Policy
- Freedom of Information Policy
- Data Breach Procedure

# APPENDIX 1

## Template Records and Safe Destruction Log

**Records and Data safely destroyed**

The following sheet can be completed or alternatively documented in a spreadsheet.

| Ref Number | File/Record Title | Description | Reference or Cataloguing Information | Number of Files Destroyed | Method of destruction | Confirm<br>(i) Safely destroyed<br>(ii) In accordance with Data Retention Guidelines<br>(Date and INITIAL) |
|---|---|---|---|---|---|---|
| *6.3.4* | *School Invoices* | *Copies of purchase invoices dated 2011/12* | *Folders marked "Purchase Invoices 2011/12" 1 to 3* | *3 Folders* | *Shredding* | *KA – 27/08/2019* |
| *2.2.7* | *Visitor management systems* | *Copy of signing in book – dated 09/2010 – 09/2011* | | *1 folder* | *Shredding* | *KA – 27/08/2019* |
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# APPENDIX 2

## Annual Review of School Records Checklist

Annual Checklist to be completed by each school in the Trust

Stowe Valley
MULTI ACADEMY TRUST

# Checklist for Annual Review of Individual 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 at the Governors meeting and minuted.*

**A. Summary of areas reviewed:**

| Ref | Area | Pages | Annual Review Completed Tick (√) | Reviewer Initials |
|---|---|---|---|---|
| 1 | The Governing Body | 4-9 | | |
| 2 | Management of the School | 10-13 | | |
| 3 | Human Resources | 14-17 | | |
| 4 | Pensions and Payroll | 18-19 | | |
| 5 | Health and Safety | 20-21 | | |
| 6 | Financial Management | 22-25 | | |
| 7 | Property Management | 26-27 | | |
| 8 | Pupil Management | 28-31 | | |
| 9 | Curriculum Management and Extra Curricular Activities | 32-36 | | |
| 10 | Central Government and Local Authority | 37 | | |

# Appendix 3

## Section 1 – The Governing Body

| 1.1 Governor Records - Governing Body Management | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 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 | 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<br><br>[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** | **Annual Review Completed Tick (√)** |
| 1.2.1 | Meetings schedule | | Current year | STANDARD DISPOSAL | |
| 1.2.2 | Agendas – principal copy | | Where possible the agenda should be stored with the principal set of the minutes | Consult local archives before disposal | |
| 1.2.3 | Minutes – principal set (signed) | YES | Although generally kept for the life of the organisation, the Trust is only required to make these available for 10 years from the date of the meeting | Consult local archives before disposal | |
| 1.2.4 | Reports made to the governors' meeting which are referred to in the minutes | | Although generally kept for the life of the organisation, the Trust is only required to make these available for 10 years from the date of the meeting | Consult local archives before disposal | |
| 1.2.5 | Register of attendance at full governing board meetings | YES | Date of last meeting in the book + 6 years | SECURE DISPOSAL | |
| 1.2.6 | Papers relating to the management of the annual parents' meeting | YES | Date of meeting + 6 years | SECURE DISPOSAL | |
| 1.2.7 | Agendas (Parent Annual Meeting) - additional copies | | Date of meeting | STANDARD DISPOSAL | |

| 1.3 Governor Records – School Management | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 1.3.1 | Records relating to Governor Monitoring Visits | YES | Date of the visit + 3 years | SECURE DISPOSAL | |
| 1.3.2 | All records relating to the conversion of schools to Academy status | POSSIBLY | For the life of the organisation | Consult local archives before disposal | |
| 1.3.3 | Annual Reports required by the DfE | POSSIBLY | Date of report + 10 years | SECURE DISPOSAL | |
| 1.3.4 | 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.<br><br>If child protection or safeguarding issues are involved then: current year + 40 years | SECURE DISPOSAL | |
| 1.3.5 | Correspond-ence sent and received by the governing body or Head Teacher | POSSIBLY | General correspondence should be retained for current year + 3 years | SECURE DISPOSAL | |
| 1.3.6 | Action plans created and administered by the governing body | | Until superseded or whilst relevant | SECURE DISPOSAL | |
| 1.3.7 | Policy documents created and administered by the governing body | | Until superseded [The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has concluded.] | | |

| 1.4 Governor records – Governor HR Management | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 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 relating to the induction programme for new governors | YES | Date appointment ceases + 6 years | SECURE DISPOSAL | |

| | | | | | |
|---|---|---|---|---|---|
| 1.4.8 | Records relating to DBS checks carried out on clerk and members of the governing body | YES | Date of DBS check + 6 months | SECURE DISPOSAL | |
| 1.4.9 | Governor personnel files | YES | Date appointment ceases + 6 years | SECURE DISPOSAL | |

## Section 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** | **Annual Review Completed Tick (√)** |
| 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 | These could be of permanent historical value and should be offered to the County Archives Service if appropriate | |
| 2.1.2 | Reports created by the head teacher or the management team | POSSIBLY | Date of the report + a minimum of 3 years then review annually or as required if not destroyed | 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 | SECURE DISPOSAL | |

| | | | | | |
|---|---|---|---|---|---|
| 2.1.4 | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | POSSIBLY | Current year + 3 years | 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | Walking bus registers | YES | Date of register + 6 years | SECURE DISPOSAL | |
| 2.2.9 | Staff User Account | Possible | Account removal 30 days from date of leaving for most employees, 90 days for senior staff. | Account deletion from Microsoft Tenancy. | |
| 2.2.10 | Staff Mailbox and one drive data | Possible | 24 months | Automated data deletion through Microsoft licencing | |
| 2.2.11 | Student User Account | Possible | Account removal 30 days from date of leaving (leaving date is end August for Y7, Y11 and Y13 full year groups) | Account deletion from Microsoft Tenancy | |
| 2.2.12 | Student Mailbox and one drive data | Possible | 24 months | Automated data deletion through Microsoft licencing | |

| | | | | | |
|---|---|---|---|---|---|
| 2.2.13 | CCTV | Possible | 30 days | Automated data deletion unless extract retained for investigatory purposes | |

## Section 3 – Human Resources

| 3.1 Recruitment | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 3.1.1 | All records leading up to the appointment of a head teacher | YES | Unsuccessful attempts - date of appointment plus 6 months.<br><br>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.<br><br>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.<br><br>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 the United Kingdom – successful candidates | 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 | |

| 3.2 Operational Staff Management | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 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 | 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 the training relates to children (e.g. safeguarding or other child related training) | 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 | |
| 3.2.6 | Sickness absence monitoring | YES | If sickness pay is paid – Current Year + 3 Years. If sickness pay is not paid – current year + 3 years.<br><br>Please see: https://irms.org.uk/page/SchoolsToolkit for further guidance, as discretion may be required. | 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** | **Annual Review Completed Tick (√)** |
| 3.3.1 | Records relating to any allegation of a child protection nature against a member of staff | YES | Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW.<br>Note: allegations that are found to be malicious should be removed from personnel files.<br><br>If the allegations are found, they should be kept on the individual's personnel file and a copy provided to the person concerned.<br>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.[1] | SECURE DISPOSAL | |
| 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 | |

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

| | | | | | |
|---|---|---|---|---|---|
| 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 | |

## Section 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** | **Annual Review Completed Tick (√)** |
| 4.1.1 | Absence record | YES | Current year + 3 years | SECURE DISPOSAL | |
| 4.1.2 | Batches | YES | Current year + 6 years | SECURE DISPOSAL | |
| 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 | |

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|---|---|---|---|---|---|
| 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 | |

## Section 5 – Health and Safety

| 5.1 Health and Safety | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 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 | |

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|---|---|---|---|---|---|
| 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.<br><br>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.), to be passed on in the case of change of ownership | | Pass to new owner on sale or transfer of building | | |
| 5.1.11 | Records of administration of medicine (including controlled drugs) | YES | 2 years from the date of the last entry on the register | Secure Disposal | |

## Section 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** | **Annual Review Completed Tick (√)** |

| | | | | | |
|---|---|---|---|---|---|
| 6.1.1 | Employer's liability insurance certificate | | Closure of the school + 40 years | SECURE DISPOSAL<br>To be passed to the Trustif 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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** | **Annual Review Completed Tick (√)** |
| 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 | |

| 6.7 School Meals Management | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period [Operational]** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 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 | |

## Section 7 – Property Management

| 7.1 Property Management | | | | | |
|---|---|---|---|---|---|
| **Ref** | **Basic file description** | **Personal Information** | **Retention Period [Operational]** | **Action at the end of the administrative life of the record** | **Annual Review Completed Tick (√)** |
| 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 | |

| 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** | **Annual Review Completed Tick (√)** |
| 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 | |

## Section 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** | **Annual Review Completed Tick (√)** |
| 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 | 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. - **successful admissions** | YES | This information should be added to the pupil file | SECURE DISPOSAL | |

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|---|---|---|---|---|---|
| 8.1.8 | Supplementary information form including additional information such as religion, medical conditions etc. - **unsuccessful admissions** | YES | Until appeals process completed | SECURE DISPOSAL | |

## 8.2 Pupils Educational Record

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | The record should follow the pupil when he/she leaves the primary school.<br><br>This will include:<br>• To another primary school<br>• To a secondary school<br>• To a pupil referral unit | |
| 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 | |
| 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 TrustSocial 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | |

## 8.4 Special Educational Needs Information

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| 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. | SECURE DISPOSAL | |

Section 9 - Curriculum management and Extra-Curricular Activities.

## 9.1 Statistics and Management Information

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison | SECURE DISPOSAL | |
| 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 | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | 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<br><br>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) | SECURE DISPOSAL | |

## 9.4 School Trips

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | Date of birth of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils | SECURE DISPOSAL | |

## 9.5 Organisations and Groups that support the school

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 9.5.1 | Day books | YES | Current year + 1 year | SECURE DISPOSAL | |
| 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 | SECURE DISPOSAL | |

| | | | | | |
|---|---|---|---|---|---|
| 9.5.6 | Contact database entries | YES | Current then review, if no longer necessary or if superseded by new details | SECURE DISPOSAL | |
| 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.<br>School may wish to retain documents for archive purposes. | SECURE DISPOSAL | |

## Section 10 – Central Government and Local Authority

### 10.1 Local Authority

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 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 | |

### 10.2 Central Government

| Ref | Basic file description | Personal Information | Retention Period [Operational] | Action at the end of the administrative life of the record | Annual Review Completed Tick (√) |
|---|---|---|---|---|---|
| 10.2.1 | OFSTED reports and papers where a physical copy is held | | Life of the report then review | SECURE DISPOSAL | |

| | | | | | |
|---|---|---|---|---|---|
| 10.2.2 | Returns made to central government | | Current year + 6 years | SECURE DISPOSAL | |
| 10.2.3 | Circulars and other information sent from central government | | Whilst in use | SECURE DISPOSAL | |