



Data Retention Policy

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Contents

1. Introduction
2. Scope
3. Roles and responsibilities
4. How long do we keep our records?
5. Retention schedule and destruction of records
6. Child protection records
7. Using a third party
8. Record keeping
9. Emails
10. Monitoring
11. Disposal schedule

1. Introduction

Aspire Schools recognises that by efficiently managing our records, we will be able to comply with our legal and regulatory obligations and to contribute to the effective overall management of the organisation. Records provide evidence for protecting the legal rights and interests of the Trust and provide evidence for demonstrating performance and accountability.

Aspire Schools undertakes to manage records in relation to the three principles laid out in the Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000, published in July 2021.

This policy provides the framework to achieve effective management and audit of records. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

2. Scope

This policy applies to all records created, received or maintained by staff of the Trust 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 those documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronic format.

This policy should be read in conjunction with the following Aspire policies:

- Freedom of Information Publication Scheme
- Guide to Information
- Data Protection Policy
- Privacy Notices
- With other legislation or regulations (including audits, equal opportunities and ethics) affecting the Trust.

In line with the UK General Data Protection Regulations (UK GDPR), Aspire Schools (the Trust) has a responsibility to ensure that all records are only kept for as long as is necessary. This policy sets out the periods of retention for the information or records that we process and applies to all information, regardless of format.

3. Roles and responsibilities

The Trustees

- The Trustees have a statutory responsibility to maintain its records and record keeping systems in accordance with the regulatory environment.

The Chief Finance and Operations Officer

- The CFOO has overall responsibility for this policy and for ensuring it is adhered to.

The Data Protection Officer

- Our appointed DPO (TurnitOn) will give guidance on the legal requirements of the Trust to its records and record keeping systems.

The Data Protection Lead

- The DPL will give guidance to staff in regard to good records management practice and will promote compliance with this policy.
- They will ensure that access to records is easy, appropriate and timely.
- They will ensure that at the end of the retention period, access to records for disposal is sufficient and allows disposal to be carried out in a timely manner.
- The DPL is responsible for monitoring compliance with this policy and associated data protection policies, for example, by inspecting records held by staff members or checking that records are stored securely.
- They will ensure the security of the data and that appropriate measures will be implemented to protect breach, loss or unauthorized sharing of the information.

All staff

- All employees must ensure, with regard to the records for which they are responsible, that they:
 - manage the records accurately and consistently, in accordance with the 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 any unauthorized third party
 - dispose of records securely at the end of their retention period, in accordance with this policy.

4. How long do we keep our records?

Records should be kept for as long as they are needed to meet the operational needs of the Trust, together with legal and regulatory requirements. We have assessed our records to:

- Determine their value as a source of information about the Trust, its operations, relationships and environment
- Assess their importance as evidence of business activities and decisions
- Establish whether there are any legal or regulatory retention requirements (including: Public Records Act (1958), the Freedom of Information Act (2000), the Limitation Act (1980), the Data Protection Act (2018).

Where records are likely to have a historical value, or are worthy of permanent preservation, we may choose to archive them at the end of any retention period.

Where information is to be archived or destroyed, schools must carry out such processing by no later than the August after the expiration of the retention period.

5. Retention schedule and destruction of records

The retention schedule (below) has been produced in line with the advice and guidance provided by the Information Record Management Society (IRMS). This may not be an exhaustive list and where

academies are unsure of particular retention periods, they should seek further guidance from the Trust's Data Protection Lead and/or Officer.

Information will be retained for at least the period specified in the retention schedule. When managing records, the Trust will adhere to the standard retention times listed within that schedule.

When records have been identified for disposal, they should be disposed of in an appropriate way, as per the schedules. All information should be reviewed before the disposal to determine whether there are special factors that mean disposal should be delayed, such as potential litigation, complaints or grievances.

The schedule suggests a number of actions that can be taken to dispose of information once it has reached the end of its retention period:

- **Standard disposal** - Records can be placed in a normal rubbish bin or skip.
- **Secure disposal** - For information to be considered securely disposed of, it must be in a condition where it cannot either be read or reconstructed. Skips and regular waste disposal will **not** be considered secure.
 - Paper records must be shredded using a cross-cutting shredder, pulped or burned.
 - CDs/ DVDs and other storage media should be destroyed to particles no larger than 6mms
 - Any electronic data should be deleted alongside any back-ups.
- **Secure disposal 'must be shredded'** - Information is likely to be so sensitive it must be shredded on site, by a member of staff, and not left waiting for collection by an external company.
- **Review** - at the end of the retention period, a review may be necessary to ascertain whether a further retention period is required to the one advised. If a further retention period isn't necessary, the information must be securely disposed of.
 - Where information has been kept for administrative purposes, this will be reviewed again after three years. 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.
- **Transfer** - at the end of the retention period the information may be transferred to a different company or establishment. Where this is the case, the information should be sent securely via encrypted email or other secure electronic means; by recorded delivery; or delivered by hand.

6. Child protection records

Regardless of the suggested retention timescales set out below, the Trust may, at its discretion, extend the retention period to any information if, upon review, it is felt that a child's safety may be at risk should the information be destroyed. Where such a decision is made, this will be documented and reviewed on a regular basis.

7. Using a third party

Academies may choose to use an external company to support them with their secure disposal. If doing so, academies must carry out checks to ensure that the company is reputable and will destroy

the documents securely.

There should be a contract and a data processing agreement in place with the company to provide assurance that they will comply with the Data Protection Act and UK GDPR.

A record of disposal should also be maintained (see record keeping).

8. Record keeping

It is not necessary to document the disposal of records when that has been done in line with the records retention schedule below, unless a third party provider has been used.

Where equipment and confidential waste has been sent for disposal or destruction by a third party, a log should be kept of the date the waste was collected, the company used, and a brief description of the files destroyed. The third party may provide a certificate of destruction which should also be recorded.

Documents disposed of outside the retention schedule, either by being disposed of earlier or kept for longer than listed, will also need to be recorded. A log should be kept of the date the decision was made, the authorising officer, a brief description of the files involved and the reason for the decisions made.

These records will provide an audit trail for any inspections conducted by the Information Commissioner's Office and will aid in addressing Freedom of Information requests, where we no longer hold the information.

9. Emails

Emails systems are designed to be a communication tool, rather than a system for the storage of data. As such, any emails that contain information or content that forms part of a record (e.g. safeguarding correspondence, HR details, complaints, items to be kept on a student file, correspondence about a disciplinary case, etc.), should be identified and the information must be transferred to the appropriate record (e.g. HR files, Arbor, CPOMs, et) as soon as possible. It should not be kept in individual mailboxes.

10. Monitoring

Internal control systems and procedures, will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records.

The Data Protection Lead will review this policy on an annual basis, or more often if required.

11. Disposal schedule

Our disposal schedule is set out in the following tables, using guidance provided by the Information Record Management Society (IRMS).

Contracts

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
1.1 All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer	Secure disposal
1.2 All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer	Secure disposal
1.3 Records relating to the management of contracts with external providers	No		End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer	Secure disposal
1.4 Records relating to the monitoring of contracts	No		End of the contract or until the final payment has been made whichever is the longer	Secure disposal
1.5 All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc. must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.	Secure disposal
1.6 All records relating to the maintenance of the school carried out by school employees, including maintenance log books	No		Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file	Secure disposal
1.7 Records relating to the management of software licences	No		Date licence expires + 6 years	Secure disposal

Education Management

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
MANAGEMENT INFORMATION				
2.1 Published Admission Number (PAN) reports	Yes		Current year + 6 years	Secure disposal
2.2 Curriculum returns	No		Current year + 3 years	Secure disposal
2.3 Self-evaluation forms	Yes		Current year + 6 years	Secure disposal
2.4 Self Evaluation Forms - External moderation	Yes		Until superseded	Secure disposal
2.5 Self Evaluation Forms - Internal moderation	Yes		Academic year plus one academic year	Secure disposal
2.6 Value added and contextual data	Yes		Current year + 6 years	Secure disposal
POLICIES AND FRAMEWORKS				
3.1 Complaints Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained	Secure disposal
3.2 Data Protection Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained	Secure disposal
3.3 Freedom of Information Publication Scheme and Published Guide to Information	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained	Secure disposal
3.4 Cyber Security Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy, then an archive copy of previous policies should be retained	Secure disposal
3.5 Special Educational Needs Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the	Secure disposal

			policy, then an archive copy of previous policies should be retained	
3.6 Equality & Diversity Policy (including Information and Objectives) and Equality Statement	No		Life of the policy/statement or policy/statement superseded + 3 years. If major changes are made to the policy/statement then an archive copy of previous policies/statements should be retained	Secure disposal
3.7 Risk and Control Framework	No		Life of framework or framework superseded + 3 years. If major changes are made to the framework, then an archive copy of previous policies should be retained	Secure disposal
3.8 Rules and Bylaws	No		Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained	Secure disposal
STRATEGY				
4.1 Strategic Review	No		Life of the review or until review superseded + 3 years. If major changes are made to the review, then an archive copy of previous review should be retained	Secure disposal
4.2 Strategic Plan [or School Development Plans]	No		Life of plan or until plan superseded + 3 years. If major changes are made to the plan, then an archive copy of previous plans should be retained	Secure disposal
4.3 Accessibility Plans	No	Equality Act 2010	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan, then an archive copy of previous policies should be retained	Secure disposal

Examinations

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
5.1 SATs records Examination papers	Yes		The examination papers should be kept until any appeals/validation process is complete	Secure disposal
5.2 SATs records Results	Yes		The SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	Secure disposal
5.3 Examination Results Pupil Copies: Public	Yes		This information should be added to the pupil file	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates
5.4 Examination results pupil copies: Internal	Yes		This information should be added to the pupil file	
5.5 Examination results (school copy)	Yes		Current year + 6 years	Secure disposal
5.6 Management of examination registrations	Yes		The examination board will usually mandate how long these records need to be retained	

Extra Curriculum and Miscellaneous Activities

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
6.1 Records created by schools in order to obtain approval to run an educational visit outside the classroom (Primary schools)	No	Limitation Act 1980	Date of visit + 15 years	Secure disposal
6.2 Records created by schools in order to obtain approval to run an educational visit outside the classroom (Secondary schools)	No	Limitation Act 1980	Date of visit + 15 years	Secure disposal
6.3 Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time	Secure disposal
6.4 Parental permission slips for school trips where there has been a major incident	Yes	Limitation Act 1980	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. 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
6.5 Records relating to residential trips	Yes	Limitation Act 1980	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer	Secure disposal

Finance

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
FUNDING				
7.1 Funding Agreement with Secretary of State and supplemental funding agreements, where there is multi-academy governance	No		Date of last payment of funding + 6 years	Secure disposal
7.2 Funding Agreement Termination of the funding agreement	No		Date of last payment of funding + 6 years Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.	Secure disposal
7.3 Funding Records Capital Grant	No		Date of last payment of funding + 6 years	Secure disposal
7.4 Funding Records Earmarked Annual Grant (EAG)	No		Date of last payment of funding + 6 years	Secure disposal
7.5 Funding Records General Annual Grant (GAG)	No		Date of last payment of funding + 6 years	Secure disposal
7.6 Per pupil funding records	No		Date of last payment of funding + 6 years	Secure disposal
7.7 Funding records	No		Date of last payment of funding + 6 years Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].	Secure disposal
7.8 Gift Aid and Tax Relief	Yes		Date of last payment of funding + 6 years	Secure disposal
7.9 Exclusions agreement	No		Date of last payment of funding + 6 years The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.	Secure disposal
7.10 Records relating to loans	No		Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment	Secure disposal

			on loan + 12 years if the loan is over 10,000	
7.11 Management of Endowment Funds	No		Life of the fund + 6 years	Secure disposal
7.12 Investment policies	No		Life of the investment + 6 years	Secure disposal
7.13 Pupil Premium Fund records	Yes		Date pupil leaves the provision + 6 years	Secure disposal
7.14 Student Grant applications	Yes		Current year + 3 years	Secure disposal
OPERATIONAL				
8.1 Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	Secure disposal
8.2 Records relating to the collection and banking of monies	No		Current financial year + 6 years	Secure disposal
8.3 Records relating to the identification and collection of debt	Yes		Payment or write off of debt + 6 years	Secure disposal
RISK MANAGEMENT AND INSURANCE				
9.1 Employers Liability Insurance Certificate	No		Year of issue + 40 years. Pass to the Local Authority if the school closes	Secure disposal
9.2 Insurance policies	No		Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	Secure disposal
9.3 Records relating to the settlement of insurance claims	Yes		Date claim settled + 6 years	Secure disposal
9.4 Burglary, theft and vandalism report forms	Possibly		Current year + 6 years	Secure disposal
9.5 Audit Committee and appointment of responsible officers	No		As long as necessary Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.	Secure disposal
SCHOOL FUND				
10.1 School Fund Ledger	Yes [ledger may contain names of people in receipt of		Current financial year + 6 years	Secure disposal

	grants]			
10.2 Whole of government accounts returns	No		Current financial year + 6 years	Secure disposal
10.3 School Fund Journey books	No		Current financial year + 6 years	Secure disposal
10.4 School Fund Invoices	No		Current financial year + 6 years	Secure disposal
10.5 School Fund Receipts	No		Current financial year + 6 years	Secure disposal
10.6 School Fund Bank statements	No		Current financial year + 6 years	Secure disposal
10.7 School Fund Cheque books	No		Current financial year + 1 year	Secure disposal
10.8 School Fund Paying in books	No		Current financial year + 6 years	Secure disposal
SCHOOL MEALS				
11.1 Free school meals registers	Yes		Current financial year + 3 years	Secure disposal
11.2 School meals summary sheets	No		Current financial year + 6 years	Secure disposal
11.3 School meals registers	Yes		Current financial year + 3 years	Secure disposal
STRATEGIC FINANCE				
12.1 Annual accounts	No		Current year + 6 years	Secure disposal
12.2 All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Life of the budget + 3 years	Secure disposal
12.3 Statement of financial activities for the year	No		Current financial year + 6 years	Secure disposal
12.4 Financial Planning	No		Current financial year + 6 years	Secure disposal
12.5 Value for money statement	No		Current financial year + 6 years	Secure disposal
12.6 Borrowing powers	No		Until superseded + 6 years	Secure disposal
12.7 Charging and Remissions policy	No		Date policy superseded + 3 years	Secure disposal
12.8 Independent Auditors report on regularity	No		Financial year report relates to + 6 years	Secure disposal
12.9 Independent Auditors report on financial statements	Yes		Financial year report relates to + 6 years	Secure disposal
12.10 Records relating to the management of VAT	No		Current financial year + 6 years	Secure disposal

Governing Bodies

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
ACTIVITIES				
13.1 Records relating to Governor Monitoring Visits	Yes		Date of the visit + 3 years	Secure disposal
GOVERNANCE				
14.1 Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Secure disposal
14.2 Articles of Association	No		Life of the Academy	Secure disposal
14.3 Memorandum of Association	No		This can be disposed of once the Academy has been incorporated	Secure disposal
14.4 Memorandum of Understanding of Shared Governance among Schools	No		Life of Memorandum of Understanding + 6 years	Secure disposal
14.5 Governance Statement	No		Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes	Secure disposal
14.6 Written Scheme of Delegation	Possibly	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	Secure disposal
14.7 Special Resolutions to amend the Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Secure disposal
14.8 Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal
14.9 Annual Report Trustees Report	Possibly	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal
14.10 Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No		Date of report + 10 years	Secure disposal
14.11 Annual Return	No	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal
14.12 Instruments of Government	No		For the life of the school	Secure disposal

14.13 Register of Directors	Yes	Companies Act 2006	Date Director resigns + 10 years Companies Act Section 121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member	Secure disposal
14.4 Scheme of Delegation and Terms of Reference for Committees	No		Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]	Secure disposal or these could be offered to the archives, if appropriate
14.5 Trusts and Endowments managed by the Governing Body	Yes		Life of the Trust or Endowment + 6 years	Secure disposal
14.6 Records relating to complaints dealt with by the Governing Body, Annual Report and Accounts	Yes		Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	Secure disposal
14.7 All records relating to the conversion of schools to Academy status	No	Companies Act 2006 section 355	For the life of the organization	Consult local archives before disposal
14.8 Policy documents created and administered by the Governing Body	No		Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report	Secure disposal
GOVERNORS, DIRECTORS and TRUSTEES				
15.1 Appointment of Trustees and Governors and Directors	Yes	Companies Act 2006 section 355	Life of appointment + 6 years	Secure disposal
15.2 Records relating to the	Yes		Date of election + 6 months	Secure disposal

election of parent and staff governors not appointed by the governors				
15.3 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
15.4 Records relating to the terms of office of serving governors including evidence of appointment	Yes		Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.	Secure disposal
15.5 Records relating to Governor Declaration against disqualification criteria	Yes		Date appointment ceases plus 6 years	Secure disposal
15.6 Governors Code of Conduct	No		This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation	Secure disposal
15.7 Records relating to DBS checks carried out on clerk and members of the governing body	Yes		Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)	Secure disposal
15.8 Governor personnel files	Yes		Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years	Secure disposal
15.9 Records relating to the induction programme for new governors	Yes		Date appointment ceases plus 6 years	Secure disposal
15.10 Records relating to the training required and received by Governors	Yes		Date Governor steps down + 6 years	Secure disposal
15.11 Appointment and removal of Members	No		Life of appointment + 6 years	Secure disposal
15.12 Register of members	Possibly	Companies Act 2006	Date Member resigns + 10 years	Secure disposal

15.13 Statement of Trustees Responsibilities	No		Life of statement + 6 years	Secure disposal
15.14 Register of Trustees interests	Yes	Companies Act 2006	Date Trustee resigns + 10 years	Secure disposal
15.15 Declaration of Interests Statements [Governors] [this is not a statutory register]	Yes		Date Governor resigns + 10 years	Secure disposal
MEETINGS				
16.1 Board Meeting Minutes	Yes	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	Offer to Archives
16.2 Board Decisions	Possibly - if the decisions refer to living individuals		Date of the meeting + a minimum of 10 years	Offer to Archives
16.3 Board Meeting: Annual Schedule of Business	No		Current year	Secure disposal
16.4 Board Meeting: Procedures for conduct of meeting	No	Limitation Act 1980 (Section 2)	Date procedures superseded + 6 years	Secure disposal
16.5 Records relating to the management of General Members Meetings	No	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	Offer to Archives
16.6 Minutes relating to any committees set up by the Board of Directors	Possibly - if the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	Offer to Archives
16.7 Records relating to the management of the Annual General Meeting	Possibly - if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	Offer to Archives
16.8 Meetings Schedule	No		Current year	Standard disposal
16.9 Agendas for Governing Body meetings	Possibly data protection issues, if the meeting is dealing with		One copy should be retained with the master set of minutes. All other copies can be disposed of	Secure disposal

	confidential issues relating to staff			
16.10 Agendas Additional Copies	No		Date of meeting	Standard disposal
16.11 Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	Possibly data protection issues, if the meeting is dealing with confidential issues relating to staff		Date of meeting + 10 years	Offer to Archives
16.12 Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Yes - May have names and personal issues unless redacted		Date of meeting + 10 years	Secure disposal
16.13 Reports presented to the Governing Body	Yes		Date of meeting the report was presented to + 10 years	Secure disposal or retain with the signed set of minutes
16.14 Reports made to the Governors Meeting which are referred to in the minutes	Possibly	Companies Act 2006	Although generally kept for the life of 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
16.15 Register of attendance at Full Governing Board meetings	Yes		Date of last meeting in the book + 6 years	Secure disposal
16.16 Papers relating to the management of the Annual Parents Meeting	Yes		Date of meeting + 6 years	Secure disposal

Health & Safety

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
17.1 Health and Safety policy statements	No		Life of policy + 3 years	Secure disposal
17.2 Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc.) and to be passed on in the case of change of ownership)	No		Pass to new owner on sale or transfer of building	
17.3 Fire precautions log books	No		Current year + 6 years	Secure disposal
17.4 Fire risk assessments	No unless containing Personal Emergency Evacuation plans	Fire Service Order 2005	Life of the risk assessment + 3 years	Secure disposal
17.5 Accident reporting: Adults	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.	Secure disposal
17.6 Records relating to accident/injury at work including incident reports	Yes		Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc. then date of incident plus 15 years (Negligence)	Secure disposal
17.7 Accident reporting: Children	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years	Secure disposal

		Administration Act 1992 Section 8. Limitation Act 1980	or date of settlement + 6 years The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.	
17.8 Control of Substances Hazardous to Health (COSHH)	No		COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years	Secure disposal
17.9 Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Yes	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years, provided that all records relating to the incident are held on personnel file. See IRMSTK17.5 and IRMSTK17.7	Secure disposal
17.10 Health and Safety risk assessments	No		Life of risk assessment + 3 years	Secure disposal
17.11 Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos	Yes	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure disposal
17.12 Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording	No	The Ionising Radiations Regulation 2017	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made	Secure disposal

Liaison with LEA/DfE

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
18.1 OFSTED reports and papers	No		Life of the report then REVIEW	Secure disposal
18.2 Returns made to central government	No		Current year + 6 years	Secure disposal
18.3 School census returns	No		Current year + 5 years	Secure disposal
18.4 Circulars and other information sent from the Local Authority	No		Operational use	Secure disposal
18.5 Circulars and other information sent from central government	No		Operational use	Secure disposal
18.6 Attendance returns	Yes		Academic year + 1 year	Secure disposal
18.7 Secondary transfer sheets (Primary)	Yes		Academic year + 2 years	Secure disposal

Parent/Teachers Associations – not currently used

Property

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
20.1 Title deeds of properties belonging to the school	No		These should follow the property, unless the property has been registered with the Land Registry	Transfer to new owner
20.2 Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold	Pass to next owner
20.3 Leases of property leased by or to the school	No		Expiry of lease + 6 years	Secure disposal
20.4 Business continuity and disaster recovery plans	Yes		These are dynamic documents which should be kept up to date	Secure disposal of old plans
20.5 Records relating to the letting of school premises	No		Current financial year + 6 years	Secure disposal

Pupils and Students

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
21.1 Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the primary school	The file should follow the pupil when they leave the primary school. This will include: • To another primary school • To a secondary school • To a pupil referral unit • If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. • If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention
21.2 Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary	Yes	Limitation Act 1980 (Section 2) Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued	Date of birth of the pupil + 25 years	Secure disposal
21.3 Attendance registers	Yes	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	Secure disposal
21.4 Correspondence relating to any absence (authorised or unauthorised)	Possibly	Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal

School Admissions

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
22.1 All records relating to the creation and implementation of the School Admissions Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years	Secure disposal
22.2 Register of admissions	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.	REVIEW: Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
22.3 Admissions if the appeal is unsuccessful	Yes	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels	Resolution of case + 1 year	Secure disposal
22.4 Admissions if the admission is successful	Yes	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels	Date of admission + 1 year	Secure disposal
22.5 Admissions Secondary Schools Casual	Yes		Current academic year + 1 year	Secure disposal
22.6 Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels	Current academic year + 1 year	Secure disposal
22.7 Supplementary information	Yes		This information should be added to the	As per pupil file

form, including additional information such as religion and medical conditions: For successful admissions			pupil file	
22.8 Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.	Yes		Until appeals process completed	Secure disposal
22.9 Records relating to the management of exclusions	Yes		Date of birth of the pupil involved + 25 years	Secure disposal

School Assets

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
23.1 Community School leases for land	No		Date lease expires + 6 years	Secure disposal
23.2 Commercial transfer arrangements	No		Date of transfer + 6 years	Secure disposal
23.3 Transfer of land to the Academy Trust	No		Life of land ownership then transfer to new owner	Secure disposal
23.4 Transfers of freehold land	No		Life of land ownership then transfer to new owner	Secure disposal
23.5 Records relating to the leasing of shared facilities, such as sports centres	No		End of lease + 6 years	Secure disposal
23.6 Land and building valuations	No		Date valuation superseded + 6 years	Secure disposal
23.7 Disposal of assets	No		Date asset disposed of + 6 years	Secure disposal
23.8 Burglary, theft and vandalism report forms	No		Date of insurance settlement + 6 years	Secure disposal
23.9 Inventories of furniture and equipment	No		Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment	Secure disposal

School Management

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
24.1 Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then REVIEW	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
24.2 Visitor Management Systems (including electronic systems, visitors books and signing in sheets)	Yes		Academic Year + 1 year [Schools may decide to archive one copy]	Secure disposal
24.3 School Privacy Notice which is sent to parents as part of GDPR compliance	No		Life of the privacy notice/until the privacy notice changes, plus 6 years	Secure disposal
24.4 Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	Yes		Consents should be retained for as long as the consent is relied on.	Secure disposal
24.5 Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	Standard disposal Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
24.6 Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then REVIEW	Secure disposal

24.7 Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then REVIEW	Secure disposal
24.8 Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 3 years then REVIEW	Secure disposal
24.9 Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then REVIEW	Secure disposal
24.10 Management of complaints	Yes		Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	Secure disposal
24.11 Newsletters and other items with a short operational	No		Current year + 1 year	Secure disposal Schools should decide whether

use				items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
24.12 Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years. Schools should consider archiving one copy for historical reasons	Standard disposal

Special Education Needs and Disabilities

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
25.1 Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980	Date of birth of the pupil + 25 years	Secure disposal
25.2 Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended	Secure disposal
25.3 Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years	Secure disposal
25.4 Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years	Secure disposal

Teachers and Staff

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
DISCIPLINARY				
26.1 Disciplinary Proceedings: Oral warning	Yes		Date of warning + 6 months If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. It is important to keep a record of what has occurred, on the personal file, even after the warning has expired.	Secure disposal
26.2 Disciplinary Proceedings: Written warning level 1	Yes		Date of warning + 6 months If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. It is important to keep a record of what has occurred, on the personal file, even after the warning has expired.	Secure disposal
26.3 Disciplinary Proceedings: Written warning level 2	Yes		Date of warning + 12 months If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. It is important to keep a record of what has occurred, on the personal file, even after the warning has expired.	Secure disposal
26.4 Disciplinary Proceedings: Final warning	Yes		Date of warning + 18 months If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. It is important to keep a record of what has occurred, on the personal file, even after the warning has expired.	Secure disposal
26.5 Disciplinary Proceedings: Case not found	Yes		If the incident is child protection related, then see IRMSTK29.1 otherwise dispose of at the conclusion of the case	Secure disposal
PAY AND PENSIONS				
27.1 Records relating to the	No		Date pay and conditions superseded + 6	Secure disposal

agreement of pay and conditions			years	
27.2 Payroll records	Yes		Date payroll run + 6 years	Secure disposal
27.3 Payroll reports	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.4 Payroll awards	Yes		Current year + 6 years	Secure disposal
27.5 Payroll gross / net weekly or monthly	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.6 Payslips copies	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.7 Pay packet receipt by employee	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 2 years	Secure disposal
27.8 Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	Secure disposal
27.9 Part time fee claims	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.10 Overtime	Yes		Current year + 3 years	Secure disposal
27.11 National Insurance Schedule of payments	Yes		Current year + 6 years	Secure disposal
27.12 Insurance	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.13 Car allowance claims	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.14 Car mileage output	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.15 Car loans	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988; Income and Corporation	Completion of loan + 6 years	Secure disposal

		Taxes 1988		
27.16 Time sheets /clock cards / flexitime	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.17 Bonus sheets	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.18 Staff returns	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.19 Sickness records	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.20 Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48	Yes		Current year + 6 years	Secure disposal
27.21 Personal bank details	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Until superseded + 3 years	Secure disposal
27.22 Income tax form P60	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.	Secure disposal
27.23 Pension payroll	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.24 Superannuation adjustments	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.25 Superannuation reports	Yes		Completion of loan + 6 years	Secure disposal
27.26 Members Allowance	Yes	Taxes Management Act 1970;	Current year + 6 years	Secure disposal

register		Income and Corporation Taxes 1988		
27.27 Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years	Secure disposal
27.28 Management of the Teachers Pension Scheme	Yes		Date of last payment on the pension + 6 years	Secure disposal
27.29 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15	From the end of the year in which the accounts were signed for a minimum of 6 years	Secure disposal
RECRUITMENT				
28.1 All records leading up to the appointment of a new Head Teacher	Yes		Length of appointment + 6 years	Secure disposal
28.2 All records leading up to the appointment of a new member of staff successful candidate	Yes		All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months	Secure disposal
28.3 All records leading up to the appointment of a new member of staff unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	Secure disposal
28.4 Pre-employment vetting information DBS Checks	Yes	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74	Academies are bound by the legislation that applies to independent schools NOT maintained schools. Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g., DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the	Secure disposal

			following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed: 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.	
28.5 Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure	Yes		Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be added to the Staff Personal File	Secure disposal
28.6 Pre-employment vetting information. Evidence proving the right to work in the United Kingdom	Yes	An Employers Guide to Right to Work Checks (Home Office, May 2015) Last updated 27 April 2022	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	Secure disposal
28.7 Records relating to the employment of overseas teachers	Yes		Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	Secure disposal
SAFEGUARDING				
29.1 Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	Keeping Children Safe in Education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015 July 2018	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	Secure disposal

		Keeping Children Safe in Education Statutory guidance September 2021. Sections 132, 133 The updated guidance (see below) does not mention a time limit for retention but GDPR must be borne in mind - for only as long as necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section 35. Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)		
STAFF MANAGEMENT				
30.1 Staff Personal File, including employment contract and staff training records	Yes	Limitation Act 1980	Termination of employment + 6 years	Secure disposal
30.2 Timesheets	Yes		Current year + 3 years	Secure disposal
30.3 Absence record	Yes		Current year + 3 years	Secure disposal
30.4 Sickness Absence Monitoring	Yes		Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable, whilst if sickness pay is made, then it becomes a financial record and current year + 6 years applies. The actual	Secure disposal

			retention may depend on the internal auditors. Most seem to accept current year + 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	
30.5 Annual appraisal/assessment records	Yes		Current year + 3 years	Secure disposal
30.6 Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	Secure disposal
30.7 Training needs analysis	No		Current year + 1 year	Secure disposal
30.8 Staff Training where the training leads to Continuing Professional Development	Yes		Length of time required by the professional body	Secure disposal
30.9 Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes		This should be retained on the personnel file [see 30.1 above]	Secure disposal
30.10 Staff Training where the training relates to children (e.g., safeguarding or other child related training)	Yes		Date of the training + 40 years	Secure disposal
30.11 Professional Development Plans	Yes		Life of the plan or plan superseded + 6 years	Secure disposal

Teaching and the Curriculum

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
31.1 Schemes of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, secure disposal
31.2 Timetable	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, secure disposal
31.3 Class record books	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, secure disposal
31.4 Mark books	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, secure disposal
31.5 Record of homework set	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, secure disposal
31.6 Pupils work	Yes		Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then current year + 1 year	Secure disposal

Transport (Education)

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
32.1 The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Limitation Act 1980	Disposal of the vehicle + 6 years	Secure disposal
32.2 The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance	No	Limitation Act 1980	Disposal of the vehicle + 6 years	Secure disposal
32.3 Service logs and vehicle logs	No	Limitation Act 1980	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	Secure disposal
32.4 GPS tracking data relating to the vehicles	No	Limitation Act 1980	Current year + 12 months	Secure disposal
32.5 Tachograph: Analogue and electronic including driver's cards	Yes	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment	Current year + 12 months	Secure disposal
32.6 Driver's records book	Yes	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets	Secure disposal

		Preservation of driver's record books.	have been used.	
32.7 Walking bus registers	Yes		Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting	Secure disposal [If these records are retained electronically any back up copies should be destroyed at the same time]

Welfare

Basic File Description	Personal Information	Statutory Provisions	Retention Period	Action at end of retention period
33.1 Family Liaison Officers and Home School Liaison Assistants: Day Books	Yes		Current year + 2 years then review	Secure disposal
33.2 Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	Secure disposal
33.3 Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes		While the referral is current	Secure disposal
33.4 Family Liaison Officers and Home School Liaison Assistants: Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	Secure disposal
33.5 Family Liaison Officers and Home School Liaison Assistants: Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	Secure disposal
33.6 Family Liaison Officers and Home School Liaison Assistants: Group Registers	Yes		Current year + 2 years	Secure disposal
33.7 Accessibility Plan relating to individual pupils	Yes	Limitation Act 1980	The plan should be included on the pupil file	Secure disposal
33.8 Child protection information held on pupil file	Yes	Keeping Children Safe in Education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	Secure disposal
33.9 Child protection information held in separate files	Yes	Keeping children safe in education Statutory guidance for	Date of birth of the child + 25 years then REVIEW	Secure disposal – MUST be shredded

		schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record	
33.10 Correspondence relating to authorised absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal