

Applecroft School



Data Retention Policy & Records Retention Schedule

Person Responsible:	Finance & Business Manager
Review Cycle:	Annually
Date of Issue:	May 2025
Next Review Date:	May 2026

Data Retention Policy

School Vision:

'To create a positive and inspiring community that nurtures each individual and empowers leaders for life'.

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

1. Policy statement and objectives

1.1 The academy/trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the academy, and provide evidence for demonstrating performance and accountability.

1.2 This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Digital continuity
- Relationships with existing policies

2. Scope of the policy

2.1 This policy applies to all records created, received or maintained by permanent and temporary staff of the academy in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the academy.

2.2 Records are defined as all those documents which facilitate the business carried out by the academy 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.

3. Responsibilities

3.1 The governing body of an academy has a statutory responsibility to maintain the academy records and record keeping systems in accordance with the regulatory environment specific to the academy. The responsibility is usually delegated to the head teacher of the academy.

3.2 The person responsible for day-to-day operational management in the academy will give guidance on good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

3.3 The person responsible for records management will also ensure that:

- records are adequately stored and backed up
- a tracking system is in place that controls the movement and location of records so that they can be easily retrieved
- access controls are in place
- a business recovery plan is in place

3.4 The academy will manage and document its records disposal process in line with the Records Retention Schedule below. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests "SARS").

3.5 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

- 3.5.1 Manage the academy's records consistently in accordance with the academy's policies and procedures;
- 3.5.2 Properly document their actions and decisions;
- 3.5.3 Hold personal information securely;
- 3.5.4 Only share personal information appropriately and do not disclose it to any unauthorised third party;
- 3.5.5 Dispose of records securely in accordance with the academy's Records Retention Schedule.

4. Digital continuity

4.1 Computerised data that must be kept for six or more years will be identified, and stored appropriately:

- 4.1.1 This data will be stored in online backup systems.
- 4.1.2 The data will be archived to a dedicated location on the academy's server, which is password-protected

4.1.3 This data will not be stored on flash drives.

4.2 Where possible, files will be converted to appropriate supported file formats for long-term preservation e.g. Word and Excel files may be converted to PDF files.

5. Relationship with existing policies

5.1 This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Data Security Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the academy.

6. Enquiries

6.1 Further information about the academy's Data Retention Policy is available from the DPO, Mrs Odette Coe Finance & Business Manager.

6.2 General information about data protection regulations can be obtained from the Information Commissioner's Office: ico.org.uk

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1. Governing Body

1.1 Governance of the Academy Trust					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.1.1	Annual Statement		Life of governance statement + 6 years	SECURE DISPOSAL	
1.1.2	Articles of Association		Life of the Academy		
1.1.3	Memorandum of Association		This can be disposed of once the Academy has been incorporated	SECURE DISPOSAL	
1.1.4	Memorandum of Understanding of Shared Governance among Schools	Companies Act 2006 section 355	Life of Memorandum of Understanding + 6 years	SECURE DISPOSAL	
1.1.5	Articles of Association (Constitution)		Life of the Academy		
1.1.6	Special Resolutions to amend the Constitution		Life of the Academy		
1.1.7	Written Scheme of Delegation	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	SECURE DISPOSAL	
1.1.8	Directors - Appointment		Life of appointment + 6 years	SECURE DISPOSAL	
1.1.9	Directors - Disqualification	Company Directors Disqualification Act 1986	Date of disqualification + 15 years	SECURE DISPOSAL	
1.1.10	Directors - Termination of Office		Date of termination + 6 years	SECURE DISPOSAL	
1.1.11	Annual Report - Trustees Report	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL	
1.1.12	Annual Report and Accounts	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL	
1.1.13	Annual Return	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL	
1.1.14	Appointment of Local Boards (where required)		Life of appointment + 6 years	SECURE DISPOSAL	Yes

1.1 Governance of the Academy Trust

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.1.15	Statement of Trustees Responsibilities		Life of statement + 6 years	SECURE DISPOSAL	
1.1.16	Appointment, removal and disqualification of Members		Life of appointment + 6 years	SECURE DISPOSAL	
1.1.17	Strategic Review		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	
1.1.18	Strategic Plan [also known as School Development Plans]		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	
1.1.19	Accessibility Plan	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	No
1.1.20	Persons with significant control	https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships	Life of appointment + 10 years	SECURE DISPOSAL	Potentially

1.2 Board of Directors, Members Meetings and Governing Body

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
Board of Directors					
1.2.1	Board Meeting Minutes	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES	Potentially
1.2.2	Board Decisions		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES	Potentially
1.2.3	Board Meeting: Annual Schedule of Business		Current year	SECURE DISPOSAL	
1.2.4	Board Meeting: Procedures for conduct of meeting	Limitation Act 1980 (Section 2)	Date procedures superseded + 6 years	SECURE DISPOSAL	
Committees					
1.2.5	Minutes relating to audit risk committees set up by the Board of Directors		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES	Potentially
General Members' Meetings					
1.2.6	Records relating to the management of General Members' Meetings	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES	Potentially
1.2.7	Records relating to the management of the Annual General Meeting (<i>not all academies are required to hold an AGM for the Members - the requirement will be stated in the Constitution</i>)	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES	Potentially
Governors					
1.2.8	Agendas for Governing Body meetings		One copy should be retained with the master set of minutes, all other copies can be disposed of	SECURE DISPOSAL	Potentially

1.2 Board of Directors, Members Meetings and Governing Body

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.2.9	Minutes of, and papers considered at, meetings of the Governing Body and its committees		Principal Set (signed): Date of meeting + 10 years Inspection Copies: Date of meeting + 10 years	SECURE DISPOSAL	Potentially
1.2.10	Reports presented to the Governing Body		Date of meeting the report was presented to + 10 years	SECURE DISPOSAL or retain with the signed set of minutes	Potentially
1.2.11	Trusts and Endowments managed by the Governing Body		Life of the Trust or Endowment + 6 years		
1.2.12	Records relating to complaints dealt with by the Governing Body		Date complaint resolved + 3 years then review. [Negligence or safeguarding + 15 years. Child sexual abuse + 75 years]	SECURE DISPOSAL	Yes
1.2.13	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL	
Statutory Registers					
1.2.14	Register of Directors	Companies Act 2006	Date Director resigns + 10 years	SECURE DISPOSAL	
1.2.15	Register of Directors' interests [this is not a statutory register]		Life of the Academy + 6 years	SECURE DISPOSAL	
1.2.16	Register of Directors' residential addresses	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL	
1.2.17	Register of gifts, hospitality and entertainments	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL	

1.2 Board of Directors, Members Meetings and Governing Body

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.2.18	Register of members	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL	
1.2.19	Register of secretaries	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL	
1.2.20	Register of Trustees interests		Life of the Academy + 6 years	SECURE DISPOSAL	
1.2.21	Declaration of Interests Statements [Governors] [this is not a statutory register]		Life of the Academy + 6 years	SECURE DISPOSAL	

1.3 Funding and Finance

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
Strategic Finance					
1.3.1	Statement of financial activities for the		Current financial year + 6 years	SECURE DISPOSAL	
1.3.2	Financial planning		Current financial year + 6 years	SECURE DISPOSAL	
1.3.3	Value for money statement		Current financial year + 6 years	SECURE DISPOSAL	
1.3.4	Records relating to the management of		Current financial year + 6 years	SECURE DISPOSAL	
1.3.5	Whole of government accounts returns		Current financial year + 6 years	SECURE DISPOSAL	
1.3.6	Borrowing powers		Until superseded + 6 years	SECURE DISPOSAL	
1.3.7	Budget plan		Current financial year + 6 years	SECURE DISPOSAL	
1.3.8	Charging and remissions policy		Date policy superseded + 3 years	SECURE DISPOSAL	
Audit Arrangements					
1.3.9	Audit Committee and appointment of responsible officers		Life of the Academy	SECURE DISPOSAL	
1.3.10	Independent Auditor's report on regularity		Financial year report relates to + 6 years	SECURE DISPOSAL	
1.3.11	Independent Auditor's report on financial statements		Financial year report relates to + 6 years	SECURE DISPOSAL	
Funding Agreements					
1.3.12	Funding Agreement with Secretary of State and supplemental funding agreements (<i>where there is multi-Academy governance</i>)		Date of last payment of funding + 6 years	SECURE DISPOSAL	
1.3.13	Funding Agreement - Termination of the funding agreement		Date of last payment of funding + 6 years	SECURE DISPOSAL	
1.3.14	Funding Records - Capital Grant		Date of last payment of funding + 6 years	SECURE DISPOSAL	

1.3 Funding and Finance

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.3.15	Funding Records - Earmarked Annual Grant (FAG)		Date of last payment of funding + 6 years	SECURE DISPOSAL	
1.3.16	Funding Records - General Annual Grant (GAG)		Date of last payment of funding + 6 years	SECURE DISPOSAL	
1.3.17	Per pupil funding records		Date of last payment of funding + 6	SECURE DISPOSAL	
1.3.18	Exclusions agreement		Date of last payment of funding + 6	SECURE DISPOSAL	
1.3.19	Funding records		Date of last payment of funding + 6	SECURE DISPOSAL	
1.3.20	Gift Aid and Tax Relief		Date of last payment of funding + 6	SECURE DISPOSAL	
1.3.21	Records relating to loans		Date of last payment on loan + 6 years if the loan is under £10,000 or date of last payment on loan + 12 years if the loan is over £10,000	SECURE DISPOSAL	

Payroll and Pensions

1.3.22	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL	Yes
1.3.23	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL	Yes
1.3.24	Management of the Teachers' Pension Scheme		Date of last payment on the pension + 6 years	SECURE DISPOSAL	Yes
1.3.25	Records relating to pension registrations		Date of last payment on the pension + 6 years	SECURE DISPOSAL	Yes

1.3 Funding and Finance

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.3.26	Payroll records		Date payroll run + 6 years	SECURE DISPOSAL	Yes
Risk Management and Insurance					
1.3.27	Insurance policies		Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	SECURE DISPOSAL	
1.3.28	Records relating to the settlement of insurance claims		Date claim settled + 6 years	SECURE DISPOSAL	
1.3.29	Employer's Liability Insurance Certificate		Closure of the school + 40 years	SECURE DISPOSAL	
Endowment Funds and Investments					
1.3.30	Investment policies		Life of the investment + 6 years	SECURE DISPOSAL	
1.3.31	Management of Endowment Funds		Life of the fund + 6 years		
Accounts and Statements					
1.3.32	Annual accounts		Current year + 6 years	STANDARD DISPOSAL	
1.3.33	Loans and grants managed by the school		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	
1.3.34	Student Grant applications		Current year + 3 years	SECURE DISPOSAL	Yes
1.3.35	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers		Life of the budget + 3 years	SECURE DISPOSAL	
1.3.36	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL	
1.3.37	Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL	

1.3 Funding and Finance

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.3.38	Records relating to the identification and collection of debt		Payment or write off of debt + 6 years	SECURE DISPOSAL	Yes

Contract Management

1.3.39	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
1.3.40	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
1.3.41	Records relating to the monitoring of contracts		End of the contract or until the final payment has been made whichever is the longer	SECURE DISPOSAL	

Asset Management

1.3.42	Inventories of furniture and equipment		Current year + 6 years	SECURE DISPOSAL	
1.3.43	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL	
1.3.44	Records relating to the leasing of shared facilities, such as sports centres		Current year + 6 years	SECURE DISPOSAL	
1.3.45	Land and building valuations		Date valuation superseded + 6 years	SECURE DISPOSAL	
1.3.46	Disposal of assets		Date asset disposed of + 6 years	SECURE DISPOSAL	
1.3.47	Community School leases for land		Date lease expires + 6 years	SECURE DISPOSAL	
1.3.48	Commercial transfer arrangements		Date of transfer + 6 years	SECURE DISPOSAL	
1.3.49	Transfer of land to the Academy Trust		Life of land ownership then transfer to new owner	SECURE DISPOSAL	
1.3.50	Transfers of freehold land		Life of land ownership then transfer to new owner	SECURE DISPOSAL	

1.3 Funding and Finance

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
School Fund					
1.3.51	School Fund - Cheque books		Current year + 1 year	SECURE DISPOSAL	
1.3.52	School Fund - Paying in books		Current year + 6 years	SECURE DISPOSAL	
1.3.53	School Fund - Ledger		Current year + 6 years	SECURE DISPOSAL	
1.3.54	School Fund - Invoices		Current year + 6 years	SECURE DISPOSAL	
1.3.55	School Fund - Receipts		Current year + 6 years	SECURE DISPOSAL	
1.3.56	School Fund - Bank statements		Current year + 6 years	SECURE DISPOSAL	
1.3.57	School Fund - Journey books		Current year + 6 years	SECURE DISPOSAL	
School Meals					
1.3.58	Free school meals registers		Current year + 6 years	SECURE DISPOSAL	Yes
1.3.59	School meals registers		Current year + 3 years	SECURE DISPOSAL	Yes
1.3.60	School meals summary sheets		Current year + 3 years	SECURE DISPOSAL	

1.4 Policies, Frameworks and Overarching Requirements

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.4.1	Data Protection Policy, including data protection notification		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	
1.4.2	Freedom of Information Policy		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	

1.4 Policies, Frameworks and Overarching Requirements

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
1.4.3	Information Security Breach Policy		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	
1.4.4	Special Educational Needs Policy		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	
1.4.5	Complaints Policy		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	
1.4.6	Risk and Control Framework		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	
1.4.7	Rules and Bylaws		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	
1.4.8	Home School Agreements		Date agreement revised + 3 years	SECURE DISPOSAL	
1.4.9	Equality Information and Objectives (public sector equality duty) Statement for publication		Life of statement or date statement superseded + 3 years	SECURE DISPOSAL	
1.4.10	School Privacy Notice which is sent to parents as part of UK GDPR compliance		Until superseded + 6 years	SECURE DISPOSAL	

2. Human Resources

2.1 Recruitment					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
2.1.1	All records leading up to the appointment of a new Head Teacher		Unsuccessful: date of appointment plus 6 months. Successful: 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	Yes
2.1.2	All records leading up to the appointment of a new member of staff - unsuccessful candidates		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	Yes
2.1.3	All records leading up to the appointment of a new member of staff - successful candidate		All relevant information should be added to the Staff personnel File (O) and all other information retained for 6 months	SECURE DISPOSAL	Yes
2.1.4	Pre-employment vetting information - excluding DBS Checks - successful candidates	Handling of DBS certificate information;	Application forms, references and other documents - for the duration of the employee's employment + 6 years	SECURE DISPOSAL	Yes
2.1.5	Pre-employment DBS Checks - successful candidates		Do not store DBS Certificate. Note of check date and outcome of check retained separately. Record of trace recorded on risk assessment and saved in personnel file - for the duration of employment + 6 years	SECURE DISPOSAL	Yes

2.1 Recruitment

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
2.1.6	Pre-employment vetting information - Evidence proving the right to work in the United Kingdom	An employer's guide to right to work checks https://www.gov.uk/government/publications/right-to-work-checks-employers-guide	Where possible, add to the Staff personnel File (0), but if kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL	Yes
2.1.7	Records relating to the employment of overseas teachers		Where possible, add to the Staff personnel File (0), but kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL	Yes
2.1.8	Records relating to the TUPE process		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL	Yes

2.2 Operational Staff Management

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
2.2.1	Staff personnel File, including employment contract and staff training records	Limitation Act 1980 (Section 2)	Termination of employment + 6 years <i>Note: statutory periods for some information may differ, however as many legal proceedings have a six year time limit for making a case it is recommended that you set a personnel records retention period of six years for anything that might be relevant to a contractual claim.</i>	SECURE DISPOSAL	Yes
2.2.2	Timesheets		Current year + 6 years	SECURE DISPOSAL	Yes

2.2 Operational Staff Management

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
2.2.3	Annual appraisal/assessment records		Current year + 6 years	SECURE DISPOSAL	Yes
2.2.4	Records relating to the agreement of pay and conditions		Date pay and conditions superseded + 6 years	SECURE DISPOSAL	
2.2.5	Sickness absence monitoring		Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Retain on the Staff personnel File (0)	SECURE DISPOSAL	Yes
2.2.6	Training needs analysis		Current year + 1 year	SECURE DISPOSAL	Poten
2.2.7	Staff training - where the training leads to continuing professional development		Length of time required by the professional body	SECURE DISPOSAL	Yes
2.2.8	Staff training - except where dealing with children e.g. first aid or health and safety		This should be retained on the Staff personnel File (0)	SECURE DISPOSAL	Yes
2.2.9	Staff training - where the training relates to children (e.g. safeguarding or other child-related activities)		Date of the training + 40 years	SECURE DISPOSAL	Yes

2.3 Management of Disciplinary and Grievance Processes

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
2.3.1	<p>Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded</p> <p><i>Note: it is recommended that all records relating to child abuse are retained until the IICSA is completed.</i></p>	<p>Keeping children safe in education Statutory guidance for schools and colleges</p> <p>Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015</p>	<p>Until the person's normal retirement age or 10 years from the date of the allegation (whichever is longer) then REVIEW.</p> <p><i>Note: allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned UNLESS the member of staff is part of any case which falls under the terms of reference of IICSA.</i></p>	SECURE DISPOSAL	Yes
2.3.2	<p>Disciplinary Proceedings</p> <p><i>Note: Where the warning relates to child protection issues, it is recommended that all records relating to child abuse are retained until the IICSA is completed. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice</i></p>		<p>Informal/Management Advice/Oral warning: Date of warning + 6 months</p> <p>Written warning - level 1: Date of warning + 6 months</p> <p>Written warning - level 2: Date of warning + 12 months</p> <p>Final warning: Date of warning + 18 months</p> <p>Case not found: dispose of at the conclusion of the case</p>	SECURE DISPOSAL [When a warning expires. give consideration whether to retain this on the personnel file, but they are not live for the purposes of further sanction]	Yes

2.4 Health and Safety

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
	Health and Safety policy statements		Life of policy + 3 years	SECURE DISPOSAL	
	Health and Safety risk assessments		Life of risk assessment + 3 years	SECURE DISPOSAL	

2.4 Health and Safety

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
	Records relating to accident/injury at work		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	Yes
2.4.1	Accident reporting	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	SECURE DISPOSAL	Yes
2.4.2	Control of Substances Hazardous to Health (COSHH)		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	Yes
2.4.3	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos		Last action + 40 years	SECURE DISPOSAL	

2.4 Health and Safety

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
2.4.4	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation		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	
2.4.5	Fire precautions log books		Current year + 6 years	SECURE DISPOSAL	
2.4.6	Fire risk assessments	Fire Service Order 2005	Life of the risk assessment + 3 years	SECURE DISPOSAL	
2.4.7	Incident reports		Current year + 20 years	SECURE DISPOSAL	Yes

3. Management of the Academy

3.1 Admissions					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
3.1.1	All records relating to the creation and implementation of the School Admissions Policy	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 7 years then review <i>15(2) of the regulation refers to the 7 preceding years</i>	SECURE DISPOSAL	
3.1.2	Admissions - if the admission is successful	As 0	Date of admission + 1 year	SECURE DISPOSAL	Yes
3.1.3	Admissions - if the appeal is unsuccessful	As 0	Resolution of case + 1 year	SECURE DISPOSAL	Yes
3.1.4	Register of admissions	School Attendance (Pupil Registration) (England) Regulations 2024 (August 2024)	Every entry in the admission register must be preserved for a period of 6 years after the date on which the entry was made <i>School may wish to consider keeping the admission register permanently as an archive record (as often schools receive enquiries from past pupils to confirm the dates they attended the school) or to transfer these records to the appropriate County Archives Service</i>	REVIEW	Yes
3.1.5	Admissions - Secondary Schools - Casual		Current year + 1 year	SECURE DISPOSAL	Yes
3.1.6	Proofs of address supplied by parents as part of the admissions process	As 0	Current year + 1 year	SECURE DISPOSAL	Yes

3.1 Admissions

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
3.1.7	Supplementary information form, including additional information such as religion and medical conditions		For successful admissions: this information should be added to the pupil file (0) For unsuccessful admissions: until appeals process completed	SECURE DISPOSAL	Yes

3.2 Head Teacher and Senior Management Team

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
3.2.1	Log books of activity in the school maintained by the Head Teacher		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	Potentially
3.2.2	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies		Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL	Potentially
3.2.3	Reports created by the Head Teacher or the Management Team		Date of the report + a minimum of 3 years then REVIEW	SECURE DISPOSAL	Potentially
3.2.4	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities		Current academic year + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potentially
3.2.5	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years then REVIEW	SECURE DISPOSAL	Potentially

3.2 Head Teacher and Senior Management Team

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
3.2.6	Professional Development Plans		Life of the plan + 6 years	SECURE DISPOSAL	Yes

3.3 Operational Administration

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
3.3.1	Management of complaints		Date complaint resolved + 3 years then review. Negligence or safeguarding + 15 years. Child sexual abuse + 75 years (<i>this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations</i>)	SECURE DISPOSAL	Yes
3.3.2	Records relating to the management of contracts with external providers		Date of last payment on contract + 6 years	SECURE DISPOSAL	
3.3.3	Records relating to the management of software licences		Date licence expires + 6 years	SECURE DISPOSAL	
3.3.4	General file series		Current year + 5 years then REVIEW	SECURE DISPOSAL	
3.3.5	Records relating to the creation and publication of the school brochure or prospectus		Current year + 3 years	STANDARD DISPOSAL	
3.3.6	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current year + 1 year	STANDARD DISPOSAL	
3.3.7	Newsletters and other items with a short operational use		Current year + 1 year	STANDARD DISPOSAL	

3.3 Operational Administration

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
3.3.8	Visitor management systems (including electronic systems, visitors' books and signing-in sheets)		Academic Year + 1 year [Schools may decide to archive one copy]	SECURE DISPOSAL	Yes
3.3.9	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations		Current year + 6 years then REVIEW	SECURE DISPOSAL	
3.3.10	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)		Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL	Yes

4. Property Management

4.1 Property Management					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
4.1.1	Title deeds of properties belonging to the school		These should follow the property, unless the property has been registered with the Land Registry		
4.1.2	Plans of property belonging to the school		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		
4.1.3	Leases of property leased by or to the school		Expiry of lease + 6 years	SECURE DISPOSAL	
4.1.4	Records relating to the letting of school premises		Current financial year + 6 years	SECURE DISPOSAL	
4.1.5	Business continuity and disaster recovery plans		Date the plan superseded + 3 years	SECURE DISPOSAL	

4.2 Maintenance					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
4.2.1	All records relating to the maintenance of the school carried out by contractors		Current year + 6 years	SECURE DISPOSAL	
4.2.2	All records relating to the maintenance of the school carried out by school employees, including maintenance log books		Current year + 6 years	SECURE DISPOSAL	

4.3 Fleet Management

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
4.3.1	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	Limitation Act 1980 (Section 2)	Disposal of the vehicle + 6 years	SECURE DISPOSAL	
4.3.2	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, maintenance	Limitation Act 1980 (Section 2)	Disposal of the vehicle + 6 years	SECURE DISPOSAL	
4.3.3	Service logs and vehicle logs	Limitation Act 1980 (Section 2)	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	SECURE DISPOSAL	
4.3.4	GPS tracking data relating to the vehicles	Limitation Act 1980 (Section 2)	Date of journey + 6 years	SECURE DISPOSAL	

5. Pupil Management

5.1 Pupil's Educational Record

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437			Yes

5.1 Pupil's Educational Record

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
	Primary		<p>Retain whilst the child remains at the primary school</p> <p><i>The file should follow the pupil when they leave the primary school. This will include moving to: another primary school; a secondary school; a pupil referral unit</i></p> <p><i>If the pupil transfers to an independent school, transfers to home schooling, dies or leaves the country, the file may be returned to the LA to be retained for the statutory retention period.</i></p>	SECURE TRANSFER	Yes
	Secondary	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	SECURE DISPOSAL	Yes
5.1.2	Records relating to the management of exclusions		Date of birth of the pupil involved + 25 years	SECURE DISPOSAL	Yes
5.1.3	Management of examination registrations		The examination board will usually mandate how long these records need to be retained		Yes
5.1.4	Examination results - pupil copies				Yes
	Public		This information should be added to the pupil file	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates	
	Internal		This information should be added to the pupil file		

5.1 Pupil's Educational Record

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue ?
5.1.5	Child protection information held on pupil file <i>Note: it is recommended that all records relating to child abuse are retained until the IICSA is completed</i>	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	SECURE DISPOSAL	Yes
5.1.6	Child protection information held in separate files	As 0	Date of birth of the child + 25 years then REVIEW <i>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</i>	SECURE DISPOSAL	Yes

5.2 Attendance

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
5.2.1	Attendance registers	School Attendance (Pupil Registration) (England) Regulations 2024 (August 2024)	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made	SECURE DISPOSAL	Yes
5.2.2	Correspondence relating to authorised absence	Education Act 1996 (Section 7)	Current academic year + 2 years	SECURE DISPOSAL	Potentially

5.3 Special Educational Needs

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years <i>NOTE: This retention period is the minimum retention period that any pupil file should be kept. You may choose to keep SEN files for a longer period of time (e.g. + 6 years) as a defence in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period - this should be documented</i>	REVIEW / SECURE DISPOSAL	Yes
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years or as 0 [<i>This would normally be retained on the pupil file</i>]	SECURE DISPOSAL, unless the document is subject to a legal hold	Yes
5.3.3	Advice and information provided to parents regarding educational needs	As 0	Date of birth of the pupil + 25 years or as 0 [<i>This would normally be retained on the pupil file</i>]	SECURE DISPOSAL, unless the document is subject to a legal hold	Yes
5.3.4	Accessibility strategy	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years or as 0 [<i>This would normally be retained on the pupil file</i>]	SECURE DISPOSAL, unless the document is subject to a legal hold	Yes

6. Curriculum Management

6.1 Statistics and Management Information					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
6.1.1	Curriculum returns		Current year + 3 years	SECURE DISPOSAL	
6.1.2	Examination results (school copy)		Current year + 6 years	SECURE DISPOSAL	Yes
6.1.3	SATs records				
6.1.4	Results		<p>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</p> <p>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</p>	SECURE DISPOSAL	Yes
6.1.5	Examination papers		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	Yes
6.1.6	Published Admission Number (PAN) reports		Current year + 6 years	SECURE DISPOSAL	Yes
6.1.7	Value added and contextual data		Current year + 6 years	SECURE DISPOSAL	Yes
6.1.8	Self-evaluation forms		Current year + 6 years	SECURE DISPOSAL	Yes

6.2 Implementation of Curriculum

	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
6.2.1	Schemes of work		Current year + 1 year <i>It may be appropriate to review these records at the end of each year and allocate a further retention period</i>	SECURE DISPOSAL	
6.2.2	Timetable		Current year + 1 year <i>It may be appropriate to review these records at the end of each year and allocate a further retention period</i>	SECURE DISPOSAL	
6.2.3	Class record books		Current year + 1 year <i>It may be appropriate to review these records at the end of each year and allocate a further retention period</i>	SECURE DISPOSAL	
6.2.4	Mark books		Current year + 1 year <i>It may be appropriate to review these records at the end of each year and allocate a further retention period</i>	SECURE DISPOSAL	
6.2.5	Record of homework set		Current year + 1 year <i>It may be appropriate to review these records at the end of each year and allocate a further retention period</i>	SECURE DISPOSAL	
6.2.6	Pupils' work		Where possible, 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	SECURE DISPOSAL	

7. Extracurricular Activities

7.1 Educational Visits outside the Classroom					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
7.1.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools	Limitation Act 1980	Date of visit + 15 years	SECURE DISPOSAL	
7.1.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools	As 0	Date of visit + 15 years	SECURE DISPOSAL	
7.1.3	Parental consent forms for school trips where there has been no major incident		<i>[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. If in doubt the school should seek legal advice]</i>	SECURE DISPOSAL	Yes
7.1.4	Parental permission slips for school trips - where there has been a major incident	Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years <i>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</i>	SECURE DISPOSAL	Yes
7.1.5	Records relating to residential trips		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	Yes

7.2 Walking Bus					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
7.2.1	Walking bus registers		Date of register + 3 years <i>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</i>	SECURE DISPOSAL	Yes

8. Central Government and Local Authority (LA)

8.1 Local Authority					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
8.1.1	Secondary transfer sheets (Primary)		Current year + 2 years	SECURE DISPOSAL	Yes
8.1.2	Attendance returns		Current year + 1 year	SECURE DISPOSAL	Yes
8.1.3	School census returns		Current year + 5 years	SECURE DISPOSAL	Yes

8.2 Central Government					
	Basic file description	Statutory Provisions	Recommended Retention Period	Action at end of period	DP Issue?
8.2.1	OFSTED reports and papers		Life of the report then REVIEW	SECURE DISPOSAL	
8.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	
8.2.3	Circulars and other information sent from central government		Operational use	SECURE DISPOSAL	