Wirral Schools Records Retention and Destruction Policy

Metadata

Title	Wirral Schools Records Retention and Destruction Policy
Owner	Records and Information Manager and Principal Records Management Officer
Version Number	3.0
Last Reviewed	May 2023

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Wirral Schools Records Retention and Destruction Policy

1. Scope

This policy recommends retention periods for the different records created and used by schools, and details the action that should be taken at the end of a record's retention period. In addition, in the policy's early sections advice is given on recordkeeping in schools in general, and on some of the requirements of the data protection legislation.

Generally, records are now created electronically (i.e. 'born digital') and held in a digital form in the school's content management system – SIMS or equivalent. Traditional paper records are used less and less, replaced in many cases by digital counterparts. Importantly, data legislation (GDPR etc.) applies to information regardless of format, and the retention policies here should be applied both to paper records and to digital information, the latter stored in SIMS or equivalent, saved to removable media (such as optical disc), held on a server, or in email (both the message's main body and any attached documents).

The policy draws on recommendations in:

- The Information and Records Management Society (IRMS) Information Management Toolkit for Schools (2016);
- The Information and Records Management Society (IRMS) Toolkit for Schools (2019)
- The Local Government Association LG Inform Plus Retention Tool (2018);
- The Records Management Society Retention Guidelines for Local Authorities (2003); and
- Keith Bachelor's Specimen Retention Schedule for Information Received or Created by Local Authorities, Version 2 (2016).

In addition, input has been sought from local schools regarding their use of records and appropriate retention periods to support this. Every effort has been made to ensure that recommendations are compliant with requirements of the General Data Protection Regulation (2016), The Data Protection Act (2018), the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

The policy should be used by school staff as a point of reference for the management of school records, along with advice from Wirral Council's Records Manager as required.

2. General record keeping in schools

2.1 The General Data Protection Regulation (GDPR)

Many systems and documents used by schools contain personal data, i.e. information relating to identified individuals. Information of this nature is covered by the GDPR, which gives individuals rights in law regarding their data, and places corresponding responsibilities on organisations in terms of how they handle the same data. The most relevant subject rights to personal data processed by schools are:

- The right to be informed about the collection and use of their data;
- The right to access their data;
- The right to have inaccurate data rectified; and
- The right to have data erased if it is not necessary that it is retained.

A fundamental principle of the GDPR is that organisations must not keep personal data for longer than is necessary to undertake the purposes for which the data was initially collected. This policy constitutes an important part of complying with this obligation: it specifies the periods for which different record types are typically required, after which their continued retention should be reviewed and their disposal considered.

Importantly, a school's responsibilities towards its personal data applies equally to electronic and to paper records; the retention policies outlined here are to be applied to electronic records stored on shared drives or in a school's content management system (e.g. SIMS). For guidance on how to manage file retention in your Management Information System, please contact your system administrator.

The GDPR applies to records on or processed by computer / automated means. It also includes physical records in a relevant manual filing system, i.e. one where files on individuals are held in a sufficiently systematic, structured way to allow ready access to specific information about those individuals.

If extensive manual searching is required to find specific information about an individual, the arrangement is not a relevant filing system, and so not covered by data protection legislation.

2.2 GDPR and backed-up data

Personal data held within IT backups are within the scope of GDPR, particularly in terms of the principle that personal data should not be kept longer than necessary / stated in the retention and destruction policy. However, this requirement can be overridden to an extent if deletion of an individual's data would compromise other data in the backup.

Importantly, the backup itself must have a retention period – this should reflect and be stated in the IT policy, and the period should be no longer than necessary. Ideally, data backups should be such that each individual can be separated within the backup and deleted as necessary, but this is often impractical.

If dealing with a request from an individual to delete all their data, and if this is a fair request in terms of the retention policy, be honest with them about backups – confirm that their data will be deleted from the main systems, but if their data cannot be isolated for deletion in the backup, its deletion will wait until the retention period of the backup as defined in the backup regime / retention policy. You should also confirm to them that their data will not be restored to the primary systems, and that the backup is access protected/ encrypted and secure.

2.3 The pupil record.

In schools much of the information relating to a pupil is held centrally in what is often referred to as the pupil record. This is a core record containing core information and documents that chart a pupil's progress through schooling to the end of his / her period of compulsory education. Traditionally this has taken the form of a paper file, but increasingly pupils' central records are held in a content management system, e.g. SIMS.

Contents of the paper pupil record will vary, but a school should consider including:

- Admission form (application form);
- Up to date information collected from the child's guardian: contact numbers, allergies, etc.;
- Photography consents;
- Annual written report to parents;
- Information relating to major incidents involving the child: accidents etc.;
- Reports written about the child;

- Basic overview regarding statement / EHCP and support offered in relation to this;
- Medical information of note – this should be stored in the file in a sealed envelope clearly marked as such;
- Basic information relating to child protection / safeguarding reports/disclosures – this should be stored in the file in a sealed envelope clearly marked as such;
- Information relating to exclusions, fixed or permanent;
- Correspondence with parents or outside agencies relating to major issues;
- Details of significant complaints made by the parents or the pupil.

Records subject to a shorter retention period than the pupil record's core material can be retained separately, in their own series, to avoid onerous weeding of the core record when retention periods are reached, and before transferring the core record to another school.[1] (Examples of such records are: absence notes; parental consent forms for trips/outings; correspondence with parents about minor issues; accident forms for minor accidents etc.) If it is decided to store such records in the core pupil record, consider filing them in a separate section to facilitate the weeding as necessary.

2.4 The transfer of records between educational settings

The pupil record should follow a child as (s)he moves between educational settings – most notably from primary to secondary school – preserving key records and maintaining their accessibility throughout compulsory school education.

Ultimately, the pupil file should be retained in the setting where the pupil ends his / her compulsory school education. If a pupil leaves secondary school in year 11 to attend a college or to pursue an apprenticeship / traineeship, the file should not be forwarded to the new setting but be retained by the school. Requests from the new setting for information about a pupil should be considered individually, in light of GDPR and personal-data sharing procedures. If a child stays on at secondary school until year 13, the pupil file should be retained by the school and reflect the extra years' activity as appropriate. A pupil file should be retained until the pupil reaches age 25, longer if the pupil has special educational needs – see below.

[1] The same principle should be followed for staff files with records that are not to be kept for the full retention period of the employee's file – e.g. sickness records.

When transferring paper pupil-files between settings it is important to send them securely, and it is advised to obtain written confirmation of their receipt by the destination school.

Pupil information within the central content management system (e.g. SIMS) should also be transferred securely. The details of this transfer will depend on the systems in question.

2.5 Records of safeguarding and special educational needs (SEN)

Records of safeguarding and special educational needs (SEN) are generally filed separately, in their own series. If / When the pupil moves to a new setting, these records should also be transferred. No copies should be retained by the source school except in exceptional cases where the school feels it may have to defend accusations / claims in the future in relation to the child / family in question.

The pupil file is to be retained in the setting where the pupil ends his / her compulsory school education, until the pupil reaches the age of 25. SEN records are to be retained until the pupil reaches the age of 31[2].

Whilst GDPR requires organisations to keep personal information no longer than necessary, it is important, as part of the school's history, to record basic details of pupils that have attended the school, and of staff that have worked there. (This is permitted within GDPR via its exemption for processing for archival purposes.) Please retain, therefore, basic details of staff and pupils with a view to passing these records to Wirral Archives for permanent preservation. If unsure, please seek advice from the Information Team regarding this.

2.6 Responsibility for records in the event of closure / merging of schools

When a school closes, the responsibility for managing and disposing of records depends on the circumstances of the closure, as follows:

- If the school closes and the site is sold or otherwise allocated to another use, responsibility for the records passes to the local authority from the date the school closes.

[2] Age 31 is given by the statutory retention of 25 years (age to which Education, Health and Care Plan is valid) plus 6 years in line with the Limitations Act

- If the closure is due to the merger of schools to function as single school, the new school should retain any records originating from the original schools for the appropriate time.
- If a secondary school closes to become an academy, for those pupils who transfer to the new academy, responsibility for their records transfers along with them. If the academy retains the same buildings, all records relating to the building's maintenance should also be transferred. All other records become the responsibility of the Local Authority.

2.7 Subject access requests and freedom of information requests

The GDPR gives individuals, or their appropriate representatives, the right to access any personal data that an organisation may hold relating to them. For schools this right is most likely to relate to pupils, their guardians, and employees / ex-employees. An organisation has 1 calendar month to respond to a subject access request.

As a public authority, a state school is also subject to requests made under the Freedom of Information Act, a response being required within 20 working days.

In light of the responsibility and administrative demands subject access requests and the Freedom of Information Act place on a school, it is important that pupil and staff records are easily accessible to authorised personnel when required.

Should you need advice on subject access requests, contact your Data Protection Officer (DPO).

2.8 Emails

Email messages can contain information of importance, both in the main body of the message and in any attached documents. In addition, emails must be included when considering information to include in response to Freedom of Information or Subject Access Requests.

As such, emails should be considered potential records no less than for other electronic files, and it is important, therefore, that the retention and destruction policy is applied to them. When applying the policy to emails, consider the subject of the information contained in the message and its attachment, and select a retention and destruction recommendation accordingly.

Email applications such as Outlook, Hotmail, Gmail etc. are useful systems for organising email messages but generally they have no functionality that facilitates both reliable deletion of messages containing personal information in compliance with GDPR, and highlighting of messages of long term value for extended retention. In light of this, these applications should not be used as content management systems for housing emails in the long term. Instead, messages of anything more than short term value should be moved out of the application and managed externally with a retention period in line with this policy; users' mailboxes, meanwhile, should be deleted regularly

3. How to use this policy

3.1 Groupings of record types – Function – Activity – Transaction

In the Retention Guidelines section, records are classified within the hierarchy *Function – Activity – Transaction*. *Transaction* is the specific action that produces a record, while *Activity* and *Function* are increasingly aggregate categories or groupings that represent where a transaction and its record sit in the wider structure of a school's operations.

For example *records of approval for educational visits* represent the 'transaction' *Approval for educational trips*, which belongs to the Activity category *Educational visits to settings outside the school*, and this in turn is part of the school Function *Extra Curricular and Miscellaneous Activities*. Each record in the guidelines is contained within a similar, 3 level hierarchy.

Functions, Activities and Transactions are each listed alphabetically. In order to find a record or section of records, perform an appropriate keyword search using ctrl + f in the usual way.

3.2 The Retention Guidelines Table

For each record listed, the Retention Guidelines table has the following columns:

- **Transaction** – This is the specific action that gives rise to the record in question

- **Record Description** – A brief description of the record-type in question
- **PD?** – PD stands for personal data. This indicates whether the record would be expected to contain personal data. Y = Yes; N = No; Y/N ⇒ may contain personal data, depending on the particular record.
- **Retention Rule / Review Disposal Information** – This is the retention rule by which the review date for the record can be calculated. It also indicates what action should be taken if it is decided that the record is no longer required (See below for elaboration on calculation of review dates and review / disposal process
- **Notes** – Any points of note regarding the record or its review.
- **Authority / Source of Rule** – The basis behind and justification of the retention rule. Retention rules may be: based on legislation, i.e. have a statutory basis; based on regulations or recommendations from official reports or inquiries; or based on best practice. If a rule is based on best practice or general operational requirements, this may not always be mentioned in this column, but if a rule has a high authority behind it, this will be mentioned.

3.3 Calculation of review date; the record review and disposal process

A record's review date is calculated by determining (from the Retention Guidelines Table) the appropriate retention rule for its record type, and applying this to the record in question.

A retention rule comprises a trigger date (e.g. the date at which a member of staff's employment at the school ends) and a duration (e.g. 6 years). To apply the retention rule, add the duration to the trigger date, giving the record's **review date**.

When the record reaches its review date, it should be reviewed, i.e. the appropriate person should consider whether the record is still required. The expected decision would be that the record is no longer required, as it has been kept for its retention period, as defined in the Schools Retention and Destruction Policy. However, for a particular case there may be good reason to keep records beyond their standard retention period, and for this reason the continued retention is reviewed at this point. NB You should be prepared to defend a decision to retain a record for longer than the retention period defined in this policy.

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If you decide not to destroy a record / file when it reaches its review date, you must give it a new review date. This is usually a date not too far in the future, or at most the date given by applying the same retention period again, using the current review date as the trigger date.

3.4 Record disposal at review – Archives

When a record reaches its review date, the person reviewing the record faces the choice of either extending its retention further or disposing of the file. If the record has no potential historical value in relation to the school, the record is to be destroyed. Furthermore, if the record contains personal data or information that is potentially commercially sensitive, then it should be destroyed in a secure, confidential manner.[3] If the record is no longer required and its content is such that it is of potential historical value, it is a potential archival record and should be offered to Wirral Council's Archivist instead of being destroyed.[4] If you are unsure as to whether a record or file has historical value, or you would like to arrange a collection of potential archival records, please contact Wirral Archives on 0151 606 2927.

[3] Shredding the document in a cross shredder may be an acceptable way to do this, but the preferable way, particularly for large numbers of records, is to use an approved confidential waste disposal contractor. NB You must not destroy records relating to ongoing litigation, even if they have been held for their retention period.
[4] School records form an important part of Wirral Archives Service's collections, and the service collects and preserve historical records free of charge.

4. Retention Guidelines

4.1 Curriculum Management

4.1.1 Curriculum Development and Implementation

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Curriculum development	Material relating to development of the curriculum	N	Current year + 1 year then **destroy confidentially**.		Good business practice
Curriculum development - meetings	Minutes of meetings regarding development of the curriculum	N	Current year + 1 year then **destroy confidentially**.		Good business practice
Curriculum implementation - class records	Class record books	N	Current year + 1 year then review as to whether contains information of value to the coming year. When of no further operational use, **destroy confidentially**.		Good business practice

4.1.1 Curriculum Development and Implementation

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Curriculum implementation - pupil homework	Record of homework set	N	Current year + 1 year then review as to whether contains information of value to the coming year. When of no further operational use, **destroy confidentially**.		Good business practice
Curriculum implementation - pupil marks	Mark book	Y	Current year + 1 year then review as to whether contains information of value to the coming year. When of no further operational use, **destroy confidentially**.	Pupil 'marks' are increasingly recorded electronically in a content management system. Pupil performance data should not be retained to a granular level after the child has left the setting.	Good business practice
Curriculum implementation - pupils' work	Examples of pupils' work	N	Where possible pupils' work should be returned to the pupil at the end of the academic year. If this is not the school's policy, or not feasible, retain the work for current year + 1 year and then **destroy confidentially**.		Good business practice

4.1.1 Curriculum Development and Implementation

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Curriculum implementation - schemes of work	Schemes of work in relation to syllabus and curriculum implementation	N	Current year + 1 year then review as to whether contains work relevant to the development of future schemes. When no longer relevant, **destroy confidentially**.		Good business practice
Curriculum implementation - syllabus	Syllabus	N	Current year + 1 year then **destroy confidentially**.		Good business practice
Curriculum implementation - timetable	Timetable	N	Current year + 1 year then **destroy confidentially**.		Good business practice

4.1.2 Management Information, Statistics and Examinations

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Examinations	Internal examination results - school copy	Y	Current year + 6 years then **destroy confidentially**.		Good business practice

4.1.2 Management Information, Statistics and Examinations

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Examinations	SATS - exam scripts	Y	Retain until the completion of any appeal / validation process and then **destroy confidentially**.		Good business practice
Examinations	SATs - results	Y	SATS results should be recorded on a pupil's educational file and retained until the pupil reaches the age of 25 years, then **destroy confidentially**. In the sad event of pupil death, retain until date of death + 10 years, if earlier than DOB + 25 years, then **destroy confidentially**. A school may wish to keep a composite record of the SATs results for each year / cohort. These could be kept for current year + 6 years to allow suitable comparison, then **destroy confidentially**.		Good business practice

4.1.2 Management Information, Statistics and Examinations

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Management Information / Statistics - assessment results	Aggregated assessment results	Y	Current year + 6 years then **destroy confidentially**.		Good business practice
Management Information / Statistics - reports: performance and assessment	PANDA (Performance and Assessment) Reports	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Reporting / Returns	Annual curriculum returns	N	Current year + 3 years then **destroy confidentially**.		Good business practice
Reporting / Returns	Published Admission Numbers (PAN) reports	N	Date of report + 6 years then **destroy confidentially**.		Good business practice

4.2 Extra-Curricular and Miscellaneous Activities

4.2.1 Educational visits to settings outside the school

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Approval for educational trips	Records created by the school to obtain approval to conduct an educational visit to settings outside the school - primary schools	N	Date of visit + 14 years then **destroy confidentially**.	This category refers to records relating to general approval regarding an external educational visit. It does **not** refer to consents returned by parents / guardians.	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice"
Approval for educational trips	Records created by the school to obtain approval to conduct an educational visit to settings outside the school - secondary schools	N	Date of visit + 10 years then **destroy confidentially**.	This category refers to records relating to general approval regarding an external educational visit. It does **not** refer to consents returned by parents / guardians.	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice"

4.2.1 Educational visits to settings outside the school

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Parental consent	Parental consents - trips for which there has been a major incident	Y	DOB of the pupil involved in the incident + 25 years then **destroy confidentially**. The permission slips for all pupils on the trip should be retained to evidence that consent was obtained for all pupils.		Limitation Act 1980 (Section 2)

4.2.2 Events and other miscellaneous activities

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Parent Teacher Associations and Old Pupil Associations	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Y/N	Current year + 6 years then review		

4.2.2 Events and other miscellaneous activities

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Promotion and publicity	Publicity material	Y/N	Until superseded or out of date, then **offer to archivist**.		Good business practice
Records of events	Audio-tape recordings	Y/N	Current year + 1 year then **offer to archivist**.		Good business practice
Records of events	Photographs	Y/N	Current year + 1 year then **offer to archivist**.		Good business practice
Records of events	Programmes	Y/N	Current year + 1 year then **offer to archivist**.		Good business practice
Records of events	Video-tape recordings	Y/N	Current year + 1 year then **offer to archivist**.		Good business practice
Records of events - speech day / prize day	Annual speech day reports and prize lists	Y/N	Current year + 6 years then **offer to archivist**.		Good business practice
School publications and compiled works - school history	School history	Y/N	Current year + 6 year then **offer to archivist**.		Good business practice
School publications and compiled works - school magazines	School magazines	Y/N	Current year + 1 year then **offer to archivist**.	A school may wish to retain previous years' magazines for more than one year before transferring to archives.	Good business practice

4.2.2 Events and other miscellaneous activities

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
School publications and compiled works - scrapbooks	Scrapbooks	Y/N	Current year + 1 year then **offer to archivist**.		Good business practice
School societies	Records of school societies	Y/N	Current year + 3 years then **offer to archivist**.		Good business practice

4.2.3 Family Liaison and Home-School Liaison

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Contact	Contact data sheets / contact database entries	Y	Current year then review. If contact is no longer active, **destroy confidentially**.		
Day books	Day books	Y	Current year + 2 years then review		
Group registers	Group registers	Y	Current year + 2 years then **destroy confidentially**		

4.2.3 Family Liaison and Home-School Liaison

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Referral	Referral forms	Y	Retain for as long as the referral is current then **destroy confidentially**.		Good business practice
Reports for outside agencies	Reports for outside agencies where the report has been included on the case file created by the outside agency	Y	Retain for as long as the child attends the school and then **destroy confidentially**.		Good business practice

4.2.4 Pupil Travel / Commuting

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Walking bus registers	Registers of pupils taking part in a walking school bus scheme	Y	Date of register + 3 years then **destroy confidentially**.	If there is an incident requiring an accident report, the register should be submitted with the accident report and kept for the period of time required for accident reporting.	Good business practice

4.3 Financial Management

4.3.1 Accounts and budget management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Annual accounts	Annual statements and other documents relating to annual accounting	N	Current financial year + 6 years then **destroy confidentially**.		Good business practice
Budgets	All records relating to the creation and management of budgets including the annual budget statement and background papers	N	Life of budget + 3 years then **destroy confidentially**.		Good business practice
Loans and grants	Records relating to loans and grants managed by the school	N	Date of last payment + 12 years then review. When no longer of use, **destroy confidentially**.		Good business practice
Loans and grants - student grants	Student grant applications	Y	Current year + 3 years then **destroy confidentially**.		Good business practice
Money collection / banking	Records related to the collection and banking of monies	N	Current financial year + 6 years then **destroy confidentially**.		Good business practice
Pupil Premium	Records relating to Pupil Premium funding	Y	Date pupil leaves the provision + 6 years then **destroy confidentially**.		

4.3.1 Accounts and budget management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
School Fund	Records relating to the school fund	N	Current financial year + 6 years then **destroy confidentially**.		Good business practice
Transactional finance documents	Invoices, receipts, cash books, order books and requisitions, delivery notices, invoices, expense claims	Y/N	Current financial year + 6 years then **destroy confidentially**.		Good business practice

4.3.2 Asset Management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Inventories	Inventories of furniture and equipment	N	Current financial year + 6 years then **destroy confidentially**.		Good business practice
Theft and vandalism	Burglary, theft and vandalism - report forms	N	Current financial year + 6 years then **destroy confidentially**.		Good business practice

4.3.3 Contract Management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Contract Management - contracts under seal	All records relating to the management of contracts under seal	N	Last payment on contract + 12 years then **destroy confidentially**.		Good business practice
Contract Management - contracts under signature	All records relating to the management of contracts under signature	N	Last payment on contract + 6 years then **destroy confidentially**.		Good business practice
Contract monitoring	Records relating to the monitoring of contracts	N	Current year + 2 years then **destroy confidentially**.		Good business practice
Service level agreements	Service level agreements	N	Retain whilst current / relevant then **destroy confidentially**.		Good business practice

4.3.4 Debt management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Debt collection	Records related to the identification and collection of debt	N	Current financial year + 6 years then **destroy confidentially**.		Good business practice

4.3.5 Risk Management and Insurance

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Insurance (of assets etc.)	Records of insurance (policies and schedules)	N	Retain until superseded then **destroy confidentially**.		Good business practice
Liability insurance	Employer's Liability Insurance Certificate	N	Retain until closure of school + 40 years then **destroy confidentially**.		Good business practice

4.3.6 School Meals Management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Free school meals administration	Free school meals registers	Y	Current year + 6 years then **destroy confidentially**.		Good business practice
School meals administration	School meals registers	Y	Current year + 3 years then **destroy confidentially**.		Good business practice

4.4 Human Resources

4.4.1 Disciplinary / Grievance Process

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Allegations against members of staff	Allegation of a child protection nature against a member of staff, including unfounded allegations[5]	Y	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then **REVIEW**. Note - allegations that are found to be malicious should be removed from an employee's personal file. If an allegation is found it is to be kept on the file and a copy provided to the person concerned. If the member of staff concerned is part of a case that falls under the terms of reference of IICSA, the file is	The following information regarding an allegation should be kept on the accused's personal file: a comprehensive summary of the allegation; details of how it was followed up and resolved; and a note of any action taken and decisions reached. A copy of this information should be provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to a request for a reference in future. It will also provide clarification where	""Keeping children safe in education - Statutory guidance for schools and colleges, September 2016"; "Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children, July 2018"

[5] At the time of writing this policy the Independent Inquiry into Child Sexual Abuse (IICSA) is in process. It is expected that the Inquiry will make new recommendations regarding record retention, which will be incorporated here accordingly. In the meantime, it is recommended that all records relating to child abuse are retained until the Inquiry's completion.

4.4.1 Disciplinary / Grievance Process

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
			to be retained until IICSA enquiries are complete	future DBS checks reveal information about an allegation that did not result in a criminal conviction, thereby preventing unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer.	
Disciplinary Proceedings - final warning	Records of disciplinary Proceedings resulting in a written warning: final warning	Y	Active until date of warning + 18 months. Retain record with and for the same duration as the employee's personal file - see note above for oral warnings.	Where the warning relates to child-protection issues, see above. If the disciplinary proceedings relate to a child-protection matter please contact your Safeguarding Children Officer for further advice.	Good business practice

4.4.1 Disciplinary / Grievance Process

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Disciplinary Proceedings - oral warning	Records of disciplinary proceedings resulting in an oral warning	Y	Active until date of warning + 6 months Retain record with, and for the same duration as, the employee's personal file. (Whilst the warning should only remain active for 6 months, it is important that the records of the proceedings and sanction survives to give context to a similar accusation, should one be made in the future).	Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child-protection matter please contact your Safeguarding Children Officer for further advice.	Good business practice
Disciplinary Proceedings - written warning: level 1	Records of disciplinary proceedings resulting in a written warning: level 1	Y	Active until date of warning + 6 months. Retain record with and for the same duration as the employee's personal file - see note above for oral warnings.	Where the warning relates to child-protection issues, see above. If the disciplinary proceedings relate to a child-protection-matter please contact your Safeguarding Children Officer for further advice.	Good business practice
Disciplinary Proceedings -	Records of disciplinary proceedings resulting in a written warning: level 2	Y	Active until date of warning + 12 months.	Where the warning relates to child protection issues, see above. If the disciplinary	Good business practice

4.4.1 Disciplinary / Grievance Process

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
written warning: level 2			Retain record with and for the same duration as the employee's personal file - see note above for oral warnings.	proceedings relate to a child-protection matter please contact your Safeguarding Children Officer for further advice.	

4.4.2 Employee Management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Employee based records and information	Employee personal file	Y	Termination of Employment + 6 years then **destroy confidentially**.		Limitation Act 1980 (Section 2)
Sick pay	Statutory sick pay notification	Y	Current year + 6 years then **destroy confidentially**.		Good business practice
Staff appraisal	Annual appraisal / assessment records	Y	Current year + 6 years then **destroy confidentially**.		Good business practice
Working time recording	Time sheets	Y	Current year + 3 years then **destroy confidentially**.		Good business practice

4.4.2 Employee Management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Student teachers	Records of teaching practice and other records relating to trainee teachers working at the school	Y	Current year + 6 years then **destroy confidentially**		

4.4.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Accident reporting - adults: not employee of school	Accident Report - Adult accident, not member of staff	Y	Date of incident + 6 years then **destroy confidentially**.	Copy of relevant risk assessment to be stored with the accident report	"Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980

4.4.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Accident reporting - children: not pupil of school	Accident Report - child accident (not pupil of school)	Y	Retain until the child's 25th birthday and then **destroy confidentially**.	Copy of relevant risk assessment to be stored with the accident report	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Accidents and injuries - school employees	Record of accident or injury at work (injuries to staff)	Y	Date of incident + 12 years then **destroy confidentially**. In the case of serious accidents a further retention period will need to be applied.	Copy of relevant risk assessment to be stored with the accident report	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628. Social Security (Claims and Payments Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628. Social Security Administration Act 1992 Section 8

4.4.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Accidents and injuries - school pupils - See Pupil Management and Welfare Section – p.58				Copy of relevant risk assessment to be stored with the accident report	
Control of Substances Hazardous to Health (COSHH)	Records associated with the control of substances hazardous to health (COSHH)	N	Current year + 40 years then **destroy confidentially**.		Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)
Fire prevention	Fire prevention - log books	N	Current year + 6 years then **destroy confidentially**.		

4.4.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Monitoring - COSHH - asbestos	Records relating to the monitoring of areas where persons are likely to have come in contact with asbestos	N	Records of monitoring that show no evidence of asbestos should be retained for current year + 6 years. Records showing the existence of asbestos or exposure to the same should be retained until Last action + 40 years then **destroyed confidentially**.		Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19
Monitoring - COSHH - radiation	Process of monitoring of areas where persons are likely to have become in contact with radiation	N	Records of monitoring that show no evidence of radiation levels of concern should be retained for current year + 6 years. Records showing the existence of damaging levels of radiation or exposure to the same should be retained until Last action + 50 years then **destroy confidentially**.		
Monitoring - water quality	Records of the process of monitoring water quality	N	Current year + 6 years then **destroy confidentially**.		
Policy statement	Health and safety policy	N	Life of policy + 3 years		

4.4.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Risk assessment	Health & safety risk assessments	N	Life of risk assessment + 3 years providing a copy of the risk assessment is stored with the accident report in the event of an incident.		

4.4.4 Payroll and Pensions

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Maternity pay	Records of maternity pay	Y	Current year + 3 years then **destroy confidentially**.		Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)

4.4.4 Payroll and Pensions

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pensions	Records relating to the administration of pension schemes for current and former employees	Y	Date of last payment (including dependants) + 6 years then **review**.	Contact the appropriate pension fund for advice / authority about destroying records relating to pensions.	The Retirement Benefits Schemes (Information Powers) Regulations 1995; Pensions Act 2008; Taxation of Pensions Act 2014; Pension Schemes Act 2015; SI 2008 No 239; SI 2009 No 3150; SI 2014 No 3138; SI2016 No 946; SI 2008 No 1083; SI 2010 No 5
Salary records	Salary cards and other prime records detailing an employee's salary	Y	Current year + 100 years then **destroy confidentially**.	May be required as evidence of pension rights	Good business practice

4.4.5 Recruitment

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Head teacher appointment	Records of the appointment of a new headteacher	Y	Unsuccessful candidates – date of appointment + 6 months then **destroy confidentially**. Successful candidate – add to personnel file – end of employment + 6 years. In the event of negligence or claims of child abuse – end of employment + at least 15 years.		Good business practice
Pre-employment checks - disclosure and barring service	Pre-employment checks - DBS	Y	It is not essential that the school retain copies of DBS certificates. If a copy is made it must NOT be retained for more than 6 months then **destroyed confidentially**.		Keeping children safe in education - Statutory guidance for schools and colleges 2016 (Statutory Guidance from Dept. of Education) section 113

4.4.5 Recruitment

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pre-employment checks - proof of identity	Documents providing proof of identity	Y	A record should be made of documents that have been seen and checked. If it is felt necessary to keep a copy of documents, these should be placed on the employee's personal file.		
Pre-employment checks - right to work in UK	Documents confirming right to work in UK	Y	These documents should be added to the employee's personal File and retained with this. If kept separately they should be kept at least until date of termination of Employment + 2 years.		Home Office: An Employer's Guide to Right to Work Checks, 16 August 2017
Recruitment - successful candidate	Records of the recruitment of a new member of staff – successful candidate	Y	Attach relevant information to employee's personal file and **retain** with this. Other material, retain until date of appointment + 6 months, then **destroy confidentially**.		Good business practice

4.4.5 Recruitment

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Recruitment - unsuccessful candidate	Records of the recruitment of a new member of staff – unsuccessful candidates	Y	Date of appointment of successful candidate + 6 months then **destroy confidentially**.		Good business practice

4.4.6 Training

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
School staff training	Records associated with training of school staff	Y/N	Attach relevant records to employee personal file and **retain with this**	If training relates to an area with a risk of a claim some time later, consider retaining records for longer as evidence of adequate training.	Good business practice
School staff training relating to children	Records of training when this relates to children (e.g. safeguarding or other child-related training)	Y	Date of training + 40 years (reflecting that the IICSA may wish to see training records as part of an investigation)		

4.4.7 Volunteers

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Volunteer staff	Records associated with the recruitment, management and activity of voluntary staff	Y	For each volunteer a file should be created to store all appropriate records and retained until date volunteer ceases working at the school + 6 years then **destroyed confidentially**.		Good business practice

4.5 Local Authority and Central Government

4.5.1 Central Government

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Guidance and circulars - central government	Circulars and other material sent by central government	N	Retain while valid and of operational use then **destroy**.		Good business practice
Guidance and circulars - Department of Education	Papers from the Dept of Education	N	Retain until superseded then **destroy**.		Corporate
Inspection and monitoring - OFSTED	OFSTED reports and papers	N	Date at which report is no longer current + 2 years, then **review**.	Clearly a report has value beyond the period to which it applies, permitting comparison with later reports to indicate progress. Once a report is no longer current, review every 2 years, and when it is no longer of use, offer to archivist.	Good business practice
Returns to central government	Returns made to central government	N	Current year + 6 years then **destroy confidentially**.		Good business practice

4.5.2 Local Authority

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Attendance	Attendance returns	Y	Current year + 1 year then **destroy confidentially**.		Good business practice
Guidance and circulars - local authority	Circulars and other information sent from the Local Authority	N	Retain while valid and of operational use then **destroy**.		Good business practice
Pupil transfer - primary to secondary	Transfer sheets, primary to secondary (held at primary school)	Y	Current year + 2 years then **destroy confidentially**.		Good business practice
School census	School Census Returns	N	Current year + 5 years then **offer to archivist**.		Good business practice

4.6 Management of the School

4.6.1 Admissions

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Admissions process - successful application	Records of admissions process for a child - successful application	Y	Date of admission + 1 year then **destroy confidentially**.		School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014
Admissions Process - supplementary information, successful application	Supplementary submissions from parent / guardian containing pupil information such as religion, medical conditions etc. - successful admissions	Y	Add information to pupil file and **retain with this**.		Good business practice

4.6.1 Admissions

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Admissions Process - supplementary information, unsuccessful application	Supplementary submissions from parent / guardian containing pupil information such as religion, medical conditions etc - unsuccessful applications	Y	Retain until appeals process is completed then **destroy confidentially**		Good business practice
Admissions process - unsuccessful application	Records of admissions process for a child - unsuccessful, including appeal	Y	Resolution of case + 1 year then **destroy confidentially**.		School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014
Admissions Register	Records of pupils admitted to the school	Y	Date of entry + 6 years then **offer to archivist**.	Regulation 15 of the 2006 Regulations states that the admission register may be kept in electronic form (i.e. on computer), but requires in this case that a back-up of the register is also kept. It also requires that the register	Education (Pupil Registration) Regulations 2006 – Regulations 4, 5, 6, 14. Amended by SI 2016 No 792; Keeping children safe in education, July

4.6.1 Admissions

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
				distinguish between any corrected entries and the original entries. The Regulation states that admission registers should be kept for 3 years; the recommendation given here is for 6 years, in light of the potential value of the information over the duration of a pupil's time at a school. NB – Salient information on pupils who attended a school (e.g. name, address, DOB) should be preserved as records of long-standing value, so at the end of the retention period, transfer admission register records to Wirral Archives Service.	2015 (Statutory Guidance from Dept. of Education)

4.6.1 Admissions

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Proofs of address	Proofs of address supplied by parents as part of the admissions process	Y	Current year + 1 year then **destroy confidentially**.		
School admissions policy	records relating to creation and implementation of the school admissions policy	N	Life of the policy + 3 years then **review**.		School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014
Supplementary information	Supplementary information form including additional information such as religion, medical, conditions etc.	Y	Successful admission – **add information to pupil file** Unsuccessful admission – retain until appeals process completed then **dispose of confidentially**.		

4.6.2 Emergency Planning

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Emergency Planning	Emergency plan	N	Review quarterly.		Good business practice

4.6.3 Governing Body

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Complaints - governing body	Records of complaints dealt with by the governing body	Y/N	Date of complaint + 6 years, then review, retaining further for contentious disputes. If negligence found – current year + 15 years. If child protection or safeguarding issues involved – current year + 40 years. Ultimately, **destroy confidentially**.		Corporate / Good business practice
Conversion of school to Academy status	All records relating to the conversion of schools to Academy status	N	Life of the organisation then **offer to achivist**		

4.6.3 Governing Body

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Correspondence	Correspondence files	Y/N	Date of correspondence + 6 years, then **destroy confidentially**.		Corporate / Good business practice
Election of governors	Ballot papers	N	Date of election + 6 months, then **destroy confidentially**.	Whilst papers are anonymous with regards to voters, they will obviously name candidates. As such they should not be retained longer than the 6 months to clarify any queries relating to the election.	Good business practice
Governing body - membership	Register of members and associated members of the governing body	Y	To be kept up to date. **Offer historical records to archivist**.		Statutory
Governing body - reporting	Annual reports required by the Department of Education and Skills	N	Date of report + 10 years then **offer to archivist**.		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171

4.6.3 Governing Body

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Governing body - resignation / removal of member	Resignation or removal of member of governing body	Y/N	Date of resignation / removal + 6 years, then **destroy confidentially**.		Good business practice
Governing body - statements of policy	Policy documents created and administered by the governing body	N	Life of policy + 3 years then **offer to archivist**.		Corporate
Governing body meetings - Agendas	Agendas	Y/N	Permanent. One copy should be retained with the master set of minutes and **offered to archivist**; other copies may be **destroyed confidentially**.	Data protection may be relevant to a document if the meeting dealt with confidential issues relating to staff.	Corporate
Governing body meetings - annual parents' meeting	Proceedings of annual parents' meeting	N	Date of meeting + 3 years then **offer to archivist**.	Unlikely to include personal data.	Corporate / Good business practice
Governing body meetings - minutes	Minutes	Y/N	Permanent. Retain in school for 6 years then **offer to archivist**.	Data protection may be relevant to a document if the meeting dealt with confidential issues relating to staff.	Corporate

4.6.3 Governing Body

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Governing body meetings - requisition of meeting	Requisition of a meeting of governors	N	Permanent - add to minutes of that meeting.	To be in writing.	Good business practice
Governing body meetings - submitted reports etc.	Reports and other material presented to the governing body	Y/N	Date of report + 6 years, longer if operationally relevant, then **destroy confidentially**. If the minutes refer directly to a particular report, it should be kept permanently.	Data protection may be relevant to a document if the meeting dealt with confidential issues relating to staff.	Corporate
Governor training	Records relating to the training required and received by governors	Y	Date governor steps down + 6 years		
Instruments of government	Articles of association and other instruments of government	N	Retain in school for as long as the school is open, and on closure of the school **offer to archivist**.		Corporate
Register of business interests	Declaration by governor of business interests	Y	Date appointment ceases + 6 years		

4.6.3 Governing Body

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Reporting	Recording and reporting the use of force by members of staff. (Governing body must ensure a procedure is in place)	Y	Retain until the 25th birthday of the pupil then **destroy confidentially**.	Recommend add to employee's personal file	Apprenticeships, Skills, Children and Learning Act 2009, Section 246
Support to governing body	Governor training manual	N	Until superseded then **destroy confidentially**.		Corporate
Term of office	Records relating to terms of office of serving governors, including evidence of appointment	Y	Date appointment ceases + 6 years then **offer to archivist**		

4.6.4 Head Teacher and Senior Management Team

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Complaints - governing body	Records of complaints dealt with by the governing body	Y/N	Date of complaint + 6 years, then review, retaining further for contentious disputes. Once no longer relevant, **destroy confidentially**.		Corporate / Good business practice
Correspondence	Correspondence files	Y/N	Date of correspondence + 6 years, then **destroy confidentially**.		Corporate / Good business practice
Election of governors	Ballot papers	N	Date of election + 6 months, then **destroy confidentially**.	Whilst papers are anonymous with regards to voters, they will obviously name candidates. As such they should not be retained longer than the 6 months to clarify any queries relating to the election.	Good business practice
Governing body meetings - Agendas	Agendas	Y/N	Permanent. One copy should be **retained with the master set of minutes**; other copies may be destroyed confidentially.	Data protection may be relevant to a document if the meeting dealt with confidential issues relating to staff.	Corporate

4.6.4 Head Teacher and Senior Management Team

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Governing body meetings - annual parents' meeting	Proceedings of annual parents' meeting	N	Date of meeting + 3 years then **offer to archivist**.	Unlikely to include personal data.	Corporate / Good business practice
Governing body meetings - minutes	Minutes	Y/N	Permanent. Retain in school for 6 years then **offer to archivist**.	Data protection may be relevant to a document if the meeting dealt with confidential issues relating to staff.	Corporate
Instruments of government	Articles of association and other instruments of government	N	Retain in school for as long as the school is open, and on closure of the school **offer to archivist**.		Corporate

4.6.5 Operational Administration

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Complaints	Minor complaints, not dealt with by the school's governing body	Y/N	Current year + 3 years then **destroy confidentially**.		Good business practice

4.6.5 Operational Administration

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Ephemera	Newsletters, circulars and other items with a short period of operational use	N	Current year + 1 year	School may consider offering a copy to archivist	Good business practice
Ephemera - creation and distribution of	Records relating to the creation and distribution of newsletters, circulars to staff, parents or pupils, and other ephemera	N	Current year + 1 year then **destroy**.		Good business practice
General administration	Administrative and general files	Y/N	Current year + 6 years then **destroy confidentially**.		Good business practice
General administration - annual calendar	Annual calendar of events	Y/N	Current year + 1 year then **destroy**.		Good business practice
General administration - correspondence	General administrative correspondence	Y/N	Current year + 3 years then **destroy confidentially**.	This category relates to correspondence that is very general in nature and which does not pertain to a specific function covered by this policy. If in doubt about a particular piece of correspondence, contact the records manager for advice.	Good business practice

4.6.5 Operational Administration

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Internal guidance - staff	Staff Handbook	N	Until superseded then **destroy**.		Good business practice
Policies - outdated	Policies that are out of date and superseded	N	Once superseded, policies should be **destroyed** to avoid confusion. For major policies, retain until date superseded + 3 years, and **consider archiving / offering to archivist**.		Good business practice
School associations - creation and administration	Records relating to the creation, management and administration of parent / teacher associations and old pupils associations	Y/N	Current year + 6 years then **destroy confidentially**.		Good business practice
School associations - minutes	Parent / teacher associations and old pupil associations - minutes	Y/N	Current year + 12 years then **offer to archivist**.		Good business practice
School brochure / prospectus - creation of	Records relating to the creation and publication of school brochure or prospectus	N	Current year + 3 years then **destroy**.	Preserve a copy of the finished brochure and pass to archivist	Good business practice

4.6.5 Operational Administration

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
School Privacy Notice	The school's privacy notice, which is made available as part of GDPR compliance	N	Until superseded + 6 years		
Staff meeting meetings	Staff meeting minutes	Y/N	Current year + 6 years then **destroy confidentially**.		Good business practice
Teachers' diaries	Diaries of daily activities and appointments kept by teachers	Y/N	Current year + 1 year then **destroy confidentially**.		Good business practice
Visitors to school - recording	Visitors books / signing in sheets	Y	Current year + 6 years then **destroy confidentially**.	May be required as evidence in the event of claims etc+.	Good business practice

4.7 Property Management

4.7.1 Maintenance

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Maintenance contracts- see Finance		N/A			Good business practice
Maintenance of school	Maintenance and repairs - general records	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Maintenance orders	Orders for repairs, maintenance and supplies	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Maintenance work - contractors	Reports and other records of school maintenance work carried out by contractors	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Maintenance work - employees	Records of school maintenance work carried out by school employees	N	Current year + 6 years then **destroy confidentially**.		Good business practice

4.7.2 Property Management

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Property leasing	Records relating to property leased by or to the school	N	Expiry of lease + 6 years then **destroy confidentially**.		
Maintenance contracts – see Finance		N/A			Good business practice
Maintenance of school	Maintenance and repairs - general records	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Maintenance orders	Orders for repairs, maintenance and supplies	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Maintenance work - contractors	Reports and other records of school maintenance work carried out by contractors	N	Current year + 6 years then **destroy confidentially**.		Good business practice
Maintenance work - employees	Records of school maintenance work carried out by school employees	N	Current year + 6 years then **destroy confidentially**.		Good business practice

4.8 Pupil Management and welfare

4.8.1 Attendance

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pupil absence correspondence	Correspondence related to authorised absence	Y	Current year + 2 years then **destroy confidentially**.		Education Act 1996, section 7
Recording pupil attendance	Attendance Registers / Attendance records in content management system	Y	Current year + 6 years then **destroy confidentially**.	Previous guidance has been to keep attendance records for only 3 years. However, there is value in keeping records for the duration for which a child is at a school, to identify a trend or to confirm a suspected change in attendance.	Good business practice
Sanctions	Fixed penalty notices	Y	File records of penalties with the pupil file and **retain with this**.		Good business practice

4.8.2 Educational psychology

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Educational psychology records	Records of educational psychology visits to school regarding a pupil and other educational psychology support	Y	DOB + 30 years then **review, destroying confidentially when no longer required**.		Good business practice

4.8.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pupil accident reporting - minor accidents	Records relating to accidents / incidents that result in minor injury to a pupil	Y	Current year + 1 year then **destroy confidentially**.	A good distinction between minor and more serious accidents is provided by consideration of whether an accident report was sent to the local authority for filing centrally. Incidents triggering this event may be considered more serious, while those that do not may be considered relatively minor.	Good business practice

4.8.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pupil accident reporting - more serious accidents	Records relating to accidents / incidents that result in more serious injury to a pupil	Y	Records of more serious accidents should be filed within their own sequence and retained in the setting where the incident occurred until the child is 25 years old then **destroyed confidentially**. Depending on the nature of the accident, a school may also wish to file a record of the accident with the pupil file and retain with this.	A good distinction between minor and more serious accidents is provided by consideration of whether an accident report was sent to the local authority for filing centrally. Incidents triggering this event may be considered more serious, while those that do not may be considered relatively minor.	Good business practice
Pupil Medication - short course	Records of medication administered to pupils where treatment is for only a short period.	Y	Current year + 1 year then **destroy confidentially**.		Good business practice

4.8.3 Health & Safety

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pupil Medication - long term	Records of medication administered to pupils where treatment is over a long period / for long term conditions.	Y	Retain in the setting where the medication was administered until pupil's DOB + 25 then **destroy confidentially**.	For ongoing conditions that require long term medication (e.g. Ritalin for ADD or ADHD; insulin for diabetes) there is evidential value in a long sequence of records showing consistency of administration of medication, if challenged.	Good business practice

4.8.4 Pupil Educational Record / Pupil File

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pupil Absence	Absence letters	Y	Current year + 2 years then **destroy confidentially**.		Good business practice
Examination results - internal	Examination results - internal examinations (pupil copy)	Y	Add information to pupil file and **retain with this**.		Good business practice

4.8.4 Pupil Educational Record / Pupil File

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Examination results - public	Examination results - public examinations (pupil copy)	Y	Add information to pupil file and **retain with this**.	Uncollected papers should be returned to the examination board.	Good business practice
Pupil supplementary information - successful admissions	Forms containing supplementary Information including religion, medical conditions etc. for successful admissions	Y	Current academic year + 1. Add information to the pupil file as soon as possible. Once no longer of administrative use, **dispose of confidentially**	Note about use of content management system and database; using both paper file and file in content management system	Good business practice
Special Educational Needs - information	Information kept on the pupil file relating to special educational needs	Y	Information to be kept on the pupil file and **retained with this**.	The more detailed records of special educational needs will be kept in a series outside the pupil file and retained for the appropriate period.	Good business practice

4.8.5 Pupil welfare

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Child protection / safeguarding / looked after children	Records of child protection/safeguarding issues / intervention, kept either in the pupil file or as a separate series for pupils	Y	DOB of child + 25 years then review. When it is time to **destroy**, do so **confidentially**.	NB - This retention period assumes that the principal copy of this information will be found in the Local Authority Social Services records. If child protection records are placed in a pupil file, they should be in a sealed envelope and retained for the same period of time as the pupil file.	""“Keeping children safe in education Statutory guidance for schools and colleges 2016 (Statutory Guidance from Dept. of Education)

4.8.6 Records of achievement

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Head teacher annual pupil reports	Head teacher' annual report on each pupil	Y	Add record to pupil file and **retain with this**.		Good business practice
Head teacher reports - school leavers	Head Teacher' report to school leavers	Y	Add record to pupil file and **retain with this**.		Good business practice
Records of achievement - internal work	Records of achievement for internal tasks	Y	Retain until pupil leaves the school in question.		Good business practice

4.8.7 Special Educational Needs

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Special educational needs files and records	Special educational needs files; reviews; individual education plans; Statements of Special Educational Needs (SEN) or Educational Health Care Plan (EHCP); advice and information provided to parents regarding educational needs; accessibility strategy relating to an individual pupil	Y	DOB + 31 years then review, **destroying confidentially when no longer required**.	The retention period of 31 years from DOB is given by the period for which the Education, Health and Care Plan (EHCP) applies plus 6 years in line with the Limitation Act.	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530

4.8.8 Work experience

Transaction	Record Description	PD?	Retention Rule – Review / Disposal Information	Notes	Authority / Source of Rule
Pupil work experience	Records relating to a pupil's placement for work experience	Y	Current year + 1 year except in the case of a major incident, in which case retain until student's 25th birthday then **destroy confidentially**. If accident involves asbestos/radiation or some other health and safety incident then retain according to appropriate legislation and **destroy confidentially**.		Limitation Act 1980; Health and Safety at work Act etc 1974 and subsequent legislation