Record Retention and Deletion Policy

Crich Junior School

[Version 2]

Last Reviewed	27.03.26
Reviewed By (Name)	Chris Orridge
Job Role	Headteacher
Next Review Date	March 2027
Version produced Spring 2026	Minor amendments indicated in green text. **The following has been implemented throughout:** When we use the word **must**, this refers to legal requirements. When we use the word **should**, this does not refer to a legal requirement, but what we consider is important to help you to comply effectively with the law. You should do this unless there is a good reason not to. If you choose to take a different approach, you need to be able to demonstrate that your approach complies with the law. When we use the word **could**, this refers to an option or options that you could consider to help you comply effectively. There are likely to be various other ways you could comply. Removed KCSiE year reference to ensure it refers to latest version.

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	KCSiE links and references updated Added [independent schools delete] where applicable in relation to FOI **7.Transfer of Records to other Settings & 'Last Known School'-** added paragraph for Academies/independent schools Added paragraph re looked after children (LAC) records **13. Retention Tables:** 3.5 added new section: Admissions – if the admission/application is withdrawn **4. Disposal of Data-** added a paragraph re retaining data In the event that the school or any online service used by the school is issued with a Data Preservation Notice (DPN) 5.3 and 5.4 added information about retaining photos of pupils on social media/school website 6.4 added info from KCSiE about retaining copies of DBS certificates and records of criminal information disclosed by the candidate. 7.13 added information about staff accounts 8.6 added information about low-level concerns 10.12 added information about Restrictive Intervention / Use of Force / Seclusion – Institutional Incident Log 12.9 added information about student bursary records 17. We have added the following clarification: "This includes Special Educational Needs (SEN) records, such as Individual Education Plans, Education Health Care Plans (EHCPs) and all other SEN files." As a result of incorporating this information into the Pupil Education Record section, we have removed the former Section 20 (Special Educational Needs), as these records now sit within the main pupil education record. 17.1 fixed links to 7. Transfer of Records to other Settings & 'Last Known School' and 8. Management Information System (MIS) 17.1 added information about retaining exclusion documentation for an additional year if required 17.1, 18.1, 18.2, 20.1, 20.3, 23.1 included nurseries where applicable 17.5 updated info/wording re pupil 'skeleton' record 18 updated to include information about when a pupil moves from a secondary school to a college

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	18.6 added information about Records covered by a Data Preservation Notice (DPN) 20.3 added information about retaining any SEN Tribunal materials for an additional year if required

This document will be reviewed annually by the Data Protection Officer, and sooner where significant changes to the law occur. The school should also review this document annually, and earlier if legal changes are made to the law.

Guidance from the Department for Education about school policies can be found here: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts

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1. How to use this document

This is a very big document. It can be read from front to back, but this will take time, alternatively you can select from an A-Z of relevant provisions.

A-Z

Admissions
Attendance
Central Government

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Child Protection (CP) / Safeguarding Records
Curriculum (Implementation)
Curriculum Management
Extra Curriculum Management
Family Liaison / Early Help / Alternative Provision
Financial Management – Accounts and Statements including Budget Management
Financial Management – Contract Management
Financial Management – Risk & Insurance, Asset Management
Financial Management – School Fund
Financial Management – School Meals
Governing Body
Headteacher & Senior Management/Leadership Team
Health and Safety
HR - Management of Disciplinary and Grievance Processes
HR – Operational Staff Management
HR – Payroll & Pensions
HR – Recruitment
Local Authority Returns
Medication (Administration Records)
Operational Administration
Parent / Alumni Associations
Property Management
Pupil Education Record inc SEN, Ed Psych reports
Recording Meetings, calls, online lessons, training
School Communications inc email & social media
Special Educational Needs (SEN)
Work Experience / Placement (pupil)

2. Introduction

This record retention and deletion policy contains recommended retention periods for the different record series created and maintained by Crich Junior School. The schedule refers to all information whether it is held in hard copy or electronic format including cloud and web based or on third party platforms.

Some of the retention periods are governed by statute. Others are guidelines, following best practice, employed by schools throughout the United Kingdom. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK General Data Protection Regulation 2018 (UK GDPR), the Data Protection Act 2018 (DPA), the Human Rights Act 1998, the Freedom of Information Act 2000 (FOI) and the Code of Practice on Records Management (under Section 46 of the FOI).

Managing records series using these retention guidelines should be deemed to be 'normal processing' under the terms of the legislation noted above. If those record series are to be kept for longer or shorter periods than the time scales held in this document, the reasons for any deviation must be recorded.

3. Purpose

This policy, for managing records at Crich Junior School, has been drawn up in conformity with legislation, regulations affecting schools and best practice as promoted by the Information and Records Management Society (IRMS).

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As well as containing Record Retention tables, this document sets out more general information and guidelines for recording, managing, storing and the disposal of data, whether they are held on paper or electronically (including online), in order to assist staff, and the school to comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) including as adopted by the United Kingdom as a result of its exit from the European Union ("UK GDPR"), Data Protection Act 2018 and the FOI. It should be read and used in conjunction with all of our related policies.

It is expected that;

- All information held by Crich Junior School needs to be justifiable, by reference, to its purpose.
- Crich Junior School must be transparent and accountable as to what data they hold.
- Crich Junior School must understand and explain the reasons why they hold data.
- Crich Junior School must be able to respond to Subject Access Requests.
- Crich Junior School must be able to amend, delete or transfer data promptly upon any justified request.
- Crich Junior School must be able to audit how personal data was collected and when and why.
- Crich Junior School must hold sensitive data securely, accessed only by those with reason to view it and possess a policy as to why it is needed.
- Crich Junior School must have retention policies that reflect the importance of records relating to child sexual abuse to victims and survivors, and that they may take decades to seek access to such records.

4. Disposal of Data

Article 5(e) of the UK GDPR states that personal data will be 'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes... in order to safeguard the rights and freedoms of the data subject ('storage limitation')'.

Not all data needs to be destroyed. The school should determine whether records are to be selected for permanent preservation, or for destruction or to be transferred into a different format.

When information is no longer required, it must be destroyed. For confidential, sensitive or personal information, to be considered securely disposed of, it must be in a condition where it cannot either be read or reconstructed.

Skips, 'regular' waste disposal and ribbon shredders are not secure.

Paper records should be cross-shredded, incinerated, or pulped.

CDs/DVDs/discs should be cut into pieces. Hard copy images, AV recordings and hard disks should be dismantled and destroyed. Where third party disposal companies are employed, a certificate of destruction should be obtained. Staff working for external provider must have been trained in the handling and destruction of confidential data.

If the school receives a request for records that have not yet been destroyed, even if they should have been destroyed, that record must still be made available to the requestor.

The FOI requires the school to maintain a list of all records that have been destroyed and who authorised their destruction. This record should be retained for 15 years. The appropriate members of staff (Data Lead) should record:

- File reference and/or unique identifier
- File title or brief description of contents
- Number of files
- Name of the authorising officer

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An example is contained in Annex A.

In the event that the school or any online service used by the school is issued with a Data Preservation Notice (DPN) under the Online Safety Act 2023, as described in Ofcom's Online Safety Information Powers Guidance (December 2025), the school must take all reasonable steps to ensure that no relevant data is deleted, altered, or disposed of until formally advised by the relevant authority. This includes preserving any digital records, logs, communications, or associated metadata required for coronial or regulatory investigation purposes. For more information see section 18.6 in the retention tables.

5. Transfer of Records to Archives

a) Storage archives, for school business purposes

Little-used records can clutter up the work environment. Some schools and trusts relieve pressure by moving records to a storage space until the retention period runs out. A school or trust lacking room to keep its records safe from harm (such as fire, flood, unauthorised access) may transfer them to a commercial storage service with credentials such as certification to the ISO 27001 information security standard. The school or trust remains legally responsible for the records.

b) Historic archives, for school heritage

Usually, disposal means securely destroying the documents after the retention period. But if there is an enduring historical value in the records, disposal need not mean destruction. Instead, the school or trust may offer to transfer them to the care of a dedicated archival repository, such as the relevant local authority record office (see Find an archive | The National Archives). Establishing a relationship with an archival repository is the standard method for preserving institutional heritage, as it allows the community to view historic information in a comfortable and supervised setting. Archivists are trained not just to care for the physical documents (using acid-free packaging, humidity-controlled storage, etc) but to manage requests for access in accordance with data protection legislation. They may also loan documents back to the school or trust for special occasions such as anniversary events.

To identify records of historic value, look out for "offer to local record office" in the guidance below. Other records may have obvious historic interest even if they are not mentioned (e.g. a World War II roll of honour). The school / trust should approach the record office with a list of files and agree on how and when to transfer them. It may help to set aside items for permanent preservation routinely, such as by filing a single signed copy of the minutes and key agenda papers after each meeting of the governing body, ready to offer to the repository every few years.

Attempting to set up an onsite alternative to a local record office would be a complex undertaking. A school or trust wishing to do so should consult its Data Protection Officer and approach the record office for advice on management and storage conditions. Remember that archives can include electronic data such as digital photographs, which can only be digitally preserved with the right technical interventions (see the Digital Preservation Handbook).

6. Transfer of Records to other Media

Where lengthy retention periods have been allocated to records, organisations should consider converting paper records to other media (e.g. digital or virtual, 'cloud' based). The lifespan of the media, and the ability to migrate data, should be documented in a Digital Continuity Policy. A scanning risk assessment is recommended to ensure the procedure is adequate. Further information about digital continuity can be found on the National Archives website who also provide guidance on assessing and managing digital continuity risks and a digital continuity checklist. Organisations that believe that they need to retain digital records over a long period on devices, software systems or in formats that may become inaccessible due to developments in technology should seek further advice from the Data Protection Officer and their IT support staff.

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Once any paper records have been digitally converted, the paper copies of these records should then be securely and confidentially disposed of (see section 4. Disposal of Data). Crich Junior School should ensure that a record of destruction is held for these paper records (see Appendix A- example of how to create a destruction record). The only records that should always be retained as physical records are any original documents such as birth certificates, passports, marriage certificates etc (it is unlikely that schools will hold these types of documents). Documents of historical significance such as logbooks may also be retained as hard copies.

7. Transfer of Records to other Settings & 'Last Known School'

When a child leaves the school, all pupil records, including safeguarding/child protection records must be transferred in a secure manner, to the child's new school. If the records contain sensitive information (e.g. Child Protection records), proof of receipt should be obtained and logged by the school's Data Lead. Keeping Children Safe in Education (KCSiE) states that "where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file." All copies of data held by the school that the child has departed should then be deleted or retained in line with the retention schedule below, including all paper records and data stored electronically. Generally, a record should be kept for tracking and auditing purposes only. Schools should be aware that where electronic systems are used, sending a pupil file to the next setting does not mean that their own copy of the file is deleted, so action should be taken to delete or archive copies retained where they are no longer required by the school that the pupil has left.

There are four main categories of pupil records that need to be transferred to other settings:

- **Management Information System (MIS) data**

Data held on the MIS is extracted by the school using the Common Transfer File mechanism as specified in The Education (Pupil Information) (England) Regulations 2005 and subsequent amendments. The Department for Education specifies what data is to be included in the CTF in technical specification documentation. This will mean that the majority of information held on the MIS is transferred using the CTF method. However, it is important to note that **not all personal data is transferred, only the data sets specified in the CTF schema.** If the MIS has been used to store additional information (documents such as copies of end of year reports or letters) schools should take proactive action to ensure these are sent separately and securely. Traditionally, this sort of documentation was held in a pupil 'buff' file, but as organisations have turned to digital ways of working, these are frequently stored by attaching them to the digital MIS record.

- **Safeguarding/Child Protection records**

Schools frequently use vendor educational technology (edtech) products to hold and transfer these records. Many of these products include the functionality to electronically transfer a copy of (and obtain receipt for) pupil records directly to the next school, where the same product is also used by the receiving school. Where this is not possible, these products should have the functionality to download a pupil record for it to then be transferred electronically or printed out and delivered to the new school. Paper records must be dealt with carefully to ensure that these are safely received by the new school.

Some safeguarding edtech products enable schools to use the same system to record behavioural and other information in the same log. Schools should ensure that safeguarding/child protection records are clearly identified as such so that the receiving school can quickly identify this information. The school should consider if information such as behaviour notes needs to be transferred to the next setting, or whether it should be deleted if no longer

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required or relevant (e.g. a child's toileting routine may be very relevant when younger, or merits/demerits received but does not need to be part of a permanent safeguarding record).

- **Special Educational Needs records**

It is becoming more common for schools to use vendor edtech products to manage these records. Whether stored in such edtech products, on school IT systems/cloud storage or on paper, the SEND co-ordinator should ensure that a complete record is compiled and passed securely to the next school.

- **Pupil 'buff' files**

For many schools in recent years, the traditional pupil buff files have dwindled in relevance and importance as organisations have increasingly moved to digital storage. Schools are left with either sending or receiving folders which are very light and seemingly irrelevant. However, there will be documentation, whether on paper or electronic (on the server, in emails, in the MIS) that should be sent to the next setting that the pupil will attend. The Education (Pupil Information) (England) Regulations 2005 state that this "Educational Record" must be transferred to the next setting within 15 school days of confirmation that a pupil is registered at another school. There may be a significant amount of material that is not contained in the CTF, safeguarding or SEND records that should be transferred to the next setting. Schools may have inadvertently not adapted their records transfer practices as management of these records have moved from a paper 'buff' file to digital format and so this will be noted where relevant on the retention schedule below.

Schools may wish to retain some minimal 'skeleton' data about pupils' admission, departure and next destination (where known) in order to respond to any requests for information about these pupils and for the historical archive. They may also wish to retain records relating to safeguarding/child protection or SEND records, even though there is no legislative requirement to do so (i.e. to have their own copy of evidence in case of any later legal action). If Schools intend to create and maintain skeleton records or retain copies of records, this should be noted on the retention policy. In some instances, schools may have a legitimate interest in retaining a copy of more detailed pupil records for a longer time period. If the school does retain pupil records, then they should be prepared to justify this retention and should consider whether a Data Protection Impact Assessment is required for any extended retention of records once a pupil has left the school. See section 17.5 below.

For pupils who are Looked-After Children (LAC), the school should retain its own LAC-related records (for example Personal Education Plans (PEPs), correspondence with social workers, reports, and any documents created or received by the school) in accordance with the school's standard retention periods for pupil education records and safeguarding records (section 17 and 18). The Local Authority retains responsibility for its own statutory LAC case files, which may be kept until the individual is 75 years old. Schools must not transfer the entirety of their pupil records to the Local Authority for long-term storage, as the school remains the data controller for the records it creates. Only the usual transfer of records to the next educational setting must take place, and any copies retained by the school must be recorded in this retention schedule.

Responsibility for maintaining the pupil record passes to the 'last known school'.

The school is the final or last known school if:

- secondary phase and the pupil left at 16 years old or for post-16 or independent education, or;
- at any point the pupil left for elective home education, they are missing from education, or have left the UK, or have died.

Tertiary colleges are not included in this definition, therefore the school should retain the record. However, the college should receive a copy of the child protection file, as per the requirements of KCSiE above.

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The Pupil Record should be retained as a whole for 25 years from the date of birth of the pupil, after which time, if no longer required, it can be deleted or destroyed.

SEN and other support service records can be retained for a longer period of 31 years to enable defence in a "failure to provide a sufficient education" case.

If a school wishes to retain data for analysis or statistical purposes, it should be done in an anonymised fashion.

8. Management Information System (MIS)

The majority of pupil records and some staff records are held on the school MIS. Managing data retention on the MIS can be complex because different data sets held on the MIS have different retention requirements. School staff have limited time and resources to manage these differing retention periods and should work with their MIS provider to request support on how to efficiently delete data sets from a record without deleting the entire record (or deleting all data sets except those that are required as part of the 'skeleton' record for long term retention). Where this is not possible, Schools may make a policy decision to retain the entirety of a record for the longest applicable retention period for a data set within the MIS (usually current plus six years). The school should set out how records will be retained in the MIS in the relevant section of the Retention Table below.

9. Records relating to Child Sexual Abuse

Records relating to child sexual abuse should be retained for 75 years, in line with the recommendations arising from the outcome of the Independent Inquiry into Child Sexual Abuse (IICSA). The Inquiry stated that these records should be retained for such a long period in recognition of the importance of these records to victims, but that they should be regularly reviewed during that extended retention period. Organisations should particularly consider digital continuity where:

- they hold digital records for staff or governors, or
- they are the 'last known school' responsible for this long retention period for any relevant pupil records.

Where there is evidence, or allegations of child sexual abuse, then it will almost certainly be appropriate to retain the entire pupil, staff or other record as a whole, not just the parts of the record that pertain to the abuse. Staff whose duties include reviewing or digitising records should be trained to understand the importance of any evidence or allegations of child sexual abuse that they may happen to uncover, whether that was what they were looking for and the importance of them bringing these to the attention of school leadership and/or preserving these records.

The Inquiry report also recommends that the UK government directs the Information Commissioner's Office (ICO) to introduce a Code of Practice on retention of and access to records known to relate to child sexual abuse. This Policy will be updated in line with any Code of Practice from the ICO. The report states that such a code should set out that institutions should have:

- retention policies that reflect the importance of such records to victims and survivors, and that they may take decades to seek to access such records;
- clear and accessible procedures for victims and survivors of child sexual abuse to access such records;
- policies, procedures and training for staff responding to requests to ensure that they recognise the long-term impact of child sexual abuse and engage with the applicant with empathy.

10. Retention of Records relating to Staff

As stated above regarding the long-term retention of minimal pupil records, Schools may wish to retain very basic 'skeleton' records about staff beyond the normal retention of the whole personnel/HR file. This information may

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include the staff name, role, contract start and end dates. This may be useful for schools who may need to respond to requests for information from/regarding staff, in the event of it being needed for litigation or other legal purpose and as part of their historical archive. If schools intend to create and maintain these records, this should be noted on the retention policy (at section 7.11 below)

11. Academisation

When a maintained school becomes an academy, it is legally a new organisation. However, it can still have an operational need for the records of the original school, including files relating to former pupils and employees. The Commercial Transfer Agreement that created the academy may include a section assigning responsibility for these old records, so the rights of the academy and the local authority are formally established. For instance, the agreement might direct the academy to keep the school records on trust until the retention period runs out, and to offer historically valuable documents to the local record office (see 5. Transfer of Records to Archives).

For further information regarding academy record keeping and retention information from the DfE, please see the following link:

Record keeping and retention information for academies - GOV.UK

12. Responsibility and Monitoring

The Head Teacher holds primary and day to day responsibility for implementing this policy. The Data Protection Officer, in conjunction with the school, is responsible for monitoring its use and effectiveness and resolving any queries with regards the interpretation of the policy.

All permissions to access data are granted by the Head Teacher and recorded in the member of staff's personnel file.

All teaching and office staff are given training and guidance on accessing and managing on school records, to ensure compliance with the time scales laid out under the retention schedule. All members of staff, with access to records, are expected to;

- Manage their current record keeping systems using the Retention Policy.
- Only dispose of records in accordance with the requirements outlined in this policy, if authorised to do so.
- Ensure that any proposed divergence from the records retention schedule and disposal policies is authorised and documented by the Head Teacher.

This policy does not form part of any employee's contract of employment and is not intended to have a contractual effect. However, it does reflect the school's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the school but any changes should be notified to employees within one month of the date on which the change is intended to take effect. The school may also vary any parts of the procedure, including time limits, as appropriate.

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13. Retention tables

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
1. Governing Body –							
1.1	Instruments of Government including Articles of Association	Electronically on a secure network Paper copies kept in a locked cabinet.	Clerk	Permanent	Closure of school	Common practice	Offer to the Local Authority Record Office when the school closes
1.2	Trusts and Endowments managed by the Governing Body	N/A		Permanent	End of operational use	Common practice	Offer to the Local Authority Record Office when the school closes
1.3	Scheme of delegation and terms of reference for committees	Electronically on a secure network Paper copies kept in a locked cabinet.	Clerk	Until superseded or whilst relevant (schools may wish to retain these records for reference purposes in case decisions need to be justified)	Expiration of terms	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.4	Governor's Code of Conduct	Electronically on a secure network.	Clerk	One copy of each version should be kept for the life of the school.		Common practice	

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Secure area of the school website					
1.5	Records relating to the election of chair and vice chair	Paper copies Electronically on a secure network	Clerk	Once the designation has been recorded in the minutes, the records relating to the election can be destroyed	Date of appointment	Common practice	Secure disposal
1.6	Appointment of a clerk to the governing body	Electronically on a secure network Paper copies kept in a locked cabinet.	School Business Officers Headteacher	Date of end of appointment + 6 years (note HR records may require different retention)	Date of appointment	Common practice	Secure disposal
1.7	Records relating to the appointment of parent and staff governors, not appointed by the governors	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk	Date of election + 6 months	Date of election	Common practice	Secure disposal
1.8	Records relating to the appointment of co-opted governors	Paper copies kept in a	Clerk	Provided that the decision has been	Date of appointment	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		locked cabinet. Electronically on a secure network		recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children – in this case, retain for 25 years, or for allegations involving child sexual abuse for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.			
1.9	Application forms – successful candidates	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk	End of term in office + 1year	End of period of office	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
1.10	Appointment documentation: • Terms of office of serving governors, including evidence of appointment • Governor declaration against disqualification criteria • Register of business interests • Training required, and received, by governors • Induction programme for new governors • DBS checks carried out on the clerk and members of the governing body • Governor personnel files.	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk School Business Officers	End of term of office + 6 years (note HR records may require different retention)	Date of appointment	Common practice	Secure disposal
1.11	Annual Reports	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk	Date of the report + 10 years	End of the calendar year that the record was created in	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 and The Limitation Act 1980	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.12	Annual reports required by the Department of Education	Paper copies kept in a locked cabinet.		Date of report + 10 years	Date of report	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Electronically on a secure network					
1.13	Meetings schedule	Paper copies kept in a locked cabinet. Electronically on a secure network School website	Clerk	Current year	Date of meeting	Common practice	Secure disposal
1.14	Agendas for Governing Body meetings	Paper copies kept in a locked cabinet. Electronically on a secure network Secure area of the website	Clerk	One copy to be retained with the master set of minutes - all other copies can be disposed of	Conclusion of meeting	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
1.15	Register of attendance at Full Governing Board meetings	Paper copies kept in a locked cabinet.	Clerk	Date of meeting + 6 years	Date of meeting	Common practice	Secure disposal
1.16	Minutes of Governing Body meetings (Principal Set signed)	Paper copies kept in a locked cabinet.	Clerk	Permanent to be held at school	Date of meeting	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.17	Action plans created and administered by the Governing Body	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk Headteacher	Until superseded or whilst relevant	Expiration of action plan	Common practice	Secure disposal
1.18	Reports presented to the Governing Body	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk Headteacher	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently.	Date of report	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Secure area of the website					
1.19	Policy documents created and/or administered by the Governing Body	Paper copies kept in a locked cabinet. Electronically on a secure network Secure area of the website	Clerk Headteacher	A copy of each policy will create a time line of policy development OR a robust version control which allows a snapshot of a policy at any given date. Keep all policies relating to safeguarding and child protection for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	Expiration of the policy	Common practice	Secure disposal
1.20	Records relating to complaints made to, and investigated by the Governing Body and/or Head Teacher	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk Headteacher	Date of the resolution of the complaint + a minimum of 6 years. If negligence or child protection/safeguarding is involved then	Resolution of complaint		

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				current year + 15 years. If child sexual abuse issues are involved then for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.			
1.21	Proposals concerning the change of status of a maintained school, including Specialist Status Schools and Academies	Paper copies kept in a locked cabinet. Electronically on a secure network Secure area of the website	Clerk Headteacher	For the life of the organisation	Date proposal accepted or declined	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.22	Records relating to Governor Monitoring Visits	Paper copies kept in a locked cabinet. Electronically on a secure network	Clerk Headteacher	Date of visit + 3 years	Date of visit	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Secure area of the website					
2. Headteacher & Senior Management/Leadership Team							
2.1	Log books of activity in the school maintained by the Head Teacher (Legislation no longer requires the completion of a school log book)	Paper copies	Headteacher	Date of the last entry in the log book + a minimum of 6 years and then review	Date of last entry in the log book	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
2.2	Minutes and reports of Senior Management Team meeting and the meetings of other internal administrative bodies	Paper copies kept in the Headteachers office & in the staff room. Electronically on a secure network	**Headteacher**	Date of the meeting + 3 years	Date of the meeting	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
2.3	Correspondence created by the Head Teacher, deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities – **not principally concerning pupils, staff or complaints.** In those cases,	Email (see email retention period in section 5)	**Headteacher** **Teachers**	Date of correspondence + 3 years and then review	Date of correspondence	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
	correspondence should be immediately transferred to the relevant file.		**School Business Manager**				
2.4	Professional Development Plans	Paper copies kept in a locked cabinet. Electronically on a secure network	**Headteacher**	Life of plan + 6 years	Date plan commences	Common practice	Secure disposal
2.5	School Development Plans	Paper copies kept in staff room & Headteacher's office Electronically on a secure network	**Headteacher**	Life of plan + 3 years	Date plan commences	Common practice	Secure disposal
2.6	Other records created by the Head Teacher, deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities outside of Business as Usual tasks	Paper copies kept in a locked cabinet. Electronically on a secure network	**Headteacher** **Teachers** **School Business Officers**	Current academic year + 6 years then review	Date of record	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
3. Admissions							
3.1	All records relating to the creation and implementation of the School's Admission's Policy	Paper copies kept in a locked cabinet. Electronically on a secure network	**School Business Officers**	Life of the policy + 7 years then review		The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and School Admissions Code Statutory Guidance 2021	Secure disposal
3.2	Admissions – if the admission is successful Proofs of address, supplied by parents, as part of the admissions process Supplementary information forms to include; religion, medical conditions etc.	Paper copies kept in a locked cabinet. Electronically on a secure network Pupil Management System	**Headteacher** **Teachers** **School Business Officers**	Added to the pupil file	Date of admission		
3.3	Admissions – if the admission is unsuccessful (where no appeal is made)	Electronically on a secure network	**School Business Officers**	Date of applied for admission + 1 year	Date of applied for admission		Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
3.4	Admissions – if the admission is unsuccessful (where an appeal is made)	Electronically on a secure network	**School Business Officers** **Headteacher**	Resolution of case + 1 year	Resolution of case		Secure disposal
3.5	Admissions – if the admission/application is withdrawn	Electronically on a secure network	**School Business Officers**	No retention is required	Date of withdrawal		Secure disposal
3.6	Register of Admissions	Electronically on SAM & on a secure network	**School Business Officers** **Headteacher**	Every entry in the School admission and attendance register is to be preserved for 6 years beginning with the day on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	Last entry in register	The School Attendance (Pupil Registration) (England) Regulations 2024 Regulations 5, 7 School Admissions Code Statutory Guidance 2021	Offer to the Local Authority Record Office
3.7	Proofs of address, supplied by parents, as part of the admissions process	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Current year + 1 year	Date of admission		Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
3.8	Admissions (Secondary School – Casual)	N/A		6 years from the date of admission	Date of admission	The School Attendance (Pupil Registration) (England) Regulations 2024	Secure disposal
3.9	Supplementary information forms to include; religion, medical conditions etc. For successful admissions	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	This information should be added to the pupil file	Date of admission/annual data check	The Limitation Act 1980	~~Secure disposal~~
3.10	Supplementary information forms to include; religion, medical conditions etc. For unsuccessful admissions	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Until the appeal process is completed	Date of admission		Secure disposal
4. Operational Administration							
4.1	Records relating to the creation and publication of the school brochures or prospectus	Electronically on a secure network	**School Business Officers**	Current year + 3 years	Expiration of current publication	Common practice	Offer to the Local Authority Record Office

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Paper copies School website	**Headteacher**				
4.2	Records relating to the creation and distribution of circulars to staff, parents or pupils	Electronically on a secure network Paper copies School website	**School Business Officers** **Headteacher**	Current year + 1 year	Date of record	Common practice	Offer to the Local Authority Record Office
4.3	Newsletters and other items with short operational use	Electronically on a secure network Paper copies School website	**School Business Officers** **Headteacher**	Current year + 1 year	Date of record	Common practice	Offer to the Local Authority Record Office
4.4	Visitor management systems (including electronic systems, visitors' books and signing in sheets)	Electronically on a secure network	**School Business Officers**	Current year + 6 years then review	End of calendar year	Common practice	Secure disposal
4.5	Pupil & Family Privacy Notice which is made available via the school website as part of UK GDPR compliance	Electronically on a secure network School website	**School Business Officers**	Date of issue + 6 years	When policy is superseded	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
4.6	Consents relating to school activities as part of UK GDPR compliance (e.g. consent for photographs to be published, social media / website etc as well as for mailings)	Electronically on a secure network Paper copies kept in a locked cabinet Paper copies of consents for visits/sporting events shredded after event	**School Business Officers** **Headteacher** **Teaching staff**	This information should be added to the pupil file	Date of admission	Common practice	
4.7	Security breach logs	Electronically on a secure network	**School Business Officers** **Headteacher**	Date of issue + 25 years (pupils) and 6 years (staff)	Date of implementation	Common practice	Secure disposal
4.8	Digital continuity plans which may include: - Digital Strategy - IT Disaster Recovery Procedure and Plan	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Date of issue + 6 years	Expiration of current plan	Common practice	Secure disposal
4.9	Call Recordings (including VOIP messages and recordings)	**N/A**		School to document here	Date of call recording	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
4.10	CCTV Recordings (retention for all 'ordinary' footage- any footage retained for specific purposes e.g. accident, will need to be considered individually regarding how long it should be retained- please see CCTV policy)	**N/A**		School to document here	Date of footage recording	Common practice	Secure disposal
5. School Communications							
5.1	School staff / governor emails and other platforms such as Microsoft Teams containing personal data – inbox, sent items, deleted items	Electronically on a secure network	**All staff & Governors**	School to determine and document here Where forming part of a record, information in these should be transferred to appropriate record keeping (eg staff file, pupil record, MIS safeguarding / behaviour log) as soon as possible. The Code of Practice states that there is no need to retain ephemeral material and this may be destroyed on a routine basis.	In line with guidance in Acceptable use policy	Common practice	Full deletion

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
5.2	Pupil emails and other platforms such as Microsoft Teams containing personal data – inbox, sent items, deleted items	N/A		School to determine and document here Where forming part of a record, information in these should be transferred to appropriate record keeping (eg staff file, pupil record, MIS safeguarding / behaviour log) as soon as possible. The Code of Practice states that there is no need to retain ephemeral material and this may be destroyed on a routine basis.	In line with guidance in Acceptable use policy	Common practice	Full deletion
5.3	Social media platforms	Facebook	**School Business Officers**	School to determine and document here In line with good practice, any posts containing photographs of pupils should be removed within 1+ year of the pupil leaving the school.	End of academic yr	Common practice	Posts deleted

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
5.4	Website – pictures / news stories	School website	**School Business Officers** **Headteacher** **Teaching Staff**	School to determine and document here In line with good practice, any posts containing photographs of pupils should be removed within 1+ year of the pupil leaving the school.	End of academic yr	Common practice	Posts deleted
6. HR – Recruitment Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person 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. (KCSiE para 421).							
6.1	All records leading up to the appointment of a new Head Teacher	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Selected Governors**	Unsuccessful attempts - date of appointment + 6 months. Successful attempts - add to the staff personnel file and retain until the end of the appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years or information containing allegations	Date of appointment	Common practice. Right to work - Immigration, Asylum and Nationality Act 2006	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.			
6.2	All records leading up to the appointment of a new member of staff (successful candidate)	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher** **Teaching Staff**	This information should be added to the staff personnel file	Date of appointment	Common practice. Right to work - Immigration, Asylum and Nationality Act 2006	
6.3	All records leading up to the appointment of a new member of staff (unsuccessful candidate)	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher** **Teaching Staff**	Date of appointment + 6 months	Date of appointment	Common practice	Secure disposal
6.4	Pre-employment vetting information of successful candidates	Electronically on a secure network Paper copies kept in a	**School Business Officers**	Application forms, references and other documents – for the duration of their employment + 6 years. Note there is no requirement to	Date of receipt	Right to work - Immigration, Asylum and Nationality Act 2006. KCSiE	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		locked cabinet		keep a copy of DBS once the details have been entered into the Single Central Record. At the end of employment, information contained in the Single Central Record should be transferred to the personnel file. If a school or college decides to retain a copy of the DBS certificate or criminal information disclosed by the candidate, there should be a valid reason for doing so and it should not be kept for longer than 6 months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.			

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
6.5	Proofs of identity	Paper copies kept in a locked cabinet	**School Business Officers**	To be kept only as proof of right to work. Not kept for any other purpose. These documents should be added to the personal folder. Home Office requires that the documents are kept until termination of employment plus not less than 2 years.	Date of receipt	Right to work - Immigration, Asylum and Nationality Act 2006. KCSiE	Secure disposal
6.6	Pre-employment vetting information of successful candidates – for the purposes of ensuring staff are adequately qualified	Paper copies kept in a locked cabinet	**School Business Officers**	To be added to the member of staff's personal folder	Date of receipt	KCSiE	Secure disposal
7. HR – Operational Staff Management Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person 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. (KCSiE para 421)							
7.1	Staff Personnel File	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Termination of employment + 6 years	Date of appointment	Limitation Act 1980	Secure disposal
7.2	Timesheets	Paper copies kept in a	**School Business Manager**	Current year + 6 years	Date of appointment	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		locked cabinet					
7.3	Annual appraisal/assessment records	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher**	Current year + 6 years	End of calendar year that the record was created in	Common practice	Secure disposal
7.4	Sickness absence monitoring	Paper copies kept in a locked cabinet	**School Business Officers**	Sickness records are categorised as 'sensitive data'. There is a legal obligation under Statutory Sickness Pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records. Current practice recommends that sickness records should be held for the current year + 3 years.	Date of absence	Common practice & Statutory Sick Pay Act 1994	Secure disposal
7.5	Staff training records	Electronically on a secure network	**School Business Manager**	Keep on personnel file (see above).	Date of appointment	Common practice (unless	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Paper copies kept in a locked cabinet	**Headteacher**			dictated by a professional body)	
7.6	Annual leave records	N/A		6 years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year	End of relevant tax year	Common practice	Secure disposal
7.7	Working Time Regulations: · Opt out forms · Records of compliance with WTR	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	2 years from the date on which they were entered into 2 years after the relevant period	End of relevant tax year	Common practice	Secure disposal
7.8	Maternity/Adoption/Paternity Leave records	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Current year + 3 years	End of relevant tax year	Common practice	Secure disposal
7.9	Consents for the processing of personal and sensitive data (this will be rare as the majority of staff data is processed due to: - contract (UK GDPR A9 (1) (b) - public task (UK GDPR A9 (1) (e) - legal obligation (UK GDPR A9 (1) (c) Consent (UK GDPR A9 (1) (a) is only required where one of the above is not relevant.)	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	For as long as the data is being processed and up to 6 years afterwards	End of employment	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
7.10	Staff policy acknowledgement	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Life of the policy + 3 years	Implementation of the policy	Common practice (unless otherwise dictated e.g. KCSiE, H&SWA)	Secure disposal
7.11	Staff 'skeleton' record (which would include a brief record of name, job role, contract start and end dates (and any information that would be needed to be included in a reference)	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Permanent. These form part of the historical archives of the school.	Archive on closure of the school.	Common Practice.	Offer to the Local Authority Record Office
7.12	Register of business interests	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Date of appointment + 6 years	Date of appointment	Common practice	Secure disposal
7.13	Staff Accounts- Google/Microsoft	Electronically on a secure network	**IT**	date of staff exit + 30 days	Date of staff exit	Common Practice	Secure deletion

8. HR - Management of Disciplinary and Grievance Processes

Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person 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. (KCSiE para 421)

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
8.1	Allegation of a child protection nature, against a member of staff, including where the allegation is unfounded	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Selected Governors**	Until the person's normal retirement age or 10 years from the date of allegation, whichever is longer, then review. Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse NB – allegations that are found to be malicious should be removed from personnel files, from the date they are proven to be unfounded.	Date of referral	KCSiE and Working Together to Safeguard Children	Secure disposal
8.2	Disciplinary proceedings: Verbal warning	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Selected Governors**	Date of warning + 6 months	Date of warning	KCSiE	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
8.3	Disciplinary proceedings: Written warning (level 1)	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Selected Governors**	Date of warning + 6 months	Date of warning	KCSiE	Secure disposal
8.3	Disciplinary proceedings: Written warning (level 2)	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Selected Governors**	Date of warning + 12 months	Date of warning	KCSiE	Secure disposal
8.4	Disciplinary proceedings: Final Warning	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Selected Governors**	Date of warning + 18 months	Date of warning	KCSiE	Secure disposal
8.5	Warnings subsequently found to be based on an unfounded case (excluding child protection related warnings)	Electronically on a secure network Paper copies kept in a	**Headteacher** **Selected Governors**	If the incident is child protection related then see above; otherwise dispose following the conclusion of the case	Date of resolution	KCSiE	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		locked cabinet					
8.6	Low-level concerns	Electronically on a secure network Paper copies kept in a locked cabinet	Headteacher	School to determine and document here it is recommended that it is retained at least until the individual leaves their employment	Date of concern	KCSiE	Secure disposal
N.B. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct at a later date, and then defend themselves by denying they would undertake such an action, reference to the earlier proceedings may show that they should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that they had e.g. "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.							
9. HR – Payroll & Pensions							
9.1	Maternity Pay Records	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 3 years	End of the financial year in which the maternity pay period ends	Statutory Maternity Pay (General) Regulations 1986	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
9.2	Records held under Retirement Benefits Schemes - records of notifiable events, for example, relating to incapacity	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 6 years	End of the financial year	Retirement Benefits Schemes (Information Powers) Regulations 1995	Secure disposal
9.3	Batches, Bonus Sheets, Car Loans, Car Mileage Output, Insurance, Members Allowance Register, National Insurance (Schedule of payments), Part Time Fee claims, Payroll (gross/net, weekly or monthly), Payroll Reports, Payslips (copies), Pension Payroll, Superannuation adjustments and reports	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 6 years	End of the financial year	Taxes and Management Act 1970, Income and Corporation Taxes Act 1988	Secure disposal
9.4	Bonus sheets, Car Allowance claims, Overtime	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 3 years	End of the financial year	Taxes and Management Act 1970, Income and Corporation Taxes Act 1988	Secure disposal
9.5	Income Tax P60, Personal bank details. Tax Forms P6/P11/P11D/P35/P45/P46/P48	Electronically on a secure network Paper copies kept in a	**Headteacher** **School Business Officers**	Current year + 6 years	End of the financial year	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		locked cabinet					
9.6	Absence records, Sickness records, Staff returns, Time Sheets/Clock Cards/Flexitime	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 3 years	End of the financial year	Common practice	Secure disposal
9.7	Statutory Sick Pay	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 3 years	End of the financial year	Common practice	Secure disposal
10. Health and Safety							
10.1	Accessibility Plans	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers** **SENDCO** **Teaching Staff**	Current year + 6 years	End of the calendar year that the records was created in	Equality Act 2010 and The Limitation Act 1980	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
10.2	Health and Safety Policy Statements	Electronically on a secure network	**Headteacher** **School Business Officers**	Life of the policy + 3 years	Implementation of the policy	Common practice	Secure disposal
10.3	Health and Safety Risk Assessments	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Life of the assessment + 3 years	Implementation of the assessment	Common practice	Secure disposal
10.4	Adults: Accident reporting (reportable accidents - https://www.hse.gov.uk/riddor/reportable-incidents.htm) and https://www.hse.gov.uk/pubns/edis1.htm	Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Retain for 7 years	Date of incident	Common practice	Secure disposal
10.5	Children: Accident reporting (reportable accidents - https://www.hse.gov.uk/riddor/reportable-incidents.htm) and https://www.hse.gov.uk/pubns/edis1.htm	Paper copies kept in a secure location	**All staff**	Retain for 25 years	Date of birth	Common practice	Secure disposal
10.6	Minor incidents (non reportable in 10.4 & 10.5 above) accident book	Paper copies kept in a secure location	**All staff**	Retain for 3 years	End of academic year	Common practice and The Social Security	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
						(Claims and Payments Regulations 1979) Regulation 25	
10.7	Control of Substances Hazardous to Health (COSHH)	Paper copies kept in a locked cabinet	**Caretaker**	Current year + 40 years	Last action on file	The Control of Substances Hazardous to Health Regulations 2002	Secure disposal
10.8	Process of monitoring areas where employees/pupils are likely to come into contact with asbestos	Paper copies of map and register in a lockable cabinet	**Headteacher** **School Business Officers** **Caretaker**	Last action + 40 years	Last action on file	The Control of Asbestos at Work Health Regulations 2012	Secure disposal
10.9	Process of monitoring areas where employees/pupils are likely to come into contact with radiation	Paper copies of map and register in a lockable cabinet	**Headteacher** **School Business Officers** **Caretaker**	Last action + 50 years	Last action on file	The Ionising Radiations Regulation 2017	Secure disposal
10.10	Fire Precautions log books	Paper copies kept in a locked cabinet	**Headteacher**	Current year + 3 years	End of calendar year	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
			School Business Officers **Caretaker**				
10.11	Fire Assessments	Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers** **Caretaker**	Life of the risk assessment + 6 years	End of calendar year	Fire Service Order 2005 and The Limitation Act 1980	Secure disposal
10.12	Restrictive Intervention / Use of Force / Seclusion – Institutional Incident Log	Kept in the Headteacher's office	**Headteacher**	Retain for 25 years	Date of incident	IRMS April 2026 Guidance (analogy with accident records involving children)	Secure Disposal
11. Financial Management – Risk & Insurance, Asset Management							
11.1	Employer's Liability Insurance Certificate	Paper copies kept in a locked cabinet	**School Business Officers**	Date of closure + 40 years	Closure of school	Common practice	Offer to Local Record Office

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
11.2	Inventories of furniture and equipment	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Current year + 6 years	End of calendar year	Common practice	Secure disposal
11.3	Burglary, theft and vandalism report forms	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 6 years	End of calendar year	Common practice	Secure disposal
11.4	Records relating to school/trust vehicles (records that are not required anywhere else e.g. health and safety, litigation etc)	N/A		6 years from the disposal of the vehicle	End of calendar year	The Limitation Act 1980	Secure disposal
12. Financial Management – Accounts and Statements including Budget Management							
12.1	Annual accounts	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 6 years	End of financial year	Common practice	Offer to Local Record Office

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
12.2	Loans and grants managed by the school/trust	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Date of last payment on the loan + 12 years then review	End of financial year	Standard financial regulations	Secure disposal
12.3	Student Grant applications	N/A		Current year + 3 years	End of financial year	Standard financial regulations	Secure disposal
12.4	All records relating to the creation and managements of budgets, including the Annual Budget statement, and background papers	Electronically on a secure network Paper copies kept in a locked cabinet Secure area of the school website	**Headteacher** **School Business Officers** **Governors**	Current financial year + 3 years	End of financial year	Common practice	Secure disposal
12.5	Invoices, receipts, order books and requisitions, delivery notices, VAT records	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Current financial year + 6 years	End of financial year	Standard financial regulations and Record Keeping (VAT Notice 700/21)	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
12.6	Records relating to the collection and banking of monies	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Current financial year + 6 years	End of financial year	Standard financial regulations	Secure disposal
12.7	Records relating to the identification and collection of debt	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Current financial year + 6 years	End of financial year	Standard financial regulations and The Limitation Act 1980	Secure disposal
12.8	Pupil Premium Fund records, including evidence of successful FSM eligibility checks	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Date pupil leaves the provision + 6 years	End of financial year	Common practice	Secure disposal
12.9	Student bursary application records, including application forms and household income evidence	N/A		The school must retain hard or scanned copies of documentation to support eligibility, and the funding claimed for 6 years	Data of application	16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				(records can be kept electronically). This includes the application form, the household income evidence for the discretionary bursary and evidence of actual financial need.			
13. Financial Management – Contract Management							
13.1	All records relating to the management of contracts under seal	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Current year + 12 years	End of contract	The Limitation Act 1980	Secure disposal
13.2	All records relating to the management of contracts under signature	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Current year + 6 years	End of contract	The Limitation Act 1980	Secure disposal
13.3	Records relating to the monitoring of contracts	Electronically on a secure network	**School Business Manager**	Current year + 6 or 12 years	End of calendar year	The Limitation Act 1980	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Paper copies kept in a locked cabinet	**Headteacher**				
14. Financial Management – School Fund [where one exists, or has done in the previous 7yrs]							
14.1	School Fund: • cheque books and paying in books • ledger • invoices • receipts • bank statements • journey books	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Current year + 6 years	End of use	Financial Services Act 2012, HMRC regulations Companies Act 2006	Secure disposal
15. Financial Management – School Meals							
15.1	Free School Meals Register, including evidence of successful FSM eligibility checks	[MIS] Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	Date pupil leaves the provision + 6 years	End of financial year	Common practice	Secure disposal
15.2	School Meals Register	[MIS] Electronically on a secure network	**Schools Business Manager**	Current year + 3 years	End of calendar year	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Paper copies kept in a locked cabinet					
15.3	School Meals Summary Sheets	[MIS] Electronically on a secure network Paper copies kept in a locked cabinet	**Schools Business Manager**	Current year + 3 years	End of calendar year	Common practice	Secure disposal
15.4	Data for the purposes of the DfE breakfast club provision	[MIS] Electronically on a secure network	**Schools Business Manager**	Current year + 7 years	End of the Academic year	Breakfast clubs early adopters: conditions of grant for the 2024 to 2025 academic year, beginning from 22 April 2025 - GOV.UK	Secure Disposal
16. Property Management							
16.1	Title deeds of properties belonging to the school/trust	Paper copies kept in a	**School Business Manager**	Permanent. These should follow the property unless the	Archive upon closure	Common practice	Offer to Local Authority Record Office

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		locked cabinet	**Headteacher**	property has been registered with the Land Registry			
16.2	All records relating to the maintenance carried out by contractors	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher** **Caretaker**	Current financial year + 6 years Records relating to rewiring, major alterations etc should be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.	End of financial year that the record was created in	Common practice and Record Keeping (VAT Notice 700/21)	Secure disposal
16.3	All records relating to the maintenance carried out by school employees, including maintenance log book	Electronically on a secure network Paper copies kept in a locked cabinet	**Caretaker**	Current calendar year + 6 years Records relating to rewiring, major alterations etc should be retained in the health and safety file whilst the building belongs to the school/trust and must be passed onto any new owners if the building is leased or sold.	End of calendar year that the record was created in	Common practice and Record Keeping (VAT Notice 700/21)	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
16.4	Plans of property belonging to the school/trust	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher**	These should be retained whilst the building belongs to the school/trust and should be passed onto any new owners, if the building is leased or sold.	Transfer of asset	Common practice	Offer to Local Authority Record Office
16.5	Leases of property leased by, or to, the school/trust	N/A		Expiry of lease + 6 years	Commencement of lease	Common practice	Secure disposal
16.6	Records relating to the letting of school/trust premises	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Current financial year + 6 years	End of financial year that the record was created in	Common practice	Secure disposal
17. Pupil Education Record (see s3 Education Record (Pupil Information) Regulations 2005). Much of this information is stored in electronic form on the school's Management Information System Arbor. This includes Special Educational Needs (SEN) records, such as Individual Education Plans, Education Health Care Plans (EHCPs) and all other SEN files.							
17.1	Primary	[MIS] Arbor	**School Business Officers**	Retain whilst the child remains at the primary school. Records may be kept on the MIS in an archive or 'former roll' area) after a	Date pupil changes school	Education (Pupil Information) (England) Regulations 2005	The file must follow the pupil when they leave the nursery/primary school (see 7. Transfer of

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				pupil has left the school – see 7. Transfer of Records to other Settings & 'Last Known School' and 8. Management Information System (MIS)			Records to other Settings & 'Last Known School'. This includes any exclusion documentation. In certain circumstances, the school may retain a copy of the documentation for an additional year where necessary to defend potential legal claims, judicial review, or related proceedings. If pupil does not attend a secondary school, or the child dies, then records should be retained as

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
							per 17.2 below).
17.2	Secondary (or where the school is the 'last known school')	[MIS] N/A		Date of birth of the pupil + 25 years	Pupil's date of birth	Education (Pupil Information) (England) Regulations 2005 and The Limitation Act 1980	Secure disposal
17.3	Examination Results - Pupil Copies Public	[MIS] Arbor	**School Business Officers** **Headteacher**	This information should be added to the pupil file and any certificates should be safely handed over to pupils.	Date of examination	Common practice	Contact the relevant exam board to obtain instructions regarding whether uncollected certificates to be returned to the examination board or destroyed after reasonable attempts to contact the pupil have failed.
17.4	Examination Results - Pupil Copies Internal	[MIS] Arbor	**School Business Manager**	This information should be added to the pupil file	Date of examination	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Paper copies kept in a locked cabinet	**Headteacher**				
17.5	Pupil 'skeleton' record (which may include a brief record of pupil names, date of admission, date of departure and destination (if known))	[MIS] Arbor	**School Business Officers** **Headteacher**	May be kept in perpetuity as these form part of the historical archives.	Archive on closure of the school/trust.	Common Practice.	Offer to the Local Authority Record Office
18. Child Protection (CP) / Safeguarding Records							
18.1	Child Protection Information – Primary (or where the school is not the 'last known school')	MY CONCERN	**Different levels of access for DSL's Teaching & Non-teaching staff**	CP files must be transferred to the new school/establishment as soon as possible (5 days), to maintain continuity. Ensure secure transit, and a confirmation of receipt should be obtained. The CP file should be transferred separately from the main pupil file. Where a pupil moves from a secondary	Date pupil changes school (Where a child is removed from the roll to be educated at home/missing from education, see below)	KCSiE & Annex C	Transferred to new or Secondary school. Duplicates should be securely disposed of.

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				school to a college, a copy of the child protection information should be transferred. All other records should remain with the last known school in line with the retention policy- 17.2. Please add a note here if you use a safeguarding platform and you intend to retain a copy of the log once the child has left for secondary			
18.2	Child Protection (CP) Information – Secondary (or where the school is the 'last known school')	N/A		Where a pupil moves between secondary schools or to a college – treat as nursery/primary above. Otherwise, retain for 25 years from the child's date of birth, then review. Information relating to child sexual abuse	Pupil's date of birth (Where a child is removed from the roll to be educated at home/missing from education, see below)	KCSiE & Annex C Common Practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.			
18.3	Child Protection (CP) Information – Children Missing from Education, Traveller, Roma, or Gypsy and, therefore, removed from roll and child deaths.	MY CONCERN Paper records kept in a locked cabinet	**School Business Officers** **Headteacher**	Retain for 25 years from the child's date of birth, then review. Information relating to child sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	Date removed from roll	Common Practice (there is guidance in KCSiE, but not as to retention period)	Transfer to LA Coordinator for Missing Children and Secure disposal
18.4	Child Protection (CP) Information – Child is removed from the roll and is Elective Home Educated	MY CONCERN Paper records kept in a locked cabinet	**School Business Officers** **Headteacher**	Retain for 25 years from the child's date of birth, then review. Information relating to child sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	Date removed from roll	Common Practice (there is guidance in KCSiE, but not as to retention period)	Transfer to LA Elective Home Education Coordinator and Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
18.5	Filtering & Monitoring Logs. Where these indicate a child protection/safeguarding concern, the log should be added to the pupil CP Information and retained in line with the periods in 18.1-18.4.	MY CONCERN	**Different levels of access for DSL's Teaching & Non-teaching staff**	[*complete this by checking with provider* e.g. Retained on [provider dash board] for up to 18months. We should request deletion of erroneous logs as soon as is practically possible.]	Date of log	Common Practice	Deletion
18.6	Records covered by a Data Preservation Notice (DPN)	MY CONCERN	**Headteacher, DSL's**	Preserve until the DPN is formally withdrawn or replaced with a Coroner Information Notice or other lawful instruction	Receipt of a formal DPN from Ofcom or another authorised body	Online Safety Act 2023, Ofcom Online Safety Information Powers Guidance (Dec 2025)	Reviewed and then either: returned to their normal retention schedule or securely disposed of if their scheduled retention period has already expired.
19. Attendance							
19.1	Attendance Registers	[MIS] Arbor	**School Business Manager**	Every entry in the School admission and attendance register is	Last entry in register	The School Attendance (Pupil	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
			Headteacher	to be preserved for 6 years beginning with the day on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.		Registration) (England) Regulations 2024 Regulations 5, 7	
19.2	Correspondence relating to authorized absence	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Date of absence + 2 years	Date of absence	DfE School attendance Guidance for maintained schools, academies, independent schools and local authorities May 2022	Secure disposal
19.3	Correspondence relating to unauthorized absence	Electronically on a secure network Paper copies kept in a locked cabinet	**School Business Officers**	Date of absence + 3 years	Date of absence	Section 23 of the Anti-Social Behaviour Act 2003	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
20. Curriculum Management							
20.1	Curriculum returns	Paper copies kept in a locked cabinet	**Headteacher** **Teaching Staff**	Current year + 3 years	End of the calendar year that the record was created in	Common practice	Secure disposal
20.2	Curriculum development	Paper copies kept in a locked cabinet	**Headteacher** **Teaching Staff**	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Offer to the Local Authority Record Office
20.3	Examination Results (School's copy)	Paper copies kept in a locked cabinet	**School Business Officers** **Headteacher** **Teaching Staff**	Current year + 6 years	Date of examination	Common practice	Secure disposal
20.4	SATs Results	Electronically on a secure network	**School Business Officers** **Headteacher** **Teaching Staff**	The SATS result should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the ages of 25 years. The school/trust may wish to keep a composite record of all the whole year SATS results. These could be kept for the	Date that results are released	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				current year + 6 years to allow suitable comparison			
20.5	SATs Examination papers	Paper copies kept in a locked cabinet	**Headteacher**	The examination papers should be kept until any appeals/validation process is complete	Date of examination	Common practice	Secure disposal
20.6	Published Admission Number (PAN) Reports	Electronically on a secure network	**School Business Officers** **Headteacher** **Teaching Staff**	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Secure disposal
20.7	Value Added and Contextual Data	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher**	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Secure disposal
20.8	Self-Evaluation Forms	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher**	Current year + 6 years	Date of completion	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
20.9	Internal Moderation	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Teaching staff**	Academic year + 1 academic year	Date of commencement	Common practice	Secure disposal
20.10	External Moderation	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **Teaching staff**	Until superseded	Date of commencement	Common practice	Secure disposal
21. Implementation of Curriculum							
21.1	Schemes of Work	Electronically on a secure network Paper copies kept in a locked cabinet	**All staff**	Current year + 1 year	End of the academic year that the record was created in	Common practice	Review these records at the end of each year and allocate a further retention period or secure disposal
21.2	Timetable	Electronically on a secure network	**All staff**	Current year + 1 year	End of the academic year	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Paper copies kept in a locked cabinet			that the record was created in		
21.3	Class Record books, mark books, homework records (eg teacher spreadsheets etc)	Books are located in classrooms	**All staff**	Current year + 1 year	End of the academic year that the record was created in	Common practice	Secure disposal
21.4	Pupil work	Electronically on a secure network Paper copies kept in a locked cabinet	**All staff**	Where possible, pupils' work should be returned to the pupil at the end of the academic year. If this is not, currently policy then it should be retained for the current year +1	End of the academic year that the record was created in	Common practice	Secure disposal
21.5	Online learning platforms	Electronically on a secure network	Teacher responsible for each platform	As above. Work should be cleared from platforms at the end of the following academic year	End of the academic year that the record was created in	Common practice	Secure disposal
21.6	Teacher diaries & Notebooks	Paper records are the responsibility of the staff member	**All staff**	Contents should be transferred to appropriate record keeping (eg staff file, pupil record, MIS safeguarding / behaviour log) as soon as possible.	Expiration of diary. Completion of notebook	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
				Destroyed within 3 months.			
22. Extra Curriculum Management							
22.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom (Primary schools) where there has not been a Major Incident (Records created might include risk assessments)	Evolve Electronically on a secure network	**School Business Officers** **Headteacher**	Date of visit + 14 years	Date of visit	The Health and Safety at Work Act 1974	Secure disposal
22.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom (Secondary schools) where there has not been a Major Incident	N/A		Date of visit + 10 years	Date of visit	The Health and Safety at Work Act 1974	Secure disposal
22.3	Parental consent forms for school trips where there has been no Major Incident	Electronically on a secure network Paper copies of consents for visits & sporting events shredded after event	**School Business Officers** **Headteacher** **Teaching staff**	No retention is required		Common practice	Secure disposal
22.4	Records created by schools to obtain approval for to run an Educational Visit outside the Classroom, **where there has been a Major Incident** (Records created might include risk assessments)	Evolve Electronically on a secure network	**School Business Officers** **Headteacher**	Retain for 25 years from the date of birth of the pupil/s involved in the incident	Pupil's DOB	The Limitation Act 1980	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
			Teaching staff				
22.5	Parental consent forms for school trips, **where there has been a Major Incident**	Electronically on a secure network Paper copies of consents for visits & sporting events shredded after event	**School Business Officers** **Headteacher** **Teaching staff**	Retain for 25 years from the date of birth of the pupil/s involved in the incident. 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	Pupil's DOB	The Limitation Act 1980	Secure disposal
23. Family Liaison / Early Help / Alternative Provision							
23.1	Day books	Paper copies kept in classrooms	**All staff**	Current year + 2 years then review	End of the calendar year that the record was created in	Common practice	Secure disposal
23.2	Reports for outside agencies – where the report has been included on the agency case file	MY CONCERN Electronically on a secure network & uploaded onto MY CONCERN	**DSL's** **Family Support Worker**	Whilst the child is attending school and then destroy	Date of completion of report	Common practice	Secure disposal

23.3	Referral forms	MY CONCERN	**Headteacher** **Teaching staff**	While the referral is current	Date of completion of form	Common practice	Secure disposal

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
		Electronically on a secure network & uploaded onto MY CONCERN	**Family Support Worker**				
23.5	Contact data sheets and database entries	N/A	**Headteacher** **Teaching staff** **Family Support Worker**	Current year then review – if contact is no longer active then destroy	End of the calendar year that the record was created in	Common practice	Secure disposal
23.6	Group registers	N/A		Current year + 2 years	Last entry in register	Common practice	Secure disposal
24. Local Authority							
24.1	Secondary Transfer sheets	Electronically on a secure network	**Year 6 Teacher** **School Business Officers**	Current year + 2 years	Year of transfer	Common practice	Secure disposal

24.2	Attendance Returns	Electronically on a secure network	**Headteacher** **School Business Manager**	Current year + 1 year	End of the calendar year that the record was created in	Common practice	Secure disposal
24.3	School Census Returns	Electronically on a secure network	**School Business Manager**	Current year + 5 years	Completion of return	Common practice	Secure disposal

Reference	**File description**	**Format / How / Where this file is held**	**Responsible Role**	**Retention**			
				Period	**Trigger**	**Basis**	**Action at end of use**
		Paper copies kept in a locked cabinet					
24.4	Circulars and other information sent from the Local Authority	Electronically on a secure network	**All staff**	Operational use	Date of issue	Common practice	Secure disposal
25. Central Government							

25.1	OFSTED reports and papers	Electronically on a secure network Paper copies kept in a locked cabinet School website	**Headteacher** **School Business Officers**	Retain whilst current	Date new report is issued	Common practice	Offer to Local Authority Record Office
25.2	Returns made to central government, including Schools financial value standard (SFVS) and assurance statement	Electronically on a secure network Paper copies kept in a locked cabinet School website	**Headteacher** **School Business Officers**	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Secure disposal
25.3	Circulars and other information sent from central government	Electronically on a secure network	**All staff**	Operational use	Date of issue	Common practice	Secure disposal
26. Parent / Alumni Associations							

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use

26.1	Records relating to the creation and management of PTA and Old Pupil Associations	Electronically on a secure network Paper copies kept in a locked cabinet	**Headteacher** **School Business Officers**	Current year + 6 years	Date of foundation	Common practice	Offer to the Local Authority Record Office
27. Recordings (meetings, calls, online lessons) – please adapt this section to suit ensuring it is consistent with the Acceptable Use policy							
27.1	Incoming & Outgoing calls					Common practice	
27.2	Meetings					Common practice	
27.3	Online lessons					Common practice	
27.4	Staff training					Common practice	

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
28. Pupil Work Experience / Placement Records (Secondary schools)							
28.1	Records created in relation of offsite pupil work experience where there has not been a Major Incident	N/A		Date of placement + 10 years	Date of placement	The Health and Safety at Work Act 1974	Secure disposal
28.2	Records created in relation of offsite pupil work experience **where there has been a Major Incident**	N/A		Retain for 25 years from the date of birth of the pupil/s involved in the incident	Pupil's DOB	The Limitation Act 1980	Secure disposal
29. Administration of Medication							
29.1	Non-prescription medicines and remedies inc painkillers, or very commonly prescribed drugs such as antibiotics or asthma inhalers	Paper copies kept in classrooms	**All staff**	Current year + 1 year	Date of administration	Limitation Act 1980	Secure disposal
29.2	All other administration of medication not covered by 30.1 including, but not limited to: peg feeding, injections, treatments for serious conditions such as diabetes, ADHD or depression	Paper copies kept in classrooms	**All staff**	Date of birth of the pupil + 25 years	Date of administration	Limitation Act 1980	Secure disposal

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Appendix A – List of School / Trust Records and Data safely destroyed

Specimen Checklist for Annual Review of School/ Trust Records and Safe Data Destruction

The following is an example of how to create a destruction record – this could be a spreadsheet.

Reference Number	File/Record Title	Description	Reference or Cataloguing Information	Number of Files Destroyed	Method of Destruction	Confirm; (i) Safely Destroyed (ii) In accordance with Data Retention Guidelines Yes/No	Name of Authorising Officer
1.	School invoices	Copies of purchase invoices dated 2011/12	Folders marked 'Purchase Invoices 2011/13' 1-3	3 Folders	Cross shredded	Yes	J Smith (Head)

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