

BDMAT

RETENTION POLICY



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Introduction & Purpose

Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.

The retention policy sets out the minimum periods of retention of personal data and information BDMAT hold and process. The retention periods are based on business needs and legal requirements.

Some of the retention periods are governed by statute, and the policy specifically states the relevant statutory provision where applicable. When the law is silent, retention periods outlined below are recommended as best practice.

Members of staff are expected to adhere to the retention policy schedule and to take account of the different retention periods. The retention policy refers to all information, regardless of the media in which they are stored.

Data Protection

This policy sets out how long pupil data, employment related data and financial data will normally be held before it is either destroyed, archived or transferred to other storage media in compliance with the terms of the General Data Protection Regulation (GDPR) and the Freedom of Information Act 2000.

This policy has used the DfE Data Protection Toolkit for Schools August 2018 and the Retention Guidelines for Schools (RGS) 2019 as prescribed by the Information Records Management Society of Great Britain. The RGS outlines recommended retention periods for a diverse class of records created by schools during their operations.

Following the guidelines set out in this policy ensures we are compliant with the Data Protection Act 1998 and the Freedom of Information Act 2000

Retention Schedule

Information (hard copy or electronic) will be retained for at least the period specified in the attached retention schedule.

What to do with records once they have reached the end of their administrative life:

1. Destruction of Records

Where records have been identified for destruction, they should be disposed of in an appropriate way. All information should be reviewed prior to destruction to identify whether special factors mean that destruction should be delayed e.g. potential litigation, grievances. All records containing personal information should either be shredded or collected using an agreed confidential waste disposal company. The school should maintain a destruction record (example contained in Appendix 1). The destruction record should include; File reference, File title/description, Number of files, Name of Authorising Officer, Date destroyed or deleted from system, Person who undertook destruction.

2. Transfer of records to the Archives.

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer them to an appropriate archive facility. The school should maintain an Archive record which should include as a minimum; File reference, File title/description, Number of files, Name of Authorising Officer, Date archived.

Transfer of information to other media

Where lengthy retention periods have been allocated to records, consideration should be given to converting paper records to digital media or virtual storage centres e.g. Cloud based storage. The lifespan of the media used and ability to migrate data where necessary should be considered before paper copies of data are permanently destroyed.

Pupil Records (including transfer of pupil data/information to another school)

Pupil's educational records should be retained whilst the child remains in the school. Once a pupil leaves the school the data/files should be sent to their next school and full responsibility for retention moves to that school.

Nursery - Transfer to Primary school or in year to new nursery provision or retain until pupil reaches 25 years of age for pupils missing in education or moved abroad.

Primary - Transfer to Secondary school or in year to new primary school or retain until pupil reaches 25 years of age for pupils missing in education or moved abroad.

Secondary – In year to new secondary school or retain until pupil reaches 25 years of age.

Authorising Officer

The destruction of records should only be authorised by Headteacher, a member of the Executive Team, of BDMAT central team Heads of Department.



Retention Schedule

Contents

For ease of use the list of documents has been broken down into sections, where possible this has been split between schools and central team, however in some cases documents will be stored in a variety of places. Whilst the list is intended to be as comprehensive as possible it is not practical to list every possible document within a policy such as this, staff are encouraged to operate within the guidelines of the policy where documents are not specifically listed. Where significant doubt exists questions should be directed to the Head of School Support.

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Retention Schedule – Administration (Operational)

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
All	General files that do not fit another category	Possibly	Best Practice	Current + 5 years then review	Secure disposal / disposal as necessary
	Visitor Books and signing in sheets	Yes	Best Practice	Current + 2 years then review	Secure disposal
School	Newsletters and circulars to staff, parents and pupils	No	Best Practice	Current + 1 year then review	Disposal
	School brochure/prospectus	No	Best Practice	Current academic year plus 3 years	Disposal
	School Privacy notices	No	Best Practice	Until superseded plus 6 years	Disposal
	PTA records	No	Financial Regulations	Current + 6 years then review	Secure disposal
	School Meals Register	Yes	Best Practice	Current + 3 years	Secure disposal
	School Meal Summary Sheet	No	Best Practice	Current + 3 years	Secure disposal
	Pupil Attendance registers	Yes	Best Practice	Date of register + 3 years	Secure disposal
	Educational visits – financial records	Yes	Financial Regulations	Current + 6 years	Secure disposal

Retention Schedule – Admissions

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
School	Records relating to creation and implementation of Admission policy	No	Schools Admission Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 Schools Admissions (Appeals) Regulations 2012	Life of policy + 3 years	Secure disposal
	Admissions – if successful	Yes		Admission + 1 year	Secure disposal
	Unsuccessful admission (Appeals)	Yes		Resolution + 1 year	Secure disposal
	Proof of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	Secure disposal
	Admissions - secondary schools - casual	Yes	School Policy	Current year + 1 year	Secure disposal
	Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process for successful admissions	Yes	Best Practice	This information should be transferred to the pupil file	Follow Pupil Records (above)
	Supplementary information form for unsuccessful admissions	Yes	Schools Admissions (Appeals) Regulations 2012	Until appeals process is completed	Secure disposal
	Admission Registers	Yes	Schools Admission Code Statutory Guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014 Schools Admissions (Appeals) Regulations 2012	Entry + 3 years	Secure disposal /Archive

Retention Schedule – CCTV

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
All	CCTV footage/recordings	Yes	BDMAT Policy	Date created + 14 days	Automatic deletion
	CCTV footage (recorded copies)	Yes	BDMAT Policy	Closure of investigation + 2 years	Secure disposal/deletion
	Requests for footage	Yes	BDMAT Policy	Date of last action + 2 years	Secure disposal/deletion

Retention Schedule – Consent

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
School	Consent form to use images	Yes	Best Practice	Hold whilst consent form is current. If planning to use images after pupil has left school, gain written consent for this.	Secure disposal
	Consent forms to administer medication	Yes	Best Practice	Date pupil leaves school + 1 year	Secure disposal

Retention Schedule – Curriculum

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
School	School development plan	No	Best Practice	Current + 6 years	Disposal
	Curriculum returns	No	Best Practice	Current + 3 years	Secure disposal
	Schemes of Work	No	Best Practice	Current + 1 year (It may be appropriate to review these records at the end of the year and allocate a new retention period)	Secure disposal
	Timetables	No			
	Class record books	Yes/No			
	Mark books	Yes/No			
	Homework records	No			
	Pupils' work	Yes			
	PAN reports	Yes	Best Practice	Current + 6 years	Secure disposal
	Value added and contextual data	Yes	Best Practice	Current + 6 years	Secure disposal
	Self evaluation forms	Yes	Best Practice	Current + 6 years	Secure disposal
	Internal Moderation	Yes	Best Practice	Current + 1 year (It may be appropriate to review these records at the end of the year and allocate a new retention period)	Secure disposal
	External Moderation	Yes	Best Practice	Until superseded	Secure disposal

Retention Schedule – DfE, LEA and Government

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
School	Attendance returns	Yes	Best Practice	Current + 1 year	Secure disposal
	Secondary transfer sheets (primary)	Yes	Best Practice	Current + 2 years	Secure disposal
	School Census Returns	Yes	Best Practice	Current + 3 years	Secure disposal
	Workforce Census Returns	Yes	Best Practice	Current + 3 years	Secure disposal
All	Circulars from DfE or LEA	No	Best Practice	Whilst required operationally, then review to see if further retention is required	Disposal
	HMI reports	No	Best Practice	These do not need to be kept any longer	Secure disposal
	OFSTED reports	No	Best Practice	Replace former report with new inspection report	Review then Secure disposal /Archive
	Returns to central government	No	Best Practice	Current + 6 years	Secure disposal

Retention Schedule – Educational Visits

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
School	Records created to obtain approval to run an Educational Visit outside the classroom- PRIMARY	No	3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years	Secure disposal
	Records created to obtain approval to run an Educational Visit outside the classroom- SECONDARY	No	3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Current + 10 years	Secure disposal
	Parental consent for school trips where there has been NO MAJOR INCIDENT	Yes	Best Practice	Conclusion of the trip	Secure disposal
	Parental consent for school trips where there has been A MAJOR INCIDENT	Yes	RIDDOR, OEAP Limitation Act 1980	All permission for ALL children that attended DOB of child/children involved + 25 years	Secure disposal

Retention Schedule – Finance

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
Central	Annual Accounts	No	Financial Regulations	Current year + 6 years	Disposal
	Loans and Grants	No	Financial Regulations	Date of last payment on loan + 12 years	Secure disposal
	Contracts management monitoring records	No	Limitations Act	Current year + 2 years	Secure disposal
	Contracts Under seal	No	Limitations Act	Contract completion date + 12 years	Secure disposal
All	Contracts Under signature	No	Limitations Act	Contract completion date + 6 years	Secure disposal
	Service Level Agreements	No	Financial Regulations	Until superseded	Secure disposal
	Copy orders	No	Financial Regulations	Current year + 2 years	Disposal
	Budget reports/monitoring reports	No	Best Practice	Current + 3 years	Secure disposal
	Invoices, receipts and other finance records	No	Financial Regulations	Current + 6 years	Secure disposal / disposal as appropriate
	Annual Budgets and background paperwork	No	Best Practice	Current + 6 years	Secure disposal
	Order books and requisitions	No	Financial Regulations	Current + 6 years	Secure disposal
	Delivery notes	No	Financial Regulations	Current + 6 years	Disposal
	Debtor records	No	Limitations Act	Current + 6 years	Secure disposal
	Petty cash books	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund cheque books	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund paying in books	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund Ledger	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund invoices	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund Receipts	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund Bank statements	No	Financial Regulations	Current + 6 years	Secure disposal
	School Fund – school journey books	No	Financial Regulations	Current + 6 years	Secure disposal
Student grant applications	No	Best Practice	Current + 6 years	Secure disposal	
S	Free school meal registers	No	Financial Regulations	Current + 6 years	Secure disposal
	Pupil Premium Fund records	Yes	Financial Regulations	Date pupil leaves establishment + 6 years	Secure disposal

Retention Schedule – Health and Safety

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
S	Accessibility Plans	Yes	Disability Discrimination Act	Current year + 6 years	Disposal
All	Health and safety Risk Assessments	No	Best Practice	Current year + 3 years	Disposal
	Health and safety Policy statements	No	Best Practice	Date of expiry + 3 years	Disposal
	Any record relating to any reportable death, injury, disease or dangerous occurrence	Yes	Best Practice	Date of incident + 3 years. If related to Child Protection, they should be maintained for 24 years	Review at end of this period, in the case of serious injury leading to further action.
	Records relating to accident/injury at work (staff)	Yes	Best Practice	Date of incident +12 years	
	Accident reporting (other adults)	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of incident + 7 years	Secure disposal
	Accident reporting (children)	Yes		DOB + 25 years	Secure disposal
	Accident book	Yes		3 years from last entry. Completed pages must be kept secure with restricted access (DPA 2018 & GDPR)	Secure disposal
	COSHH	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulations 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current + 40 years. Where appropriate an additional retention period may be allocated.	Disposal
	Incident reports	Yes		Current + 20 years	Secure disposal
	Process of monitoring areas where employees and persons are likely to have come in to contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have come in to contact with radiation	No	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11. As amended by SI 2018 No 390 Personal Protective	2 years from the date on which examination was made and records to include the condition of the equipment at the time of the examination.	Secure disposal	

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
			Equipment (Enforcement) Regulations 2018	A copy to be maintained until person affected would have reached 75 years of age, but last action + 30 years minimum	
	Fire precautions logbook	No	Best Practice	Current + 6 years	Secure disposal

Retention Schedule – HR

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	Job applications and interview notes and recruitment records of unsuccessful candidates	Yes	Limitation Act 1980 (Section 2)	Six months after notifying unsuccessful candidates.	Secure disposal
	Job applications and interview notes and recruitment records of successful candidates	Yes	Limitation Act 1980 (Section 2)	Add to staff personnel file, retain for 6 years after employment ceases	Secure disposal
	Written particulars of employment, contracts of employment and changes to terms and conditions	Yes	Limitation Act 1980 (Section 2)	Add to staff personnel file, retain for 6 years after employment ceases	Secure disposal
	Right to work	Yes	Home Office Guidance	Add to staff personnel file, retain for 2 years after employment ceases.	Secure disposal
	Identification documents	Yes	Limitation Act 1980 (Section 2)	Add to staff personnel file, retain for 6 years after employment ceases	Secure disposal
	Immigration checks	Yes	Home Office Guidance and KCSIE	6 years after termination of employment	Secure disposal
	DBS checks and disclosure of criminal records forms	Yes	DBS guidance 2014 KCSIE	'Snapshot' to be retained in staff personnel file. Retain for 6 years after termination of employment.	Secure disposal
All	Staff personnel files	Yes	Limitation Act 1980 (Section 2)	While employment continues and 6 years after employment ceases	Secure disposal

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
			<p>Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 KCSIE</p>	<p>This should be kept under review. If IICSA investigation in place needs to remain in place until enquiries are completed.</p>	
	Disciplinary Proceedings	Yes	Where the warning relates to child protection issues see below	For non-child protection related disciplinary matters remove records from personnel file after retention period indicated in specific sections below as no longer active but maintain record in separate file for 6 years after employment ceases.	Secure disposal
	Allegations of a child protection nature against a member of staff including where the allegation is unfounded	Yes	<p>Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 KCSIE IICSA guidance 2015</p>	<p>10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. If IICSA investigation in place needs to remain in place until enquiries are completed.</p> <p>Records should be maintained in a separate file NOT on personnel files</p>	Secure disposal

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	Case not found		See above	If child protection – see above, otherwise destroy at conclusion of case.	Secure disposal
	Oral Warning, Aide Memoire and Written Warning – Level 1	Yes	ACAS Code of Practice.	Date of warning + 6 months	Remove from personnel file as no longer active but maintain a record in separate file for 6 years after employment ceases. Then secure disposal
	Written warning – Level 2	Yes	ACAS Code of Practice	Date of warning + 12 months	
	Final warning	Yes	ACAS Code of Practice	Date of warning + 18 months	
	Annual Leave records	No	Best Practice	6 years after the end of the Tax Year they relate to	Secure disposal
	Annual Appraisal and assessment records	Yes	Best Practice	Current + 5 years	Secure disposal
	Redundancy records	Yes	Best Practice	Date of redundancy + 6 years	Secure disposal
	Sickness absence monitoring	Yes	Best Practice	3 years after the end of the Tax Year they relate to	Secure disposal

Retention Schedule – Insurance

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
Central	Employers Liability Insurance	No	Best Practice	Closure of school plus 40 years (Maybe kept electronically)	Disposal. To be passed to Local Authority if the school closes.
	Indemnity Insurance	No	Best Practice	Closure of school plus 40 years (Maybe kept electronically)	Disposal. To be passed to Local Authority if the school closes.

Retention Schedule – ICT

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
Central	Finance data on Hoge	Yes	Best Practice	Current + 6 years	Secure deletion of data
	Finance Data on Access	Yes	Best Practice	Current + 6 years	Secure deletion of data
	Backup drives for servers	Yes	Best Practice	Daily backups – 30 days Weekly backups – 3 months Month backups – 12 months	Automatic deletion
	MIS System – Primary School – Pupil records	Yes	Best Practice	The minimum retention period in this policy is the greater of: a) 6 years after the pupil's leaving date from the school; or b) If relating to a child, the 24 th birthday of the child; c) If relating to more than one child, the 24 th birthday of the youngest child.	Automatically flagged for deletion by Arbor for staff to make informed decision before secure deletion
	MIS System – Secondary School – Pupil records	Yes	Best Practice		
	MIS System – Staff records	Yes	Best Practice	6 years after the employee's leaving date from the institution	
School	Messaging service to parents	Yes	Best Practice	Life of contract	Secure deletion of data
	School meals data such as Adsum 4	Yes	Best Practice	Current + 6 years	Secure deletion of data
	Trip data such as Adsum Trips or Evolve	Yes	Best Practice	Current + 6 years	Secure deletion of data
	Remote Learning services such as Class Dojo or Seesaw	Yes	Best Practice	Life of contract	Secure deletion of data
	Assessment tools	Yes	Best Practice	Life of contract	Secure deletion of data
	FSM electronic data	Yes	Best Practice	Current + 6 years	Secure deletion of data

Retention Schedule – Trust Board and Local Academy Boards

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
Central	Funding Agreement	No	Best Practice	For life of organisation	Archive
	Articles of Association	No	Best Practice	For life of organisation	Archive
	Supplementary agreements	No	Best Practice	For life of organisation	Archive
	Church Supplementary Agreements	No	Best Practice	For life of organisation	Archive
	Instruments of Government	No	Best Practice	Permanent - Retain whilst school is operational	Archive
	Trust and endowments	No	Best Practice	Permanent - Retain whilst school is operational	Archive
	Proposals for schools to become or be established as Specialist Status schools	No	Best Practice	Current year + 3 years	Secure disposal
	Scheme of Delegation	No	Best Practice	Until superseded	Secure disposal /Archive
All records related to the conversion from school to academy status	No	Best Practice	For life of organisation	Secure disposal /Archive	
All	Register of attendance	Yes	Best Practice	Date of meeting + 6 years	Secure disposal
	Records related to serving governors or directors, such as pecuniary interest, terms of office, checks made	Yes	Best Practice	Date governor steps down + 6 years	Secure disposal
	Agendas	No	Best Practice	One copy to be retained with master set of minutes.	Secure disposal
	Minutes (Inspection copy)	Possibly	Best Practice	Date of meeting + 3 years	Secure disposal
	Minutes (Principal set-signed)	Possibly	Best Practice	Permanent - Date of meeting + 6 years in school	Archive
	Reports linked to minutes	Possibly	Best Practice	Date of report + 6 years	Secure disposal /Archive
	Action Plans	No	Best Practice	Date of plan + 3 years	Secure disposal
	Policy Documents	No	Best Practice	Until superseded	Disposal
Complaints made to and investigated by the LAB or Headteacher	Yes	Best Practice	Date of resolution + 6 years If negligence involved – current year + 15 years. If safeguarding or Child Protection issues involved – current year + 40 years	Review for further retention in the case of contentious disputes. Secure disposal.	

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	Annual Reports required by DfE	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI2002 No1171	Date of report + 10 years.	Secure disposal
	Meetings schedule	No	Best Practice	Current year	Disposal
	Records of election of staff and parents not elected as governors	Yes	Best Practice	Date of election + 6 months	Secure disposal
	Records of election of all governors	Yes	Best Practice	Once decision is recorded in minutes	Secure disposal
	Records related to monitoring visits	Yes	Best Practice	Date of visit + 3 years	Secure disposal
	Correspondence sent and received by LAB or Headteacher	Possibly	Best Practice	Current year + 3 years	Secure disposal

Retention Schedule – Management Records (Executive Team, Headteacher, Senior Management Teams)

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
All	Minutes of the senior management team and other internal administrative bodies	Yes/No	Best Practice	Date of meeting + 5 years	Secure disposal /Archive
	Reports made by the Executive Team, head teacher or management team	Yes/No	Best Practice	Date of meeting + 3 years	Secure disposal /Archive
	Professional development plans	Yes	Best Practice	Life of plan +6 years	Secure disposal
	Log Book	Yes/No	Best Practice	Date of last entry + 6 years	Secure disposal
	School Development Plan	No	Best Practice	Life of plan + 3 years	Disposal
	Self-Evaluation Forms	Yes	Best Practice	Current year + 6 years	Secure disposal
	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities.	Yes/No	Best Practice	Closure of file + 6 years	Secure disposal / disposal as appropriate
	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes/No	Best Practice	Date of correspondence + 3 years	Secure disposal
	Complaints (that do not go to LAB or Trust)	Yes	Best Practice	Date of last record + 3 years	Secure disposal

Retention Schedule – Pastoral Care / Family Liaison / Family Support

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
S	Day Books	Yes	Best Practice	Current + 2 years. Review to see if further retention is required.	Secure disposal
	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Best Practice	Whilst child is attending school.	Secure disposal
	Referral forms	Yes	Best Practice	Whilst referral is current	Secure disposal
	Contact data sheets	Yes	Best Practice	Current year then review	If contact is no longer active - Secure disposal
	Contact data base entries	Yes	Best Practice	Current year then review	If contact is no longer active - Secure disposal
	Group registers	Yes	Best Practice	Current + 2 years	Secure disposal

Retention Schedule – Payroll

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
Central	Pension payroll	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
	Payroll and wage records and reports including time sheets and overtime				
	Maternity/Adoption/Paternity leave records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)revised 1999 (SI 1999/567)	Current + 3 years the end of the tax year they relate to	Secure disposal
	Statutory Sick Pay and records	Yes	Best Practice	Current + 3 years	Secure disposal
	Maternity Pay records	Yes	Best Practice	Current + 3 years	Secure disposal
	Income Tax from P60	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
	NI schedule of payments	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
	Payslip copies				
	Personal bank details	Yes	Best Practice	Is superseded + 3 years Active account - Date employment ceases + 6 years	Secure disposal
	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Best Practice	Current year + 6 years	Secure disposal
Tax forms P6/P11/P11D/P35/P45/P46/P48	Yes	Inland Revenue Booklet 490	Current year + 6 years	Secure disposal	

Retention Schedule – Property

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
Central	Title Deeds	No	Best Practice	Permanent	These should follow the property
	Plans of Property	No	Best Practice	Permanent – retain in school whilst operational	To be transferred to new owner if building is leased or sold or archived
	Leases	No	Best Practice	Expiry of Lease + 6 years	Secure disposal
All	Inventories of equipment and furniture	No	Best Practice	Current + 6 years	Disposal
	Burglary, Theft and Vandalism reports	Possibly	Best Practice	Current + 6 years	Secure disposal / disposal as appropriate
	Lettings	No	Best Practice	Current financial year + 3 years	Secure disposal
	All records relating to maintenance carried out by contractors	No	Financial Regulations	Current year + 6 years	Secure disposal
	In house maintenance log books	No	Best Practice	Last entry + 10 years	Secure disposal
	Contractors reports	No	Best Practice	Current year + 6 years	Secure disposal

Retention Schedule – Pupils including safeguarding and SEN

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	Attendance Registers	Yes	School Attendance Department Advice for Maintained Schools, Academies, Independent Schools and Local Authorities August 2020	Date of register + 3 years	Secure disposal
	Pupil Files - Nursery	Yes	Best Practice	Retain for the time the pupil remains at nursery	Follow Pupil Records Action above
	Pupil Files -Primary	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 As amended by SI 2018 No 688	Retain for the time the pupil remains at primary school	
	Pupil Files – Secondary	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 As amended by SI 2018 No 688 Limitation Act 1980	Date of Birth + 25 years	Transfer to another secondary school if required. In the case of exclusion, it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal
School	Examination results – (Schools Copy)	No	Best Practice	Year of examination + 6 years	Secure disposal
	Examination results - internal	Yes	Best Practice	Current year + 5	Secure disposal
	SATs results	Yes	Best Practice	Record on pupil file and follow pupil records action. Composite data may be kept for up to 6 years to allow comparison of results over time.	Follow Pupil Records Action above Secure Disposal
	SATs examination papers	Yes	Best Practice	Until appeals/validation process is completed	Secure Disposal
	Child Protection Information held in Pupil File	Yes	KCSIE Working Together Safeguard Children	If kept in Pupil file must be in a sealed envelope, retain and then follow Pupil records action	Follow Pupil Records Action above
	Child Protection Information held in Separate File	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in	DOB of child + 25 years for secondary schools. Retain for the time the pupil remains at primary school (your setting)	Follow Pupil Records Action above

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
			Education", September 2004 KCSIE Working Together Safeguard Children		Secure disposal at end of administrative life
	Correspondence relating to authorised absence	Yes	Best Practice	Date of Absence + 2 years	Secure disposal
	SEN files, Reviews and IEP's	Yes	Special Educational Needs and Disability Act 2001 Section 1 Limitation Act	DOB of child + 31 years for secondary schools. Retain for the time the pupil remains at primary school (your setting)	Follow Pupil Records Action above Secure disposal unless legal action is pending.
	Statement. Made under the Education Act 1996 Section 324	Yes			
	Proposed statement or amended statement	Yes			
	Advice and information to parents regarding educational needs	Yes			
	Accessibility Strategy	Yes			
	Work experience agreement	Yes	Best Practice	Date of birth of child + 18 years	Secure Disposal
	Any other records created in the course of contact with pupils	Yes/No	Best Practice	Current + 3 years (retain with pupil file)	Review at the end of 3 years and retain with pupil file if necessary. Follow Pupil Records Action above Secure disposal
Walking Bus Register	Yes	Best Practice	Date of register + 3 years unless an incident has occurred then follow Accident reporting guidelines	Secure disposal	

Retention Schedule – Training

Staff	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
All	Training - CPD	Yes	Best Practice	6 years after employment ceases or length of time required by the professional body	Secure disposal
	Staff training relating to safeguarding or other child related training	Yes	Best Practice	6 years after employment ceases If IICSA investigation in place record needs to remain in place until enquiries are completed.	Secure disposal

Appendix 1 – Example Destruction Record

Data Destruction Log

List of School Records and Data safely destroyed

Ref Number	File/Record Title	Description	Reference or Cataloguing Information	Number of Files Destroyed	Method of destruction	Authorising Officer (Name and Signature)	<u>Confirm</u>		
							(i) Safely destroyed		
							(ii) In accordance with Data Retention Guidelines		
							Tick (✓)	Name	Date
e.g.	School Invoices	Copies of purchase invoices dated 2011/12	Folders marked "Purchase Invoices 2011/12" 1 to 3	3 Folders	Shredding	Headteacher	✓	Jane Doe	01/01/2001
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									