

# RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE

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Next review Summer 2027

## **Introduction**

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

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

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

- Scope
- Responsibilities
- Relationships with existing policies

## **Scope of the policy**

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

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

## **Responsibilities**

The governing body of an Academy Trust has a statutory responsibility to maintain the records and record keeping systems in accordance with the regulatory environment specific to the schools within the trust. The responsibility is usually delegated to the headteacher of the schools.

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

Information will be managed in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARS').

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

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

Information will be assessed and when it is no longer required, necessary or is to be destroyed or deleted in line with the retention schedule.

The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information.

## Relationship with existing policies

This policy has been drawn up within the context of:

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

## The Retention Schedule:

### Introduction & Purpose

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

The retention schedule below 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 schedule and to take account of the different retention periods. The retention schedule refers to all information, regardless of the media in which they are stored.

### Data Protection

The schedule 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 UK General Data Protection Regulation (UKGDPR) and the Freedom of Information Act 2000 and the Companies Act 2006.

This schedule has used the [DfE Data Protection in Schools Guidance](#) which was updated 3 April 2024 and the Retention Guidelines for Schools (RGS) 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. Both the DfE and the NGA advise the use of the Retention Guidelines for Schools (RGS) as prescribed by the Information Records Management Society of Great Britain.

Following the guidelines set out in this schedule ensures we are compliant with the Data Protection Act 2018, UKGDPR and the Freedom of Information Act 2000

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:**

## **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.

## **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, serious 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 in the first instance.

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## Retention Schedule – 1 – Contracts

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

## Retention Schedule – 2 - Education Management - Management Information (Executive Team, Headteacher, Senior Management Teams)

Staff	IRMSTK	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	2.1	Published Admission Numbers (PAN) reports	Yes	Best Practice	Current + 6 years	Secure disposal
	2.2	Curriculum returns	No	Best Practice	Current + 3 years	Secure disposal
	2.3	Self evaluation forms	Yes	Best Practice	Current + 6 years	Secure disposal
	2.4	Self Evaluation forms - External Moderation	Yes	Best Practice	Until superseded	Secure disposal
	2.5	Self Evaluation forms - Internal Moderation	Yes	Best Practice	Current + 1 academic year	Secure disposal
	2.6	Value added and contextual data	Yes	Best Practice	Current + 6 years	Secure disposal

## Retention Schedule – 3- Policies and Framework (Executive Team, Headteacher, Senior Management Teams)

Staff	IRMS NO	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	3.1	Complaints Policy	No	Best Practice	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	Secure disposal
	3.2	Data Protection Policy	No	Best Practice	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	Secure disposal
	3.3	Freedom of Information Policy	No	Best Practice	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	Secure disposal



	3.4	Information Security Breach Policy	No	Best Practice	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	Secure disposal
	3.5	Special Educational Needs Policy	No	Best Practice	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	Secure disposal
	3.6	Equality Information and Objectives (public sector equality duty). Statement for publication	No	Best Practice	Life of statement or date statement superseded + 3 years	Secure disposal
	3.7	Risk and Control Framework	No	Best Practice	Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained	Secure disposal
	3.8	Rules and Bylaws	No	Best Practice	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained	Secure disposal

#### Retention Schedule - 4- Strategy (Executive Team, Headteacher, Senior Management Teams)

Staff	IRMS NO	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	4.1	Strategic Review	No	Best Practice	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained	Secure disposal
	4.2	Strategic Plan [also known as School Development Plans]	No	Best Practice	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained	Secure disposal

	4.3	Accessibility Plan	No	Equality Act 2010	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained	Secure disposal
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## Retention Schedule -5 - Examinations

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

## Retention Schedule - 6 – Extra Curriculum and Miscellaneous Activities

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	6.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools	No	Limitation Act 1980 3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of Visit + 15 years	Secure disposal
	6.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools	No	Limitation Act 1980 3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of Visit + 15 years	Secure disposal
	6.3	Parental consent forms for school trips where there has been no major incident	Yes	Best Practice	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time	Secure disposal
	6.4	Parental permission slips for school trips where there has been a major incident	Yes	Limitation Act 1980 RIDDOR, OEAP	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	Secure disposal
	6.5	Records relating to residential trips	Yes	Limitation Act 1980	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer	Secure disposal

One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at <https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities>.

*The form has been adopted by BDMAT and is included in the Educational Visits policy.*

## Retention Schedule – 7 - Finance – Funding

Staff	IRMS NO	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	7.01	Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.]	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.02	Funding Agreement Termination of the funding agreement	No	Financial Regulations	Date of last payment of funding + 6 years  Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.	Secure disposal
	7.03	Funding Records Capital Grant	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.04	Funding Records Earmarked Annual Grant (EAG)	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.05	Funding Records General Annual Grant (GAG)	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.06	Per pupil funding records	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.07	Funding records	No	Financial Regulations	Date of last payment of funding + 6 years  Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].	Secure disposal

	7.08	Gift Aid and Tax Relief	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.09	Exclusions agreement	No	Financial Regulations	Date of last payment of funding + 6 years	Secure disposal
	7.10	Records relating to loans	No	Financial Regulations	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000	Secure disposal
	7.11	Management of Endowment Funds	No	Financial Regulations	Life of the fund + 6 years	Secure disposal
	7.12	Investment policies	No	Financial Regulations	Life of the investment + 6 years	Secure disposal
	7.13	Pupil Premium Fund records	Yes	Financial Regulations	Date pupil leaves the provision + 6 years	Secure disposal
	7.14	Student Grant applications	Yes	Financial Regulations	Current year + 3 years	Secure disposal

### Retention Schedule - 8 - Finance - Operational

Staff	IRMS NO	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	8.1	Invoices, receipts, order books and requisitions, delivery notices (including school fund records)	No	Financial Regulations	Current financial year + 6 years	Secure disposal
	8.2	Records relating to the collection and banking of monies (including school fund)	No	Financial Regulations	Current financial year + 6 years	Secure disposal
	8.3	Records relating to the identification and collection of debt	No	Financial Regulations	Payment or write off of debt + 6 years	Secure disposal

## Retention Schedule – 9 - Finance - Risk Management and Insurance

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	9.1	Employers Liability Insurance Certificate	No	See explanatory note below table	Year of issue + 40 years. Pass to the Local Authority if the school closes	Secure disposal
	9.2	Insurance policies	No	See explanatory note below table	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	Secure disposal
	9.3	Records relating to the settlement of insurance claims	Yes	Financial Regulations	Date claim settled + 6 years	Secure disposal
	9.4	Burglary, theft, and vandalism report forms	Possibly	Financial Regulations	Current year + 6 years	Secure disposal
	9.5	Audit Committee and appointment of responsible officers	No	Financial Regulations	As long as necessary  Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request	Secure disposal

EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations. EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.

## Retention Schedule – 11- Finance – School Meals

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	11.1	Free school meal registers	Yes	Financial Regulations	Current year + 3 years	Secure disposal
	11.2	School meals summary sheets	No	Financial Regulations	Current year + 6 years	Secure disposal
	11.3	School meal registers	Yes	Financial Regulations	Current year + 3 years	Secure disposal

## Retention Schedule – 12 - Finance – Strategic Finance

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	12.01	Annual Accounts	No	Financial Regulations	Current year + 6 years	Secure disposal
	12.02	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No	Financial Regulations	Life of the budget + 3 years	Secure disposal
	12.03	Statement of financial activities for the year	No	Financial Regulations	Current financial year + 6 years	Secure disposal
	12.04	Financial Planning	No	Financial Regulations	Current financial year + 6 years	Secure disposal
	12.05	Value for money statement	No	Financial Regulations	Current financial year + 6 years	Secure disposal
	12.06	Borrowing powers	No	Financial Regulations	Until superseded + 6 years	Secure disposal
	12.07	Charging and remissions policy	No	Financial Regulations	Date policy superseded + 3 years	Secure disposal
	12.08	Independent Auditors report on regularity	No	Financial Regulations	Financial year report relates to + 6 years	Secure disposal
	12.09	Independent Auditors report on financial statements	No	Financial Regulations	Financial year report relates to + 6 years	Secure disposal
	12.10	Records relating to the management of VAT	No	Financial Regulations	Current financial year + 6 years	Secure disposal

### Retention Schedule – 13 - Trust Board and Local Academy Boards – Activities

Staff	IRMSTK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	13.1	Records related to monitoring visits	Yes	Best Practice	Date of visit + 3 years	Secure disposal

### Retention Schedule – 14- Trust Board and Local Academy Boards – Governance

Staff	IRMS TK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	14.1	Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years.	Archive
	14.2	Articles of Association	No	Best Practice	For life of organisation	Secure disposal
	14.3	Memorandum of Association	No	Best Practice	This can be disposed of once the Academy has been incorporated	Secure disposal
	14.4	Memorandum of Understanding of Shared Governance among Schools	No	Best Practice	Life of Memorandum of Understanding + 6 years	Secure disposal
	14.5	Governance Statement	No	Best Practice	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes	Secure disposal/Archive
	14.6	Written Scheme of Delegation	No	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	Secure disposal
	14.7	Special Resolutions to amend the Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Archive
	14.8	Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal
	14.9	Annual Report Trustees Report	No	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal
	14.10	Annual Reports required by DfE	No	Education (Governors' Annual	Date of report + 10 years.	Secure disposal



				Reports) (England) (Amendment) Regulations 2002.SI2002 No1171		
14.11	Annual Return	No	Companies Act 2006 section 355	Date of report + 10 years	Secure disposal	
14.12	Instruments of Government	No	Best Practice	Permanent - Retain whilst school is operational	Archive	
14.13	Register of Directors	Yes	Companies Act 2006 section 355	Date Director resigns + 10 years	Secure disposal	
14.14	Scheme of Delegation and Terms of Reference for Committees	No	Best Practice	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]	Archive	
14.15	Trust and endowments managed by the Governing Body	Yes	Best Practice	Life of the Trust or Endowment + 6 years	Secure disposal	
14.16	Records related to Complaints made to and investigated by the Board, or LAB	Yes	Best Practice	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding, then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	Secure disposal	
14.17	All records related to the conversion from school to academy status	No	Companies Act 2006 section 355	For life of organisation	Secure disposal /Archive	
14.18	Policy Documents created and administered by the Governing Body	No	Best Practice	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report	Secure disposal	

## Retention Schedule – 15 - Trust Board and Local Academy Boards – Governors, Directors, and Trustees

Staff	IRMS TK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	15.01	Appointment of Trustees and Governors and Directors	Yes	Companies Act 2006 section 355.	Life of appointment + 6 years	Secure disposal
	15.02	Records relating to the election of parent and staff governors not appointed by the governors	Yes	Best practice	Date of election + 6 months	Secure disposal
	15.03	Records relating to the appointment of co-opted governors	Yes	Best practice	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office except where there have been allegations concerning children. In this case retain for 25 years.	Secure disposal
	15.04	Records relating to the terms of office of serving governors including evidence of appointment	Yes	Best practice	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.	Secure disposal
	15.05	Records relating to Governor Declaration against disqualification criteria.	Yes	Best practice	Date appointment ceases plus 6 years	Secure disposal
	15.06	Governors Code of Conduct	No	Best practice	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation.	Secure disposal
	15.07	Records relating to DBS checks and carried out on clerk and members of the governing body	Yes	Keeping Children Safe in Education	Recorded on SCR and retained until appointment ceases. DBS Snapshot placed on personnel file	Secure disposal
	15.08	Governor personnel files	Yes	Best practice	Date appointment ceases plus 6 years except where there have been allegations	Secure disposal

Staff	IRMS TK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
					concerning children. In this case retain for 25 years	
	15.09	Records relating to the induction programme for new governors.	Yes	Best practice	Date appointment ceases plus 6 years	Secure disposal
	15.10	Records relating to the training required and received by Governors	Yes	Best practice	Date appointment ceases plus 6 years	Secure disposal
	15.11	Appointment and removal of Members	Yes	Best practice	Life of appointment + 6 years	Secure disposal
	15.12	Register of members	Yes	Companies Act 2006	Date member resigns + 10 years	Secure disposal
	15.13	Statement of Trustees Responsibilities	No	Best Practice	Life of statement + 6 years	Secure disposal
	15.14	Register of Trustees interests	Yes	Companies Act 2006	Date Trustee resigns + 10 years	Secure disposal
	15.15	Declaration of Interests Statements [Governors] [this is not a statutory register]	Yes	Best practice	Date Governor resigns + 10 years	Secure disposal

### Retention Schedule - 16 - Trust Board and Local Academy Boards - Meetings

Staff	IRMS TK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	16.01	Board Meeting Minutes	Yes	Companies Act 2006 section 248	Signed copy of Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
	16.02	Board Decisions	Possibly	Best Practice	Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES
	16.03	Board Meeting: Annual Schedule of Business	No	Best Practice	Current year	Secure disposal
	16.04	Board Meeting: Procedures for conduct of meeting	No	Limitation Act 1980 (Section 2)	Date procedures superseded + 6 years	Secure disposal

16.05	Records relating to the management of General Members Meetings	No	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
16.06	Minutes relating to any committees set up by the Board of Directors (This includes LABs)	Possibly	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
16.07	Records relating to the management of the Annual General Meeting	Possibly	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
16.08	Meetings Schedule	No	Best Practice	Current year	Standard disposal
16.09	Agendas for Governing Body Meetings	Possibly	Best Practice	One copy to be retained with master set of minutes. All other copies can be disposed of directly after the meeting	Secure disposal
16.10	Agendas additional copies	No	Best Practice	Date of meeting	Standard disposal
16.11	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	Possibly	Best Practice	Date of meeting + 10 years	OFFER TO ARCHIVES
16.12	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Possibly	Best Practice	Date of meeting + 10 years	Secure disposal
16.13	Reports presented to the Governing Body	Yes	Best Practice	Date of meeting + 10 years	Secure disposal or retain with the signed set of minute
16.14	Reports and papers which are referred to in the minutes	Possibly	Companies Act 2006	Date of meeting + 10 years	OFFER TO ARCHIVES
16.15	Register of attendance at meetings at Full Governing Board meetings	Yes	Best Practice	Date of meeting + 6 years	Secure disposal

## Retention Schedule – 17 - Health and Safety

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	17.01	Health and safety Policy statements	No	Best Practice	Life of policy + 3 years	Secure disposal
	17.02	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)	No	Best Practice	Pass to new owner on sale or transfer of building	
	17.03	Fire precautions logbook	No	Best Practice	Current year + 6 years	Secure disposal
	17.04	Fire risk assessments	No unless containing Personal Emergency Evacuation plans	Fire Service Order 2005	Life of the risk assessment + 3 years	Secure disposal
	17.05	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 last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years	Secure disposal
	17.06	Records relating to accident/injury at work (staff)	Yes	Best Practice	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)	
	17.07	Accident reporting (children)	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.	Secure disposal

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	17.08	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)	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years	Secure disposal
	17.09	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Yes	<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</b> SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years <b>provided that all records relating to the incident are held on personnel file.</b> If related to Child Protection, they should be maintained for 24 years For more information see: <a href="http://www.hse.gov.uk/RIDDOR/">http://www.hse.gov.uk/RIDDOR/</a> <a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a> concerning schools	Secure disposal
	17.10	Health and safety Risk Assessments	No	Best Practice	Life of risk assessment + 3 years	Secure disposal
	17.11	Process of monitoring areas where employees and persons have or are likely to have come in to contact with asbestos	Yes	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure disposal
	17.12	Process of monitoring areas where employees and persons are likely to have come in to contact with radiation. Dose assessment and recording.	No	The Ionising Radiation Regulations 2017.	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made	Secure disposal

## Retention Schedule – 18 - Liaison with DfE, LEA and Government

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	18.1	OFSTED reports	No	Best Practice	Life of the report then REVIEW	Secure disposal
	18.2	Returns to central government	No	Best Practice	Current + 6 years	Secure disposal
	18.3	School Census Returns	No	Best Practice	Current + 5 years	Secure disposal
	18.4	Circulars from LEA	No	Best Practice	Whilst required operationally, then review to see if further retention is required	Secure disposal
	18.5	Circulars from DfE	No	Best Practice	Whilst required operationally, then review to see if further retention is required	Secure disposal
	18.6	Attendance returns	Yes	Best Practice	Current + 1 year	Secure disposal
	18.7	Secondary transfer sheets (primary)	Yes	Best Practice	Current + 2 years	Secure disposal
		Workforce Census Returns	Yes	Best Practice	Current + 3 years	Secure disposal

## Retention Schedule – 19 - Parent Teacher Association

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
SCHOOL	19.1	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Yes	Best Practice	Current year + 6 years then REVIEW	Secure disposal

## Retention Schedule - 20 - Property

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	20.1	Title deeds of properties belonging to the school	No	Best Practice	These should follow the property, unless the property has been registered with the Land Registry	Transfer to new owner
	20.2	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	No	Best Practice	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold	Pass to new owner
	20.3	Leases of property leased by or to the school	No	Best Practice	Expiry of lease + 6 years	Secure disposal
	20.4	Business continuity and disaster recovery plans	No	Best Practice	These are dynamic documents which should be kept up to date	SECURE DISPOSAL OF OLD PLANS
	20.5	Records relating to the letting of school premises	No	Best Practice	Current year + 6 years	Secure disposal



## Retention Schedule – 21- Pupils

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
SCHOOL	21.1	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 As amended by SI 2018 No 688	Retain for the time the pupil remains at primary school	<p>The file should follow the pupil when they leave the primary school. This will include:</p> <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> <li>• If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.</li> <li>• If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention.</li> </ul>
	21.2	Pupil Files – Secondary	Yes	Limitation Act 1980 (Section 2)	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
	21.3	Attendance Registers	Yes	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]	Every entry in the attendance register must be preserved for a period of six years after the date on which the entry was made.	Secure disposal

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	21.4	Correspondence relating to any absence (authorised or unauthorised)	Possibly	Education Act 1996 Section 7	Current academic year + 5 years	Secure disposal

### Retention Schedule – 22- School Admissions

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
SCHOOL	22.1	Records relating to creation and implementation of Admission policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years	Secure disposal
	22.2	Register of Admission	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities	Every entry in the admission register must be preserved for a period of 6 years after the date on which the entry was made.	REVIEW Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
	22.3	Admissions if the appeal is unsuccessful	Yes		Resolution + 1 year	Secure disposal

22.4	Admissions – if successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	Date of Admission + 1 year	Secure disposal
22.5	Admissions - secondary schools - casual	Yes	School Policy	Current year + 1 year	Secure disposal
22.6	Proof of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	Current year + 1 year	Secure disposal
22.7	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	As per pupil file
22.8	Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process for unsuccessful admissions	Yes	Schools Admissions (Appeals) Regulations 2012	Until appeals process is completed	Secure disposal
22.9	Records relating to the management of exclusions	Yes	Best Practice	Date of birth of the pupil involved + 25 years	Secure disposal

## Retention Schedule – 23 - School Assets

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

## Retention Schedule – 24 - School Management

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	24.01	Logbooks of activity in the school maintained by the Head Teacher	Possibly	Best Practice	Date of last entry in the book + a minimum of 6 years then REVIEW	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
	24.02	Visitor Management Systems (including electronic systems, visitors' books and signing in sheets)	Yes	Best Practice	Academic Year + 1 year [Schools may decide to archive one copy]	Secure disposal
	24.05	Records relating to the creation and distribution of circulars to staff, parents and pupils	No	Best Practice	Current + 1 year	Standard Disposal
	24.12	Records relating to the creation and publication of the school brochure/prospectus	No	Best Practice	Current academic year plus 3 years Schools should consider archiving one copy for historical reasons	Standard Disposal
	24.03	School Privacy notices	No	Best Practice	Until superseded plus 6 years	Disposal
	24.04	Consents relating to school activities as part of GDPR compliance	Yes	Best Practice	Consents should be retained for as long as the consent is relied on.	Secure disposal
	24.06	Minutes of Senior Management Team meetings and other internal administrative bodies	Possibly	Best Practice	Date of meeting +3 years then REVIEW	Secure disposal
	24.07	Reports created by the Head Teacher or the Management Team	Possibly	Best Practice	Date of report +3 years then REVIEW	Secure disposal
	24.08	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	Possibly	Best Practice	Current academic year plus 3 years then REVIEW	Secure disposal
24.09	Correspondence created by Head Teachers, Deputy Head Teachers, heads of	Possibly	Best Practice	Date of correspondence + 3 years then REVIEW	Secure disposal	

		year and other members of staff with administrative responsibilities				
	24.10	Management of complaints	Yes	Best Practice	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	Secure disposal
	24.11	Newsletters and other items with a short operational use	No	Best Practice	Current + 1 year	Secure disposal

### Retention Schedule -25 - Special Educational Needs and Disability

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
SCHOOL	25.1	SEN files, Reviews and IEP's	Yes	Limitation Act 1980	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 Secure disposal unless legal action is pending.
	25.2	Statement. Made under the Education Act 1996 Section 324	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DOB of child + 25 years for secondary schools. Retain for the time the pupil remains at primary school (your setting) (This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended <b><i>IICSA recommendations awaited</i></b>	Secure disposal

	25.3	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years	Secure disposal
	25.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	DOB of child + 25 years for secondary schools. Retain for the time the pupil remains at primary school (your setting) (This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended	Secure disposal

***The retention periods for 25.2 to 25.4 will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.***

#### **Retention Schedule – 26 - Teachers and Staff Disciplinary**

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	26.5	Disciplinary Proceedings: Case not found	Yes	ACAS Code of Practice	Where the warning relates to child protection issues see below otherwise dispose of at the conclusion of the case	Secure disposal
	26.1	Disciplinary Proceedings: Oral Warning,	Yes	ACAS Code of Practice.	Date of warning + 6 months Where the warning relates to child protection issues see 29.1	Remove from personnel file as no longer active but maintain a record in separate file for 6 years after employment ceases. Then secure disposal
	26.2	Disciplinary Proceedings: Written Warning – Level 1	Yes	ACAS Code of Practice.	Date of warning + 6 months Where the warning relates to child protection issues see 29.1	
	26.3	Disciplinary Proceedings: Written warning – Level 2	Yes	ACAS Code of Practice	Date of warning + 12 months Where the warning relates to child protection issues see 29.1	
	26.4	Disciplinary Proceedings: Final warning	Yes	ACAS Code of Practice	Date of warning + 18 months Where the warning relates to child protection issues see 29.1	

*If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice.*

*Relevant to all disciplinary cases. 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 five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "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.*

#### Retention Schedule – 27 - Teachers and Staff Pay and Pensions

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	27.01	Records relating to the agreement of pay and conditions	No	Good Practice	Date pay and conditions superseded + 6 years	Secure disposal
	27.02	Payroll records	Yes	Good Practice	Date payroll run + 6 years	Secure disposal
	27.03	Payroll reports	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
	27.04	Payroll awards	Yes	Good Practice	Current year + 6 years	Secure disposal
	27.05	Payroll gross/net weekly or monthly	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
	27.06	Payslip copies	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal



27.07	Pay packet receipts by employee	Not applicable to BDMAT staff			
27.08	Maternity Pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960) revised 1999 (SI 1999/567)	Current + 3 years	Secure disposal
27.09	Part time fee claims	Not applicable to BDMAT staff			
27.10	Overtime	Yes	Good Practice	Current year + 3 years	Secure disposal
27.11	NI schedule of payments	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.12	Insurance	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.13	Car allowance claims	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.14	Car mileage output	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.15	Car loans	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.16	Time sheets/clock cards/flexitime	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.17	Bonus sheets	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 3 years	Secure disposal
27.18	Staff returns	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 3 years	Secure disposal

27.19	Sickness records	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current + 3 years	Secure disposal
27.20	Tax forms P6/P11/P11D/P35/P45/P46/P48	Yes	Inland Revenue Booklet 490	Current year + 6 years	Secure disposal
27.21	Personal bank details	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Is superseded + 3 years	Secure disposal
27.22	Income Tax from P60	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed	Secure disposal
27.23	Pension payroll	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.24	Superannuation adjustments	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.25	Superannuation reports	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Completion of loan + 6 years	Secure disposal
27.26	Members Allowance Register	Yes	Taxes Management Act 1970 & Corporation Taxes 1988	Current year + 6 years	Secure disposal
27.27	Records related to pension registrations	Yes	Best Practice	Date of last payment on the pension + 6 years	Secure disposal
27.28	Management of the Teachers Pension Scheme	Yes	Best Practice	Date of last payment on the pension + 6 years	Secure disposal

	27.29	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15	From the end of the year in which the accounts were signed for a minimum of 6 years	Secure disposal
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### Retention Schedule – 28 -Teachers and Staff Recruitment

Staff	IRMSTK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	28.1	All records leading up to the appointment of a new Head Teacher	Yes	Good practice	Length of appointment + 6 years	Secure disposal
	28.2	All records leading to the appointment of a new member of staff successful candidates	Yes		All relevant information should be added to the staff personnel file, and retained for 6 years after employment ceases. All other information should be retained for 6 months	Secure disposal
	28.3	All records leading to the appointment of a new member of staff unsuccessful candidates	Yes		<b>Date of appointment of successful candidate + 6 months</b>	Secure disposal
	28.4	DBS checks	Yes	DBS guidance 2014 KCSIE	'Snapshot' to be retained in staff personnel file. Retain for 6 years after termination of employment. Any copy of the original DBS should not be retained for more than 6 months	Secure disposal
	28.5	Identification documents	Yes	KCSIE	Add to staff personnel file, retain for 6 years after employment ceases	Secure disposal

Staff	IRMSTK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
	28.6	Right to work	Yes	Home Office Guidance 2015 last updated April 2022	Add to staff personnel file, retain for 2 years after employment ceases.	Secure disposal
	28.7	Records relating to the employment of overseas teachers	Yes	Home Office Guidance and KCSIE	Add to staff personnel file, retain for 6 years after employment ceases	Secure disposal

### Retention Schedule 29- Teachers and Safeguarding

Staff	IRMSTK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	29.1	Allegations of a child protection nature against a member of staff including where the allegation is unfounded	Yes	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	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.  Records should be maintained in a separate file <b>NOT</b> on personnel files	Secure disposal

## Retention Schedule 30- Teachers and Staff – Staff Management

Staff	IRMSTK	File Description	Personal data	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	30.01	Staff personnel files, including employment contract and staff training records	Yes	Limitation Act 1980 KCSIE	While employment continues and 6 years after employment ceases This should be kept under review. If IICSA investigation in place needs to remain in place until enquiries are completed.	Secure disposal
	30.02	Timesheets	Yes	Best Practice	Current year + 3 years	Secure disposal
	30.03	Absence Record	Yes	Best Practice	Current year + 3 years	Secure disposal
	30.04	Sickness Absence Monitoring	Yes	Financial Regulations if paid absence  Equality Act 2010  The Social Security (Medical Evidence) and Statutory Sick Pay (Medical Evidence) (Amendment) Regulations 2010  ACAS Guidance	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	Secure disposal
	30.05	Annual appraisal/assessment records	Yes	Best Practice	Current year + 3 years	Secure disposal
	30.06	Records relating to the TUPE process	Yes	Best Practice	Date last member of staff transfers or leaves the organisation + 6 years	Secure disposal
	30.07	Training Needs Analysis	No	Best Practice	Current year + 1 year	Secure disposal

30.08	Staff Training where the training leads to Continuing Professional Development	Yes	Best Practice	Length of time required by the professional body	Secure disposal
30.09	Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes	Best Practice	This should be retained on the personnel file	Secure disposal
30.10	Staff Training where the training relates to children (e.g. safeguarding or other child related training)	Yes	Best Practice	Date of the training + 40 years This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.	Secure disposal
30.11	Professional Development Plans	Yes	Best Practice	Life of the plan or plan superseded + 6 years	Secure disposal

### Retention Schedule 31 – Teaching and the Curriculum

Staff	IRMSTK	File Description	GDPR Issues	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
SCHOOL	31.01	Schemes of Work	No	Best Practice	Current academic year + 1 year (It may be appropriate to review these records at the end of the year and allocate a new retention period)  Pupils work where possible should be returned to the pupil at the end of the academic year. If this is not the schools policy then the above retention period should be adhered to	Secure disposal
	31.02	Timetables	No			
	31.03	Class record books	Yes/No			
	31.04	Mark books	Yes/No			
	31.05	Homework records	No			
	31.06	Pupils' work	Yes			

## Retention Schedule 32 – Transport Educational

Staff	IRMSTK	File Description	Personal Information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
ALL	32.01	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Limitation Act 1980	Disposal of the vehicle + 6 years	Secure disposal
	32.02	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance	No	Limitation Act 1980	Disposal of the vehicle + 6 years	Secure disposal
	32.03	Service logs and vehicle logs	No	Limitation Act 1980	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	Secure disposal
	32.04	GPS tracking data relating to the vehicles	No	Limitation Act 1980	Current year + 12 months	Secure disposal

32.05	Tachograph: Analogue and electronic including driver's cards	Yes	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment	Current year + 12 months	Secure disposal
32.06	Driver's records book	Yes	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.	Secure disposal
32.07	Walking bus registers	Yes	Best Practice	Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]



## Retention Schedule -33- Welfare and Safeguarding

Staff	IRMSTK	File Description	Personal information	Basis for Retention	Retention Period	Action At End Of Administrative Life Of Record
SCHOOL	33.01	Family Liaison Officers and Home School Liaison Assistants: Day Books	Yes	Best Practice	Current + 2 years. Review to see if further retention is required.	Secure disposal
	33.02	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Best Practice	Whilst child is attending school and then destroy.	Secure disposal
	33.03	Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes	Best Practice	Whilst referral is current	Secure disposal
	33.04	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets	Yes	Best Practice	Current year then review. If contact is no longer active then destroy	Secure disposal
	33.05	Family Liaison Officers and Home School Liaison Assistants: Contact data base entries	Yes	Best Practice	Current year then review. If contact is no longer active then destroy	Secure disposal
	33.06	Family Liaison Officers and Home School Liaison Assistants: Group registers	Yes	Best Practice	Current + 2 years	Secure disposal
	33.07	Accessibility Plan relating to individual pupils	Yes	Limitation Act 1980	The plan should be included on the pupil file	Secure disposal
	33.08	Child protection information held on pupil file	Yes	Keeping Children Safe in Education. Working Together to Safeguard Children	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	Secure disposal
	33.09	Child protection information held in separate files	Yes	Keeping Children Safe in Education. Working Together to Safeguard Children	Date of birth of the child + 25 years then REVIEW <b>This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record</b>	SECURE DISPOSAL these records MUST be shredded
	33.10	Correspondence relating to authorised absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal

*These retention periods will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA*

## 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									
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