



RETENTION SCHEDULE FOR DATA

Document Retention and Disposal Schedule

As stated in General Data Protection Regulation and the Freedom of Information Act 2000, schools are required to maintain a retention schedule. The schedule should list the types of documents the school holds, how long they should be kept for and how they should be destroyed. Members of staff are encouraged to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to all information, regardless of the media in which it is stored.

There are several benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be “normal processing” under the Data Protection Act 1998 and the Freedom of Information Act 2000
- Members of staff can be confident about destroying information at the appropriate time
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required
- The school is not maintaining and storing information unnecessarily

This retention schedule sets out the minimum amount of time the school needs to keep certain records. Where there isn't an entry in the 'statutory provisions' column the retention period has been calculated by the Local Authority from current custom and practice in discussion with Leicestershire schools and other Local Authorities. This schedule is an adaptation of the Records Management Society's retention guidelines published in February 2006. This schedule has been updated with current practice and some sections have been added to reflect the variety of records kept in Leicestershire.

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

Destruction of Records

Where records have been identified for destruction, they should be disposed of in an appropriate manner. All records containing personal information or sensitive policy information should be shredded before disposal (if possible).

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. This must include:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files
- The name of the authorising officer

This will be kept in an Excel spreadsheet.

Transfer of Records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the archives. A list of the records sent to the archives will be created to include the information above.

Transfer of information to other Media

Where lengthy retention periods have been allocated to records, the head teacher and governors will consider converting paper records to other media such as microfilm or digital media. The lifespan of the media and the ability to migrate data where necessary will always be considered.

Function Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at End of Administrative Life of the Record
1. Child Protection				
Child Protection files	Yes	Education Act 2002, s175, related guidance “Safeguarding children in Education”, September 2004 Children’s Act 2004	DOB + 25 years	SHRED Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example). Where a child is removed from roll to be educated at home, the file should be copied to the Local Authority.
Allegation 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	Until the person’s normal retirement age, or 10 years from the date of the allegation if that’s longer	SHRED “Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer must keep a limited record that an allegation was received and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals”. Summary record to be retained on confidential personnel file, and a copy given to the person concerned.
2. Governors				
Minutes – Principal set (signed)	No		Permanent	Retain in school for 6 years from date of meeting. Transfer to Archives
Minutes – Inspection copies	No		Date of meeting + 3 years	DESTROY [If these minutes contain any sensitive personal information they should be shredded]
Agendas	No		Date of meeting	DESTROY
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting. Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

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Annual Parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting. Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required. Transfer to Archives
Action Plans	No		Date of action plan + 3 years	DESTROY It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years. Review for further retention in the case of contentious disputes. Destroy routine complaints. Complaints alleging possible harm to a young person by a member of staff are covered in section 1 above.
Annual Reports required by the DCSF	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Proposals to become, or be established as a Specialist Status school	No		Current year + 3 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
3. Management				
Log books [Books where the Head-teacher or another member of staff keeps a record of what happens in the school, this may	Yes		Date of last entry in the book + 6 years	Transfer to Archives From January 1st 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about

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include details of events, photographs and other information]				the activities of individual students and members of staff will become subject to the Data Protection Act 1998.
Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting. Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Reports made by the head teacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting. Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Records created by head teachers, deputy head teachers, heads of year and other staff with administrative responsibilities (except child protection records which are dealt with in section 1 above).	Yes		Closure of file + 6 years	DESTROY If these records contain sensitive information they should be shredded
Correspondence created by head teachers, deputy head teachers, heads of year and staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY If these records contain sensitive information they should be shredded
Professional development plans	Yes		Closure + 6 years	SHRED
School development plans	No		Closure + 6 years	Review Offer to the Archives
4. Students				
Admission Registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry. Transfer to the Archives
Attendance registers	Yes		Date of register + 3 years	DESTROY [If these records are retained electronically any back-up copies should be destroyed at the same time]

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Student record cards	Yes		Retain while the student remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
Student files	Yes		Retain for the time which the student remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
Special Educational Needs case files, reviews and Individual Education Plans	Yes		35 years from closure (the LA should have a copy so compare the file to ensure duplicates are not being retained)	SHRED
Letters authorising absence	No		Date of absence + 2 years	SHRED
Absence books	Yes		Current year + 6 years	SHRED
Examination results • <i>Public</i> • <i>Internal examination results</i>	No Yes		Year of examinations + 6 years Current year + 5 years If these records are retained on the student file or in their National Record of Achievement they need only be kept for as long as operationally necessary.	DESTROY Any certificates left unclaimed should be returned to the appropriate Examination Board DESTROY
Any other records created during contact with students	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending

Function Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at End of Administrative Life of the Record
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending
Children SEN Files	Yes		Closure + 35 years	DESTROY unless legal action is pending
5. Curriculum				
Curriculum development	No		Current year + 6 years	DESTROY
Curriculum returns	No		Current year + 3 years	DESTROY
School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Students' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Examination results	Yes		Current year + 6 years	DESTROY [These records should be shredded]
Value added records	Yes		Current year + 6 years	DESTROY [These records should be shredded]
6. Human Resources				
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED
Staff Personal files	Yes		Termination + 7 years	SHRED
Interview notes and	Yes		Date of interview + 6 months	SHRED

Function Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at End of Administrative Life of the Record
recruitment records				
Pre-employment vetting information (including unsuccessful CRB checks)	No	CRB guidelines	Date of check + 6 months	SHRED [by the designated member of staff] This information should be placed on the personnel file if the applicant is successful and managed according to the guidelines
Disciplinary proceedings for all matters except those relating to child protection issues (see section 1 above): <i>Oral warning</i> • <i>written warning – level one</i> • <i>written warning – level two</i> • <i>final warning</i> • <i>case not found</i> (except child protection allegations see section 1 above)	Yes		Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months	SHRED If this is placed on a personal file, it must be weeded from the file. SHRED If this is placed on a personal file, it must be weeded from the file. SHRED If this is placed on a personal file, it must be weeded from the file. SHRED If this is placed on a personal file, it must be weeded from the file. DESTROY immediately at the conclusion of the case
Records relating to accident/injury at work	Yes		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/ assessment records	No		Current year + 5 years	SHRED
Salary cards	Yes		Last date of employment + 6 years	The information should be transferred to the superannuation department at the appropriate time who will maintain the master record SHRED
Maternity pay records	Yes	Statutory Maternity	Current year, +3yrs	SHRED

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		Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)		
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Last payment + 6 years	SHRED
7. Health and Safety				
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting				
• <i>Adults – Accident Book</i>	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25.	Last entry in the accident book + 3 years	SHRED
• <i>Adults – Internal Reports</i>	Yes	Social Security Administration Act 1992 Section 8.	Current year + 3 years	SHRED
• <i>Children</i>	Yes	Limitation Act 1980	DOB + 25 years.	SHRED A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the student reaches the age of 25 this retention period has been applied.
COSHH			Current year + 10 years	Review [where appropriate an additional retention period may be allocated]
Incident reports	Yes		Current year + 20 years	SHRED
Policy Statements			Date of expiry + 1 year	DESTROY
Risk Assessments			Date assessment superseded + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos			Last action + 40 years	DESTROY

Function Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at End of Administrative Life of the Record
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	DESTROY
Fire Precautions log books			Current year + 6 years	DESTROY
8. Administrative				
Employer's Liability certificate			Permanent whilst the school is open	Retain for 40 years after school has closed
Inventories of equipment and furniture			Disposal of last item + 6 years OR Date superseded + 6 years	DESTROY
General file series			Current year + 5 years	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
School Brochure / prospectus			Current year + 3 years]	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Circulars (staff/parents/students)			Current year + 1 year	DESTROY
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Visitors' book			Current year + 2 years	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
PTA/Old Students' Associations			Current year + 6 years	Review to see whether a further retention period is required Transfer to Archives

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				[The appropriate archivist will then take a sample for permanent preservation]
9. Financial				
Annual Accounts		Financial Regulations	Current year + 6 years	Offer to Archives
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Contracts • under seal • under signature • monitoring records			Contract completion date + 12 years Contract completion date + 6 years Current year + 2 years	SHRED SHRED SHRED
Copy orders			Current year + 2 years	SHRED
Budget reports, budget monitoring etc.			Current year + 3 years	SHRED
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED
Annual Budget and background papers			Current year + 6 years	SHRED
Order books and requisitions			Current year + 6 years	SHRED
Delivery Documentation			Current year + 6 years	SHRED
Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED
School Fund – Cheque books			Current year + 3 years	SHRED
School Fund – Paying in books			Current year + 6 years	SHRED
School Fund – Ledger			Current year + 6 years	SHRED
School Fund – Invoices			Current year + 6 years	SHRED
School Fund – Receipts			Current year + 6 years	SHRED

Function Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at End of Administrative Life of the Record
School Fund – Bank statements			Current year + 6 years	SHRED
School Fund – School Journey books			Current year + 6 years	SHRED
Applications for free school meals, travel, uniforms etc.			Whilst child at school	SHRED
Student grant applications			Current year + 3 years	SHRED
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED
Petty cash books		Financial Regulations	Current year + 6 years	SHRED
10. Property				
Title Deeds			Permanent. These should follow the property	Offer to Archives
Plans			Permanent.	Offer to Archives Retain until superseded then offer to archives before destruction
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY
Leases			Expiry of lease + 6 years	DESTROY
Lettings			Current year + 3 years	DESTROY
Burglary, theft and vandalism report forms			Current year + 6 years	SHRED
Maintenance log books			Last entry + 10 years	DESTROY
Contractors' Reports			Current year + 6 years	DESTROY
11. Local Authority				
Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SHRED
Attendance returns	Yes		Current year + 1 year	DESTROY
Circulars from LA			Whilst operationally required	Review to see whether a further retention period is required Transfer to Archives

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				[The appropriate archivist will then take a sample for permanent preservation]
12. DfE				
HMI reports				These do not need to be kept any longer Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Census returns (SIMS does not retain an electronic copy)			Current year + 6 years	DESTROY
Circulars from DCSF			Whilst operationally required Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
13. Connexions				
Service level Agreements			Until superseded	SHRED
Work Experience Agreement			DOB of child + 18 years	SHRED
14. School Meals				
Dinner Register			Current year + 3 years	SHRED
School Meals Summary Sheets			Current year + 3 years	SHRED
15. Arts in Education				
Student Reports			6 years from event	SHRED
Student registration forms			6 years from registration	SHRED

