

GUILSBOROUGH ACADEMY

RECORDS, RETENTION DESTRUCTION AND ARCHIVE POLICY

Policy Name	Records, Retention, Destruction and Archive Procedure
Committee	Finance, Audit and Risk
Owner	MAT Directors and Chief Finance Officer (CFO)
Statutory	No
Authorisation	Ratified by principal, FAR Trustees to note

Date Ratified	Review Due
April 2024	April 2027

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1 Child Protection						
These retention periods should be used in conjunction with the document Keeping Children Safe in Education 2022 which can be downloaded at Keeping children safe in education - GOV.UK (www.gov.uk)						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
1.1	Child Protection files	Yes	Keeping Children Safe in Education 2021	DOB + 25 years + Up to 30 yrs LAC	SECURE DISPOSAL	<p>Do not destroy. Due to the ongoing Independent Inquiry into Child Sexual Abuse (IICSA) no pupil and staff record should be destroyed until further notice. The guidance gives a retention period but where records should not be destroyed. 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)</p> <p>Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority. 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)</p> <p>Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.</p>
1.2	Allegation of a child protection nature against a member of staff, including where	Yes	Employment Practices Code: Supplementary Guidance 2.13.1	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	SECURE DISPOSAL	<p>The following is an extract from Keeping Children Safe in Education 2019, p57 Record Keeping 215. Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child</p>



1 Child Protection						
These retention periods should be used in conjunction with the document Keeping Children Safe in Education 2022 which can be downloaded at Keeping children safe in education - GOV.UK (www.gov.uk)						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	the allegation is unfounded		(Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005			Sexual Abuse (IICSA), for the term of the inquiry (further information can be found on the IICSA website). All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.



2 Trustees						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
2.1	Minutes					
	Principal set (signed)	No		Permanent	Retain in Academy for 6 years from date of meeting	If the Academy is unable to store these then they should be offered to the County Archives Service
	Inspection copies	No		Date of meeting + 3 years	SECURE DISPOSAL	If these minutes contain any sensitive personal information they should be Secure Disposal
2.2	Agendas	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of meeting	SECURE DISPOSAL	One copy should be retained with the master set of minutes. All other copies can be disposed of
2.3	Reports	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of report + 6 years	Retain in Academy for 6 years from date of meeting or Retain with the signed	Transfer to Archives Secure Disposal Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently



2 Trustees						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
					set of the minutes	
2.4	Formal Parents consultation meeting	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives Secure Disposal
2.5	Instruments of Government including Articles of Association	No		Permanent	Retain in Academy whilst school is	These should be retained in the Academy whilst the Academy is open and then offered to County Archives Service when the Academy closes.
2.6	Trusts and Endowments	No		Permanent	Retain in Academy whilst operationally required	Follow legal directory if Academy is closed
2.7	Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL	
2.8	Policy documents	No		Life of policy + 3 years	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making	Secure Disposal



2 Trustees						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
					process)	
2.9	Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in Academy for the first six years	Review for further retention in the case of contentious disputes SECURE DISPOSAL routine complaints
2.10	Annual Reports required by the Department for Education	No		Education (Trustees' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	
2.11	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	Secure Disposal	



3 Management						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
3.1	Log Books –Now held in the form of weekly notices and newsletters.	Yes		Date of last entry in the book + 6 years	Retain in the academy for 6 years from the date of the last entry.	Offer to County archives if Academy closes.
3.2	Minutes of the Academy Leadership Team and other internal administrative bodies	Date of the meeting + 3 years then review		Date of the meeting + 3 years then review	Secure Disposal	
3.3	Reports made by the Principal or the Trust	There may be data protection issues if the records refer to individual pupils or members of staff		Date of report + 3 years	Retain in the academy for 3 years from meeting	SECURE DISPOSAL
3.4	Records to the Trust created by the Principal, Vice Principals, heads of department and other members of staff with administrative responsibilities	Yes ¹		Current academic year + 6 years then review	SECURE DISPOSAL	
3.5	Correspondence created by the	No		Date of correspondence + 3	SECURE DISPOSAL	



3 Management						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	Principal and Vice Principal, heads of department and other members of staff with administrative responsibilities			years		
3.6	Performance Management Review	Yes		Life of the plan + 6 years	SECURE DISPOSAL	
3.7	Academy development plans	No		Life of the plan + 3 years	SECURE DISPOSAL	
3.8	Admissions – if the admission is successful	Yes		Admission + 1 year	SECURE DISPOSAL	
3.9	Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year	SECURE DISPOSAL	
3.10	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL	
3.11	Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SECURE DISPOSAL	



4 Students						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.1	Admission Registers	Yes		Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	REVIEW Academy 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.	
4.2	Attendance registers	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]	



4 Students						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.3	Student record cards Regulations 2005	Yes	Pupil's Educational Record required by The Education (Pupil Information) (England) (England)			
4.3a	Secondary		Limitation Act 1980	DOB of the student + 25 years	SECURE DISPOSAL	
4.4	Student files	Yes	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005			
4.4a	Secondary		Limitation Act 1980	DOB of the student + 25 years	SECURE DISPOSAL	
4.5	Special Educational Needs files, reviews and Individual Education Plans +LAC	Yes		DOB of the student + 25 years the review We keep for 30 yrs for statemented students +LAC +30yrs NOTE: This retention period is	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be	



4 Students						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
				the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period.	kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.	
4.6	Letters authorising absence	No		Current academic year + 2 years Although don't keep notes of telephone calls for this length of time.	SECURE DISPOSAL	

4 Students						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.7	Examination results	Yes				
4.7a	Public	No		Current year + 6 years These are to be added to the pupil file	SECURE DISPOSAL	Any certificates left unclaimed should be returned to the appropriate Examination Board
4.7b	Formal PPE	Yes		Current year + 5 years	SECURE DISPOSAL	
4.8	Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL	
4.10	EHCP (Education health care plan)	Yes	Special educational needs and disability code of practice: 0 to 25 years	DOB + 30 years	SECURE DISPOSAL unless legal action is pending	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented
4.11	Proposed statement or amended statement	Yes	Special educational needs and disability code of practice: 0 to 25 years	DOB + 30 years	SECURE DISPOSAL unless legal action is pending	



4 Students						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.12	Advice and information to parents regarding educational needs	Yes	Special educational needs and disability code of practice: 0 to 25 years	Closure + 12 years	SECURE DISPOSAL unless legal action is pending	
4.13	Accessibility Strategy	Yes	Special educational needs and disability code of practice: 0 to 25 years	Closure + 12 years	SECURE DISPOSAL unless legal action is pending	
4.14	Children's SEN Files	Yes		DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases LAC +30 years	SECURE DISPOSAL unless legal action is pending	
4.15	Parental permission slips for Academy trips – where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL	Although the consent forms could be retained for DOB + 22 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.
4.16	Parental permission slips for	Yes	Limitation Act 1980	DOB of the pupil involved in the	SECURE DISPOSAL	



4 Students						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	Academy trips – where there has been a major incident			incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils		
4.18	Records created by Academy to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	N	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years	N	SECURE DISPOSAL or delete Securely

5 Curriculum						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
5.1	Curriculum development	No		Current year + 6 years	SECURE DISPOSAL	
5.2	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL	
5.3	Academy syllabus	No		Current year + 1 year	It may be appropriate to	



5 Curriculum						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
					review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL	
5.4	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 SECURE DISPOSAL	
5.5	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 SECURE DISPOSAL	



5 Curriculum						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
5.6	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 SECURE DISPOSAL	
5.7	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 SECURE DISPOSAL	
5.8	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	



5 Curriculum						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
					SECURE DISPOSAL	
5.9	Students' work	No		Current year	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year SECURE DISPOSAL	
5.10	Examination results	Yes		Current year + 6 years	SECURE DISPOSAL	
5.11	PAN reports	Yes		Current year + 6 years	SECURE DISPOSAL	
5.12	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL	

6 Personnel Records held in Schools						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL	



6 Personnel Records held in Schools						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
6.2	Staff Personal files	Yes		Termination of Employment + 6 years	SECURE DISPOSAL	
6.3	Interview notes and recruitment records	Yes		Date of interview + 6 months	SECURE DISPOSAL	
6.4	Original Job application Two original references Copy of contract of employment Original contract acceptance Confirmation of pre-employment medical check clearance Copies of qualification certificates relevant to employment Staff induction including NQTs Induction UK Border Agency Documentation (Work permit) NQT – Satisfactory completion of skills tests.	Yes		Termination of Employment + 6 years	SECURE DISPOSAL	
6.5	Pre-employment	No	DBS	Indefinitely	SECURE	



6 Personnel Records held in Schools						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	vetting information (including DBS checks)		guidelines		DISPOSAL [by the designated member of staff]	
6.6	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes			Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file	
6.7	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes		Where possible these documents should be added to the Staff Personal File but if they are kept		



6 Personnel Records held in Schools						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
				separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years		
6.6	Disciplinary proceedings:	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.			
6.6a	oral warning			Date of warning + 6 months	SECURE DISPOSAL	If warnings are placed on personal files then they must be weeded from the file
6.6b	written warning – level one			Date of warning + 6 months	SECURE DISPOSAL	If warnings are placed on personal files then they must be weeded from the file
6.6c	written warning – level two			Date of warning + 12 months	SECURE DISPOSAL	If warnings are placed on personal files then they must be weeded from the file



6 Personnel Records held in Schools						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
6.d	final warning			Date of warning + 18 months	SECURE DISPOSAL	If warnings are placed on personal files then they must be weeded from the file
6.6e	case not found			If child protection related please see 1.2 otherwise Secure Disposal immediately at the conclusion of the case	SECURE DISPOSAL	
6.7	Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL	
6.8	Annual appraisal/assessment records	No		Current year + 6 years	SECURE DISPOSAL	
6.9	Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment. Exit interview notes.	Yes		Termination + 7 years	SECURE DISPOSAL	
6.10	Records held under	Yes		Current year + 6	SECURE	



6 Personnel Records held in Schools						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	Retirement Benefits Schemes (Information Powers) Regulations 1995			years	DISPOSAL	
6.11	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.		
6.12	Salary assessments forms –	Yes		Termination + 6 years	SECURE DISPOSAL	



7 Health and Safety						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
7.1	Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL	
7.2	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980			
7.2a	Adults	Yes		Date of incident + 6 years	SECURE DISPOSAL	
7.2b	Children	Yes		DOB of child + 25 years LAC + 30 years	SECURE DISPOSAL	
7.3	Control of Substances Hazardous to Health (COSHH)			Current year + 40 years	SECURE DISPOSAL	
7.4	Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL	
7.5	Policy Statements			Life of Policy + 3 years	SECURE DISPOSAL	



7 Health and Safety						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
7.6	Risk Assessments			Current year + 3 years	SECURE DISPOSAL	
7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	SECURE DISPOSAL	
7.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SECURE DISPOSAL	
7.9	Fire Precautions log books			Current year + 6 years	SECURE DISPOSAL	



8 Administrative						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
8.1	Employer's Liability certificate			Closure of the school + 40 years	SECURE DISPOSAL	
8.2	Inventories of equipment and furniture			Current year + 6 years	SECURE DISPOSAL	
8.3	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]
8.4	Academy prospectus			Current year + 3 years		Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
8.5	Circulars (staff/parents/pupils)			Current year + 1 year	SECURE DISPOSAL	
8.6	Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required	
8.7	Visitors records			Current year + 6 years then REVIEW	Review to see whether a further retention period is required	
8.8	Parent Forum Minutes Parent voice questionnaire responses			Current year + 6 years Current year and life at school or 3 years		



9 Finance						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.1	Annual Accounts		Financial Regulations	Current year + 6 years	Standard Disposal	Offer to the Archives
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	SECURE DISPOSAL
9.3	Contracts					
9.3a	under seal			Contract completion date + 12 years	SECURE DISPOSAL	
9.3b	under signature			Contract completion date + 6 years	SECURE DISPOSAL	
9.3c	monitoring records			Current year + 2 years	SECURE DISPOSAL	
9.4	Copy orders			Current year + 2 years	SECURE DISPOSAL	
9.5	Budget reports, budget monitoring etc			Life of the budget + 3 years	SECURE DISPOSAL	
9.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current financial year + 6 years	SECURE DISPOSAL	
9.7	Annual Budget and background papers			Current financial year + 6 years	SECURE DISPOSAL	
9.8	Order books and requisitions			Current financial year + 6 years	SECURE DISPOSAL	



9 Finance						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.9	Delivery Documentation			Current financial year + 6 years	SECURE DISPOSAL	
9.10	Debtors' Records		Limitation Act 1980	Current financial year + 6 years	SECURE DISPOSAL	
9.11	School Fund – Cheque books			Current year + 3 years	SECURE DISPOSAL	
9.12	School Fund – Paying in books			Current financial year + 6 years then review	SECURE DISPOSAL	
9.13	School Fund – Ledger			Current financial year + 6 years then review	SECURE DISPOSAL	
9.14	School Fund – Invoices			Current financial year + 6 years then review	SECURE DISPOSAL	
9.15	School Fund – Receipts			Current financial year + 6 years	SECURE DISPOSAL	
9.16	School Fund – Bank statements			Current financial year + 6 years then review	SECURE DISPOSAL	
9.17	School Fund – School Journey books			Current financial year + 6 years then review	SECURE DISPOSAL	
9.18	Applications for free school meals, travel, uniforms etc			Whilst child at school	SECURE DISPOSAL	
9.19	Student grant applications			Current year + 3 years	SECURE DISPOSAL	
9.20	Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL	



9 Finance						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.21	Petty cash books		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	



10 Property						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
10.1	Title Deeds			Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to County Archives if the deeds are no longer needed
10.2	Plans			Permanent	These should be retained whilst the building belongs to the Academy and should be passed onto any new owners if the building is leased or sold.	Offer to County Archives
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
10.4	Leases			Expiry of lease + 6 years	SECURE DISPOSAL	
10.5	Lettings			Current financial year + 6 years	SECURE DISPOSAL	
10.6	Burglary, theft and vandalism report forms			Current year + 6 years	SECURE DISPOSAL	
10.7	Maintenance log books			Last entry + 6 years	SECURE DISPOSAL	
10.8	Contractors' Reports			Current year + 6 years	SECURE DISPOSAL	



11 Local Education Authority						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
11.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL	
11.2	Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL	
11.3	Circulars from LA			Operational Use	SECURE DISPOSAL Review to see whether a further retention period is required	



12 Department for Education						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
12.1	HMI reports			These do not need to be kept any longer		
12.2	OFSTED reports and papers			Life of the report then REVIEW	Review to see whether a further retention period is required	
12.3	Returns			Current year + 6 years	SECURE DISPOSAL	
12.4	Circulars from Department for Education			Whilst operationally required	Review to see whether a further retention period is required	



13 Careers Information, Advice and Guidance						
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
13.1	Service level agreements			Contract completion date + 6 years	SECURE DISPOSAL	
13.2	Work Experience agreement			DOB of child + 18 years	SECURE DISPOSAL	



14 Schools Meals						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
14.1	Dinner Register			Current year + 3 years	SECURE DISPOSAL	
14.2	School Meals Summary Sheets			Current year + 3 years	SECURE DISPOSAL	



15 Other Records - Administration						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	Financial Records					
15.1	Financial records – accounts, statements, invoices, petty cash etc	N		Current year + 6 years		
	Insurance					
15.2	Insurance policies – Employers Liability	N	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy		
15.3	Claims made against insurance policies – damage to property	Y		Case concluded + 3 years		
15.4	Claims made against insurance policies – personal injury	Y		Case concluded + 6 years		
	Human Resources					
15.5	Personal Files - records relating to an individual's employment history	Y10		Termination + 6 years then review		



15 Other Records - Administration						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
15.6	Pre-employment vetting information (including CRB checks)	N	CRB guidelines	Date of check + 6 months		
15.7	Staff training records – general	Y		Current year + 2 years		
15.8	Training (proof of completion such as certificates, awards, exam results)	Y		Last action + 7 years		
	Premises and Health and Safety					
15.9	Premises files (relating to maintenance)	N		Cessation of use of building + 7 years then review		
15.10	Risk Assessments Record of Fire practice	N		Current year + 3 years Current year + 3 years		



Checklist for Annual Review of School Records and Safe Data Destruction

	File/Record Title	Description	Number of files involved/destroyed	Method of Destruction	Destroyed in accordance with Data Guidelines
e.g.	Student Files – year of entry Sept 2018	Pictures and misc Items not required	210	Shredding/secure disposal	✓
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					