



DATA RETENTION GUIDELINES

Policy Reference: A40

Document Control Table

Document Title:	Data Retention Guidelines
Author (name & job title):	Jonathan Digby CEO
Version Number:	1
Date Approved:	May 2018
Approved By:	Board of Trustees
Date of Next Review:	30/03/20

Document History

Version	Date	Author	Note of Revisions
V1	May 18	JD	Policy Approved FI & HR Committee
V1	April 19	JD	The policy was reviewed by the Trust Board, no changes were made.

Contents

Retention Guidelines	3
1. The purpose of the retention guidelines.....	3
2. Benefits of a retention schedule.....	3
3. Maintaining and amending the retention schedule.....	3
Using the Retention Schedule.....	4
Management of the Trust and each School.....	5
Human Resources	10
Financial Management of the Trust and School	13
Pupil Management.....	17
Curriculum Management.....	21
Extra Curricular Activities.....	23

Retention Guidelines

1. The purpose of the retention guidelines

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series, which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000.

Members of staff are expected 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 record series regardless of the media in which they are stored.

2. Benefits of a retention schedule

There are a number of 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 should be aware that once a Freedom of Information request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped.

Members of staff can be confident about safe disposal information at the appropriate time.

Information which is subject to Freedom of Information and Data Protection legislation will be available when required. The Trust is not maintaining and storing information unnecessarily.

3. Maintaining and amending the retention schedule

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

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule should be reviewed on a regular basis.

Using the Retention Schedule

The Retention Schedule is divided into five sections:

1. Management of the Trust and each School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

Management of the Trust and each School

This section contains retention periods connected to the general management of the Trust. This covers the work of the Trust Board, LGB, CEO, Principal, Headteacher and the SLT, the admissions process and operational administration.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
1.1.1	Agendas for the Governing body and Trust Board	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL ¹
1.1.2	Minutes of Governing Body and Trust Board meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principle set (signed) Inspection Copies ²			PERMANENT Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded
1.1.3	Reports presented to the Governing Body and Trust Board	There may be data protection issues if the report deals with confidential issues relating to staff		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	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.4	Instrument of Government including Articles of Association	No		PERMANENT	These should be retained in the school whilst the school is open and offered to County Archives Services when the school closes
1.1.5	Trusts and Endowments managed by the Trust Board	No		PERMANENT	These should be retained in the school whilst the school is open and offered to the County Archives Services when the school closes

1. In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder.

2. These are the copies, which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
1.1.6	Action plans created and administered by the Governing Body and Trust Board	No		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.7	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	SECURE DISPOSAL
1.1.8	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for a further retention in case of contentious disputes	SECURE DISPOSAL
1.1.9	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendments) Regulations 2002	No	Education (Governor's Annual Reports) (England) Regulations 2002 S1 No. 1171	Date of meeting + 10 years	SECURE DISPOSAL
1.1.10	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

Please note that all information about retention of records concerning the recruitment of the CEP and Head Teachers can be found in the Human Resources section below.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data if the log book refers to pupils or members of staff		Date of the 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
1.2.2	Minutes of the SLT meetings and the meetings of other internal administrative bodies	There may be data if the log book refers to pupils or members of staff		Date of meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the CEO, Head or the SLT	There may be data if the log book refers to pupils or members of staff		Date of the report + 3 years then review	SECURE DISPOSAL
1.2.4	Records created by the CEO, Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	There may be data if the log book refers to pupils or members of staff		Current academic year + 6 years the review	SECURE DISPOSAL
1.2.5	Correspondence created by the CEO, Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	There may be data if the log book refers to pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	Trust / School Development	No		Life of the plan + 3 years	SECURE DISPOSAL

1.3 Admissions Process					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the school admission's policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made ³	SECURE DISPOSAL
1.3.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
1.3.6	Proofs of addresses 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 December 2014	Current year + 1 year	SECURE DISPOSAL

3. School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
1.3.7	Supplementary information form including additional information such as religion, medical conditions etc.	Yes			
	For successful admissions			This information should be added to the pupils file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
1.4.1	General file series	No		Current year + 5 years then review	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 year	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitors' Books and Signing in sheets	Yes		Current year + 6 years then review	SECURE DISPOSAL
1.4.6	Records relating to the creation and management of Parent Teacher Associations and / or Old Pupils Associations	No		Current year + 6 years then review	SECURE DISPOSAL

Human Resources

This section deals with all matters of Human Resources management within the Trust and Schools.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new CEO and Head teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS update service employer guide June 2014: Keeping children safe in education. July 2015 (statutory guidance from dept. of education section 73, 74)	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	
2.1.5	Proofs of identity collected as part of the process 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 places on the member of staffs file	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the staff personnel file [see below], but if they are kept separately then the Home Office requires that documents are kept for termination of Employment + not less than 2 years	

2.2 Operational Staff Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
2.2.1	Staff Personnel File	Yes	Limitations Act 1980 (section 2)	Termination of employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal / assessment records	Yes		Current year + 5 years	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working to safeguard children. A guide to inter-agency working to safeguard promote the welfare if children 2015”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then review. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file copy provided to persons concerned.	SECURE DISPOSAL These records must be shredded
2.3.2	Disciplinary Proceedings	Yes			
	Strong Management Advice			Date of warning + 6 months	SECURE DISPOSAL (if warnings are placed on personnel files then they must be weeded from the file)
	Written warning Level 1			Date of warning + 6 months	SECURE DISPOSAL (if warnings are placed on personnel files then they must be weeded from the file)
	Written warning Level 2			Date of warning + 12 months	SECURE DISPOSAL (if warnings are placed on personnel files then they must be weeded from the file)
	Final Warning			Date of warning + 18 months	SECURE DISPOSAL (if warnings are placed on personnel files then

they must be weeded from the file)

Case not found				If the incident is child protection related then see above otherwise dispose of at conclusion of the case	SECURE DISPOSAL
----------------	--	--	--	---	-----------------

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
2.4.1	Health and Safety Policy Statements	No		Life of Policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessments + 3 years	SECURE DISPOSAL
2.4.3	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
2.4.4	Accident Reporting	Yes	Social Security (claims and payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitations Act 1980		
	Adults			Date of the incident + 6 years	SECURE DISPOSAL
	Children			DOB of the child + 25 years	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to health (COSHH)	No	Control of substances Hazardous to health regulations 2002. SI 2002 No 2677 regulation 11; Records kept under the 1994 and 1999 regulations to be kept as if the 2002 regulations had not been made. Regulation 18 (2)	Last action + 40 years	SECURE DISPOSAL
2.4.6	Process of monitoring area where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
2.4.7	Process of monitoring area where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
2.4.8	Fire precautions log book	No		Current year + 6 years	SECURE DISPOSAL

4. Employees are required to take 'clear copy' of the documents, which they are shown as part of this process.

2.5 Payroll and Pensions					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL ⁴
2.5.2	Records held under retirement benefits schemes (information powers) regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

Financial Management of the Trust and School

This section deals with all aspects of the financial management of the Trust and school including the administration of school meals.

3.1 Risk Management and Insurance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL

3.2 Asset Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

5. This review took place as the independent inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse be retained until the inquiry is completed. This section will then be reviewed again to take into account any recommendations the inquiry might make concerning record retention.

6. Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
3.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL
3.3.3	Student Grant Application	Yes		Current year + 3 years	SECURE DISPOSAL
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of budget + 3 years	SECURE DISPOSAL
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL

3.4 Contract Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
3.5.1	School Fund – Cheque books	No		Current year + 6 years	SECURE DISPOSOL
3.5.2	School Fund – Paying in books	No		Current year + 6 years	SECURE DISPOSAL
3.5.3	School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL
3.5.4	School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL
3.5.5	School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
3.5.6	School Fund – Bank statements	No		Current year + 6 years	SECURE DISPOSAL
3.5.7	School Fund – Journey Books	No		Current year + 6 years	SECURE DISPOSAL

3.6 School Meal Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
3.6.1	Free school meals register	Yes		Current year + 6 years	SECURE DISPOSAL
3.6.2	School meals register	Yes		Current year + 3 years	SECURE DISPOSAL
3.6.3	School meals summary	Yes		Current year + 3 years	SECURE DISPOSAL

4.1 Property Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
4.1.1	Title deeds of properties belonging to the Trust	No		Permanent These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belong to each school	No		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	
4.1.3	Leases of property leased by or to the Trust	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL

4.2 Maintenance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the Trust and school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating on the maintenance of the Trust and school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL

Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
5.1.1	Pupil's Educational Record required by The Education (pupil information) (England) Regulations 2005	Yes	The Education (pupil information) (England) Regulations 2005 SI 2005 No. 1437		
	Primary			Retain whilst the child remains at the primary school	<p>The file should follow the pupil when. This will include:</p> <ul style="list-style-type: none"> To another primary school To a secondary school To a pupil referral unit If the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period. <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period. Primary schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the LA as it is more likely that the pupil will request the record from the Local Authority.</p>
	Secondary		Limitation Act 1980 (section 2)	Date of birth of the pupil + 25 years	SECURE DISPOSAL
5.1.2	Examination Results – Pupil copies public	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board

5.1 Pupil's Education Record				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record

This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then reviewed again to take into account any recommendations the Inquiry might make concerning record retention.

5.1.3	Child protection information held on pupil file	Yes	“Keeping children safe in education statutory guidance for schools an colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	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 – these records MUST be shredded
5.1.4	Child protection information held in separate files	No	“Keeping children safe in education statutory guidance for schools an colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	DOB of the child + 25 years then review. The 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.	

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

5.2 Attendance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and LA October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL
5.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
5.3 Special Educational Needs					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (section 2)	DOB of the pupil + 25 years	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.
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DOB of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
5.3.3	Advice and Information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	DOB of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 2	DOB of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold

Curriculum Management

6.1	Statistics and Management Information				
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Results (schools copy)	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.3	SATS records	Yes			
	Results			The SATS results should be recorded on the pupil's 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 SATS results. These could be kept for current year + 6 years to allow suitable comparison.	SECURE DISPOSAL
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.5	Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
6.2.1	Schemes of Work	No		Current year + 1 years	
6.2.2	Timetable	No		Current year + 1 years	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.3	Class Record Books	No		Current year + 1 years	
6.2.4	Mark Books	No		Current year + 1 years	
6.2.5	Record of homework set	No		Current year + 1 years	
6.2.6	Pupil's Work	No		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

Extra Curricular Activities

7.1	Educational Visits Outside of The Classroom				
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisors' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal framework and employer system” and section 4 – “Good Practice”.	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisors' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal framework and employer system” and section 4 – “Good Practice”.	Date of visit + 10 years	SECURE DISPOSAL
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	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.
7.1.4	Parental permission slips for school trips – where there has been a major incident.	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years. 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

7.2 Walking Bus					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
7.2.1	Walking bus register	Yes		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 back up copies should be destroyed at the same)

7.2 Walking Bus					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Actions at the end of the administrative life of the record
7.3.1	Day Books	Yes		Current year + 2 years then review	
7.3.2	Reports for outside agencies – where the report has been included on the case file created by outside agency	Yes		Whilst child is attending school and then destroy	
7.3.3	Referral Forms	Yes		While referral is current	
7.3.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
7.3.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
7.3.6	Group Registers	Yes		Current year + 2 years	