

Trust Policy

Records Management Policy

Approver: Trustees
Review Cycle: Triennial

Revision History			
Date	Version	Short Description of Changes	Approved by:
May 2018	V1.0	Policy adopted	Trustees
Mar 2020	V2.0	Veritau Policy Adopted Appendix C Section 5.4 added Appendix D added Appendix B Section 6.2.7 added	FD
Nov 2021	V2.1	Appendices B, C & D Section 4.2.3 added	FD
May 2021	V2.2	No changes	Trustees
Jan 2025	V2.3	Veritau template policy v4 July 2024 used. IRMS toolkit incorporated as at Dec 2024	Trustees

This Policy Applies To:
Secondary Schools Primary Schools Centralised Trust Employees Trustees & Governors

Document Management Information

Applicable to:	All staff, Trustees & Governors
Development and Consultation:	Developed in line with DPO and IRMS Toolkit for Schools.
Dissemination:	Available for staff on the Staff Hub, HT will be asked to ensure staff responsible for records management have read this.
Implementation:	To be used in all areas of the organisation to properly manage records
Training:	Relevant staff will be identified by Headteachers to complete the Veritau module: Records Management
Review Frequency:	Triennially
Based on:	Veritau template policy adapted – version 4 – updated July 2024. Online IRMS Toolkit accessed Dec 24
Policy Author:	Trust Compliance Office
Executive Policy Owner:	Chief Operating Officer
Approval by:	Trustees
Version	2.3
Approval Date:	15 January 2025
Next Review Due:	Jan 2028

If you require this policy in a more accessible format please contact the Trust Compliance Officer on compliance@coastandvale.academy

Executive summary text for current policy version:

This policy outlines the records management policy for the Trust.

The overall responsibility for records rests with the CEO. Whilst often handled operationally good records management is essential to evidence compliance with a variety of agencies and legal obligations that we have.

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1. Introduction and Scope

- 1.1 Coast and Vale Learning Trust (the Trust) recognises records management as a core corporate function that supports the effective management of the Trust. A records management programme ensures that authoritative evidence of our work is created, captured, managed and made accessible within the scope of our information governance policy framework. This allows for improved accountability, transparency, continuity, decision-making, and better compliance with relevant legislation and regulations, as well as protecting the rights and interests of ourselves and our pupils.
- 1.2 A record is defined as information created, received and maintained as evidence and as an asset by the Trust in pursuit of legal obligations or in the transaction of business. Records are retained as evidence for a set period determined by legal, regulatory and functional requirements.
- 1.3 The Records Management Policy and retention schedule applies to all records created, received or maintained by the Trust in the course of carrying out its functions, regardless of whether it is in paper or electronic format.
- 1.4 This policy applies to all employees, Trustees or governors, contractors, agents and representatives, volunteers and temporary staff working for, or on behalf of, the Trust. It should be read alongside the other policies within our information governance policy framework, including the Data Protection Policy, Information Security Policy and Acceptable Use policies.

2. Roles and Responsibilities

- 2.1 Overall responsibility for ensuring that the Trust meets the statutory requirements of any legislation lies with the Board of Trustees. The following

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roles have day to day responsibility for records management compliance and provide the necessary assurance to the Board.

Senior Information Risk Owner (SIRO)

- 2.2 The SIRO is responsible for overseeing the implementation of this policy and ensuring that effective records management practices are in place across the Trust. The SIRO for the Trust is the Chief Executive Officer.
- 2.3 Each school will also have a SIRO who is responsible for the records and staff training at school level, this will sit with the most senior manager of the school, typically a Head of school, Headteacher or Principal. They are ultimately responsible for the day-to-day operational management of the school and will ensure that staff are appropriately trained in relation to records management, supported by the SPOC and IAOs.
- 2.4 The SPOC will support the SIRO in the day-to-day operational management of the school, providing guidance on good records management practices and promoting compliance with this policy so that information can be retrieved easily, appropriately and in a timely way. They will help develop and carry out regular reviews of the records management programme, at least annually, to ensure compliance and to check that records are stored securely and can be accessed appropriately. In our organisation this role lies with a senior member of the school support staff, typically this will be an Office or Business Manager, in some schools there may be someone with specific compliance responsibilities.

Information Asset Owner (IAO)

- 2.5 The IAO is responsible for the security and maintenance of a particular record during its lifecycle. They need to understand how information is created, amended or added to over time, and know who has access to the records and why. They are responsible for the appropriate disposal of information when it is no longer required. A record of IAOs is included in our Information Asset Register.

All staff

- 2.6 All staff, including governors or Trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on behalf of, the school are responsible for managing records consistently in accordance with this policy. They must keep complete and accurate records which adequately document their work.

3. Records Management

- 3.1 We have a robust programme in place for managing our records throughout their lifecycle. This includes using methods such as version control and file plans to ensure that records can be easily searched and accessed in the event of an information request. We also include records and information management as a risk on our corporate risk register.

Information Asset Register (IAR)

- 3.2 In accordance with Article 30 of UK GDPR, we have in place an Information Asset Register (IAR) which maintains a record of our processing activities. The IAR documents exactly what records we hold, where they are stored, who has access to the information and the retention periods in place. This is reviewed, at least annually, to ensure it remains accurate.

Email management

- 3.3 We have a process in place to ensure that emails are also managed in line with this policy and our retention schedule. Emails discussing school business or reflecting significant actions or decisions concerning school business will not be stored in personal email inboxes but will be removed and stored securely in the appropriate filing system.
- 3.4 Personal email inboxes are regularly reviewed by staff to ensure any unnecessary emails are deleted.

4. Pupil Records

- 4.1 Schools are under a duty to maintain a record for each pupil which serves as the core record of an individual's progress through the education system and should accompany them throughout their school career. The information within the pupil record must be easy to find, accurately and objectively recorded, and expressed in a professional manner.
- 4.2 Pupil records are held electronically within our management information system (MIS). Some information, not forming part of the core record, will be held outside the MIS in either electronic or paper format. This includes information which has shorter retention periods such as attendance registers, consent forms, medical forms, accident forms, absence notes and pupil work.

Safeguarding files

- 4.3 Records relating to pupils involved with child protection or safeguarding are held securely in a designated system accessible to the Designated Safeguarding Leads (DSLs). This is stored separately to the core pupil record to ensure confidentiality and restricted accessibility.

5. Staff Records

- 5.1 Records relating to the school workforce will be held securely, either electronically or in paper format, with appropriate measures in place to ensure accessibility is restricted.

6. Storage and Security

- 6.1 All records, especially where containing personal data, will be stored securely to maintain confidentiality, whilst also keeping information accessible to those authorised to see it. Electronic records will have appropriate security and access controls in place, and systems will have robust audit functions in place wherever possible.
- 6.2 Paper records will be stored in secure, lockable storage areas with restricted access.
- 6.3 When sharing or transferring records containing personal information, we will ensure appropriate transmission security controls are in place, in line with our Information Security Policy.

7. Retention and Disposal

- 7.1 Retention is the period a record is kept for after it stops being actively used, but before it is destroyed. Retention is a vital part of records management as it allows organisations to retain records only for as long as needed, and discourages records being kept for long periods 'just in case'.
- 7.2 The retention period for particular types of records is determined by legal, regulatory or functional requirements. We have implemented a Retention Schedule which sets out our specified retention periods (Appendix One).
- 7.3 We will ensure that any records containing personal or confidential information are disposed of appropriately and securely when they have reached the end of their retention period, in line with our retention schedule.
- 7.4 Records held in databases or electronic management systems with the functionality for automatic destruction of records after a specified period of time will be used wherever possible. A review of the records will be carried out prior to destruction, where practical.
- 7.5 Where automatic disposal is not in place, for example for paper records, we will carry out a manual review, at least annually, to ensure they are deleted in line with retention guidelines.
- 7.6 The disposal of all information is documented to ensure that we maintain a record of when it has been deleted and by whom. This allows us to evidence that a record no longer exists, or has been transferred to another institution, in the event of a subject access or Freedom of Information request being received.

8. Archiving

- 8.1 A small percentage of our records will be selected for permanent preservation as part of the County or Local Authority Archives Service (delete as appropriate). This is maintained as a resource to help inspire and equip current staff and pupils to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of school-life

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among many generations; and to serve as a research resource for all interested in the history of the school and the community it serves.

- 8.2 Records containing personal information will only be selected for archive with appropriate safeguards in place to protect the rights and freedoms of individuals. This will include anonymisation or pseudonymisation wherever possible.

9. **Training**

- 9.1 Since all employees are involved in creating, maintaining and using records, it is vital that everyone understands their record management responsibilities as set out in this policy. We will ensure that staff are appropriately trained or experienced and that they understand the need for effective record keeping.
- 9.2 When we introduce new technology or ICT systems we ensure that users are appropriately trained to use these systems and can manage records within them effectively.

Appendix 1: Records Retention Scheme

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
1. Governance of the Academy Trust - Contracts					
1.1.	All records relating to the management of contracts under seal	No	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer	Limitation Act 1980	SECURE DISPOSAL
1.2.	All records relating to the management of contracts under signature	No	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer	Limitation Act 1980	SECURE DISPOSAL
1.3.	Records relating to the management of contracts with external providers	No	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	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	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

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
1.6.	All records relating to the maintenance of the school carried out by school employees, including maintenance log books	No	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file		SECURE DISPOSAL
1.7.	Records relating to the management of software licences	No	Date licence expires + 6 years		SECURE DISPOSAL

2. Education Management – Management Information

2.1.	Published Admission Number (PAN) reports	Yes	Current year + 6 years		SECURE DISPOSAL
2.2.	Curriculum returns	No	Current year + 3 years		SECURE DISPOSAL
2.3.	Self-evaluation forms	Yes	Current year + 6 years		SECURE DISPOSAL
2.4.	Self Evaluation Forms - External moderation	Yes	Until superseded		SECURE DISPOSAL
2.5.	Self Evaluation Forms - Internal moderation	Yes	Academic year plus one academic year		SECURE DISPOSAL
2.6.	Value added and contextual data	Yes	Current year + 6 years		SECURE DISPOSAL

3. Education Management - Policies and Frameworks

3.1.	Complaints Policy	No	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	Life of the policy or policy superseded + 3 years. If major changes are made		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			to the policy then an archive copy of previous policies should be retained		
3.3.	Freedom of Information Policy	No	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	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	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	Life of statement or date statement superseded + 3 years		SECURE DISPOSAL
3.7.	Risk and Control Framework	No	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	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			are made to the rules or bylaws then an archive copy of previous policies should be retained		
4. Education Management - Strategy					
4.1.	Strategic Review	No	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	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	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	Equality Act 2010	SECURE DISPOSAL
5. Examinations					
5.1.	SATs records Examination papers	Yes	The examination papers should be kept until any appeals/validation process is complete		SECURE DISPOSAL
5.2.	SATs records Results	Yes	The SATS results should be recorded on the pupils		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			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		
5.3.	Examination Results Pupil Copies: Public	Yes	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	This information should be added to the pupil file Date of Visit + 15 years		
5.5.	Examination results (schools copy)	Yes	Current year + 6 years		SECURE DISPOSAL
5.6.	Management of examination registrations	Yes	The examination board will usually mandate how long these records need to be retained		

6. Extra Curriculum and Miscellaneous Activities

6.1.	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools	No	Date of Visit + 15 years	Limitation Act 1980	SECURE DISPOSAL
6.2.	Records created by schools in order to obtain approval to run an educational visit outside	No	Date of Visit + 15 years	Limitation Act 1980	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
	the classroom - Secondary schools				
6.3.	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 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 ¹		SECURE DISPOSAL
6.4.	Parental permission slips for school trips where there has been a major incident	Y	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	Limitation Act 1980	SECURE DISPOSAL
6.5.	Records relating to residential trips	Y	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	Limitation Act 1980	SECURE DISPOSAL

¹ 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>. A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
7. Finance - Funding					
7.1.	Funding Agreement with Secretary of State and supplemental funding agreements	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.2.	Funding Agreement Termination of the funding agreement ²	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.3.	Funding Records Capital Grant	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.4.	Funding Records Earmarked Annual Grant (EAG)	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.5.	Funding Records General Annual Grant (GAG)	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.6.	Per pupil funding records	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.7.	Funding records	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.8.	Gift Aid and Tax Relief	Yes	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.9.	Exclusions agreement	No	Date of last payment of funding + 6 years		SECURE DISPOSAL
7.10.	Records relating to loans	No	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

² 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.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
7.11.	Management of Endowment Funds	No	Life of the fund + 6 years		SECURE DISPOSAL
7.12.	Investment policies	No	Life of the investment + 6 years		SECURE DISPOSAL
7.13.	Pupil Premium Fund records	Yes	Date pupil leaves the provision + 6 years		SECURE DISPOSAL
7.14.	Student Grant applications	Yes	Current year + 3 years		SECURE DISPOSAL
8. Finance - Operational					
8.1.	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years		SECURE DISPOSAL
8.2.	Records relating to the collection and banking of monies	No	Current financial year + 6 years		SECURE DISPOSAL
8.3.	Records relating to the identification and collection of debt	Yes	Payment or write off of debt + 6 years		SECURE DISPOSAL
9. Finance - Risk Management and Insurance					
9.1.	Employers Liability Insurance Certificate	No	Year of issue + 40 years. Pass to the Local Authority if the school closes	EXPLANATORY NOTE ³	SECURE DISPOSAL
9.2.	Insurance policies	No	Date the policy expires + 6 years except Public	EXPLANATORY NOTE ³	SECURE DISPOSAL

³ (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.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			Liability insurance - day of issue + 40 years		
9.3.	Records relating to the settlement of insurance claims	Y	Date claim settled + 6 years		SECURE DISPOSAL
9.4.	Burglary, theft and vandalism report forms		Current year + 6 years		SECURE DISPOSAL
9.5.	Audit Committee and appointment of responsible officers	No	As long as necessary	EXPLANATORY NOTE ⁴	SECURE DISPOSAL
10. Finance - School Fund					
10.1.	School Fund Ledger	No	Current financial year + 6 years		SECURE DISPOSAL
10.2.	Whole of government accounts returns	No	Current financial year + 6 years		SECURE DISPOSAL
10.3.	School Fund Journey books	No	Current financial year + 6 years		SECURE DISPOSAL
10.4.	School Fund Invoices	No	Current financial year + 6 years		SECURE DISPOSAL
10.5.	School Fund Receipts	No	Current financial year + 6 years		SECURE DISPOSAL
10.6.	School Fund Bank statements	No	Current financial year + 6 years		SECURE DISPOSAL
10.7.	School Fund Cheque books	No	Current financial year + 1 year		SECURE DISPOSAL
10.8.	School Fund Paying in books	No	Current financial year + 6 years		SECURE DISPOSAL
11. Finance - School Meals					

⁴ Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
11.1.	Free school meals registers	Yes	Current financial year + 3 years		SECURE DISPOSAL
11.2.	School meals summary sheets	No	Current financial year + 6 years		SECURE DISPOSAL
11.3.	School meals registers	Yes	Current financial year + 3 years		SECURE DISPOSAL
12. Finance – Strategic Finance					
12.1.	Annual accounts	No	Current financial year + 6 years		SECURE DISPOSAL
12.2.	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No	Life of the budget + 3 years		SECURE DISPOSAL
12.3.	Statement of financial activities for the year	No	Current financial year + 6 years		SECURE DISPOSAL
12.4.	Financial Planning	No	Current financial year + 6 years		SECURE DISPOSAL
12.5.	Value for money statement	No	Current financial year + 6 years		SECURE DISPOSAL
12.6.	Borrowing powers	No	Until superseded + 6 years		SECURE DISPOSAL
12.7.	Charging and remissions policy	No	Date policy superseded + 3 years		SECURE DISPOSAL
12.8.	Independent Auditors report on regularity	No	Financial year report relates to + 6 years		SECURE DISPOSAL
12.9.	Independent Auditors report on financial statements	No	Financial year report relates to + 6 years		SECURE DISPOSAL
12.10.	Records relating to the management of VAT	No	Current financial year + 6 years		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
13. Governing Bodies - Activities					
13.1.	Records relating to Governor Monitoring Visits	Yes	Date of the visit + 3 years		SECURE DISPOSAL
14. Governing Bodies - Governance					
14.1.	Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Companies Act 2006 section 355 ⁵	SECURE DISPOSAL
14.2.	Articles of Association	No	Life of the Academy		SECURE DISPOSAL
14.3.	Memorandum of Association	No	This can be disposed of once the Academy has been incorporated		SECURE DISPOSAL
14.4.	Memorandum of Understanding of Shared Governance among Schools	No	Life of Memorandum of Understanding + 6 years		SECURE DISPOSAL
14.5.	Governance Statement	No	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes		SECURE DISPOSAL
14.6.	Written Scheme of Delegation	No	Life of Written Scheme of Delegation + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL

⁵ This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
14.7.	Special Resolutions to amend the Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Companies Act 2006 section 355 ⁶	SECURE DISPOSAL
14.8.	Annual Report and Accounts	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
14.9.	Annual Report Trustees Report	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
14.10.	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years		SECURE DISPOSAL
14.11.	Annual Return	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL
14.12.	Instruments of Government For the life of the school	No	For the life of the school		Consult local archives before disposal
14.13.	Register of Directors	Yes	Date Director resigns + 10 years	Companies Act 2006 ⁷	SECURE DISPOSAL
14.14.	Scheme of Delegation and Terms of Reference for Committees	No	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]		These could be offered to the archives if appropriate

⁶ This section refers to. Records of Resolutions and meetings etc. it does not mention. Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))

⁷ Companies Act Section 121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
14.15.	Trusts and Endowments managed by the Governing Body	Yes	Life of the Trust or Endowment + 6 years		SECURE DISPOSAL
14.16.	Records relating to complaints dealt with by the Governing Body Annual Report and Accounts	Yes	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 relating to the conversion of schools to Academy status	No	For the life of the organisation	Companies Act 2006 section 355	Consult local archives before disposal
14.18.	Policy documents created and administered by the Governing Body	No	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

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
15. Governing Bodies – Governors, Directors and Trustees					
15.1.	Appointment of Trustees and Governors and Directors	Yes	Life of appointment + 6 years	Companies Act 2006 section 355	SECURE DISPOSAL
15.2.	Records relating to the election of parent and staff governors not appointed by the governors	Yes	Date of election + 6 months		SECURE DISPOSAL
15.3.	Records relating to the appointment of co-opted governors	Yes	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
15.4.	Records relating to the terms of office of serving governors including evidence of appointment	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.		SECURE DISPOSAL
15.5.	Records relating to Governor Declaration against disqualification criteria	Yes	Date appointment ceases plus 6 years		SECURE DISPOSAL
15.6.	Governors Code of Conduct	No	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
15.7.	Records relating to DBS checks carried out on clerk and members of the governing body	Yes	Date the DBS Certificate was seen should be on the SCR until a new certificate is produced.		SECURE DISPOSAL
15.8.	Governor personnel files	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years		SECURE DISPOSAL
15.9.	Records relating to the induction programme for new governors	Yes	Date appointment ceases plus 6 years. This should be held in the personnel file		SECURE DISPOSAL
15.10.	Records relating to the training required and received by Governors	Yes	Date Governor steps down + 6 years. This should be held in the personnel file		SECURE DISPOSAL
15.11.	Appointment and removal of Members	Yes	Life of appointment + 6 years		SECURE DISPOSAL
15.12.	Register of members	Yes	Date Member resigns + 10 years	Companies Act 2006	SECURE DISPOSAL
15.13.	Statement of Trustees Responsibilities	No	Life of statement + 6 years		SECURE DISPOSAL
15.14.	Register of Trustees interests	Yes	Date Trustee resigns + 10 years	Companies Act 2006	SECURE DISPOSAL
15.15.	Declaration of Interests Statements - members of LGC	Yes	Date Governor resigns + 10 years		SECURE DISPOSAL
16. Governing Bodies - Meetings					
16.1.	Board Meeting Minutes	Yes	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
16.2.	Board Decisions	Could be if the decisions refer to living individuals	Date of the meeting + a minimum of 10 years		OFFER TO ARCHIVES
16.3.	Board Meeting: Annual Schedule of Business	No	Current year		SECURE DISPOSAL
16.4.	Board Meeting: Procedures for conduct of meeting	No	Date procedures superseded + 6 years	Limitation Act 1980 (Section 2)	SECURE DISPOSAL
16.5.	Records relating to the management of General Members Meetings	No	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES
16.6.	Minutes relating to any committees set up by the Board of Directors	Could be if the minutes refer to living individuals	Date of the meeting + a minimum of 10 years		OFFER TO ARCHIVES
16.7.	Records relating to the management of the Annual General Meeting	Could be if the minutes refer to living individuals	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES
16.8.	Meetings Schedule	No	Current year		SECURE DISPOSAL
16.9.	Agendas for Governing Body meetings	May be data protection	One copy should be retained with the master		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
		issues, if the meeting is dealing with confidential issues relating to staff	set of minutes. All other copies can be disposed of		
16.10.	Agendas Additional Copies	No	Date of meeting		STANDARD DISPOSAL
16.11.	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	May be data protection issues, if the meeting is dealing with confidential issues relating to staff	Date of meeting + 10 years		SECURE DISPOSAL
16.12.	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Yes - May have names and personal issues unless redacted	Date of meeting + 10 years		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
16.13.	Reports presented to the Governing Body	Yes	Date of meeting the report was presented to + 10 years		SECURE DISPOSAL or retain with the signed set of minute
16.14.	Reports made to the Governors Meeting which are referred to in the minutes	Potential	Although generally kept for the life of the organisation.	Companies Act 2006	Consult local archives before disposal
16.15.	Register of attendance at Full Governing Board meetings	Yes	Date of last meeting in the book + 6 years		SECURE DISPOSAL
16.16.	Papers relating to the management of the Annual Parents Meeting	Yes	Date of meeting + 6 years		SECURE DISPOSAL
17. Health and Safety					
17.1.	Health and Safety policy statements	No	Life of policy + 3 years		SECURE DISPOSAL
17.2.	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	Pass to new owner on sale or transfer of building		Pass to new owner on sale or transfer of building
17.3.	Fire precautions log books	No	Current year + 6 years		SECURE DISPOSAL
17.4.	Fire risk assessments	No unless containing Personal Emergency Evacuation plans	Life of the risk assessment + 3 years	Fire Service Order 2005	SECURE DISPOSAL
17.5.	Accident reporting: Adults	Yes	Social Security (Claims and Payments) Regulations 1979		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 ⁸		
17.6.	Records relating to accident/injury at work including incident reports	Yes	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)		SECURE DISPOSAL
17.7.	Accident reporting: Children	Yes	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.	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	SECURE DISPOSAL
17.8.	Control of Substances Hazardous to Health (COSHH)	No	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
17.9.	Records relating to any reportable death, injury,	Yes	Date of incident + 3 years provided that all records	Reporting of Injuries, Diseases and	SECURE DISPOSAL

⁸ 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 17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
	disease or dangerous occurrence (RIDDOR)		relating to the incident are held on personnel file. See IRMSTK17.5 and IRMSTK17.7	Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2) ⁹	
17.10.	Health and Safety risk assessments	No	Life of risk assessment + 3 years		SECURE DISPOSAL
17.11.	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos	Yes	Last action + 40 years	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	SECURE DISPOSAL
17.12.	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording	No	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	The Ionising Radiations Regulation 2017	SECURE DISPOSAL
18. Liaison with LEA-DFE					
18.1.	OFSTED reports and papers	No	Life of the report then REVIEW		SECURE DISPOSAL

⁹ For more information see: <http://www.hse.gov.uk/RIDDOR/> <https://www.hse.gov.uk/pubns/edis1.htm> concerns schools

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
18.2.	Returns made to central government	No	Current year + 6 years		SECURE DISPOSAL
18.3.	School census returns	No	Current year + 5 years		SECURE DISPOSAL
18.4.	Circulars and other information sent from the Local Authority	No	Operational use		SECURE DISPOSAL
18.5.	Circulars and other information sent from central government	No	Operational use		SECURE DISPOSAL
18.6.	Attendance returns	Yes	Academic year + 1 year		SECURE DISPOSAL
18.7.	Secondary transfer sheets (Primary)	Yes	Academic year + 2 years		SECURE DISPOSAL
19. Parent Teacher Association					
19.1.	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Yes	Current year + 6 years then REVIEW		SECURE DISPOSAL
20. Property					
20.1.	Title deeds of properties belonging to the school	No	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	No	These should be retained whilst the building belongs to the school and should be passed onto any new		Pass to next owner

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
	diagrams and additional fire safety features		owners if the building is leased or sold		
20.3.	Leases of property leased by or to the school	No	Expiry of lease + 6 years		SECURE DISPOSAL
20.4.	Business continuity and disaster recovery plans	Yes	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	Current financial year + 6 years		SECURE DISPOSAL

21. Pupils and Students

21.1.	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary	Yes	Retain whilst the child remains at the primary school	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	<p>The file should follow the pupil when they leave the primary school. 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. • 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
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Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
21.2.	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary	Yes	Date of birth of the pupil + 25 years	Limitation Act 1980 (Section 2) ¹⁰	SECURE DISPOSAL
21.3.	Attendance registers	Yes	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]	SECURE DISPOSAL
21.4.	Correspondence relating to any absence (authorised or unauthorised)	Potential	Current academic year + 2 years	Education Act 1996 Section 7	SECURE DISPOSAL
22. School Admissions					
22.1.	All records relating to the creation and implementation of the School Admissions Policy	No	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL
22.2.	Register of admissions	Yes	Every entry in the admission register must be preserved for a period of 3 years after the date on		SECURE DISPOSAL REVIEW Schools may wish to consider keeping the admission register

¹⁰ Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			which the entry was made. School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.		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 of case + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL
22.4.	Admissions if the admission is successful	Yes	Date of admission + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels	SECURE DISPOSAL
22.5.	Admissions Secondary Schools Casual	Yes	Current academic year + 1 year		SECURE DISPOSAL
22.6.	Proofs of address supplied by parents as part of the admissions process	Yes	Current academic year + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities,	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
				schools adjudicators and admission appeals panels	
22.7.	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions	Yes	This information should be added to the pupil file		As per pupil file
22.8.	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.	Yes	Until appeals process completed		SECURE DISPOSAL
22.9.	Records relating to the management of exclusions	Yes	Date of birth of the pupil involved + 25 years		SECURE DISPOSAL
23. School Assets					
23.1.	Community School leases for land	No	Date lease expires + 6 years		SECURE DISPOSAL
23.2.	Commercial transfer arrangements	No	Date of transfer + 6 years		SECURE DISPOSAL
23.3.	Transfer of land to the Academy Trust	No	Life of land ownership then transfer to new owner		SECURE DISPOSAL
23.4.	Transfers of freehold land	No	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	End of lease + 6 years		SECURE DISPOSAL
23.6.	Land and building valuations	No	Date valuation superseded + 6 years		SECURE DISPOSAL
23.7.	Disposal of assets	No	Date asset disposed of + 6 years		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
23.8.	Burglary, theft and vandalism report forms	No	Date of insurance settlement + 6 years		SECURE DISPOSAL
23.9.	Inventories of furniture and equipment	No	Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment		SECURE DISPOSAL
24. School Management					
24.1.	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	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
24.2.	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)	Yes	Academic Year + 1 year [Schools may decide to archive one copy]		SECURE DISPOSAL
24.3.	School Privacy Notice which is sent to parents as part of GDPR compliance	No	Life of the privacy notice/until the privacy notice plus 6 years		SECURE DISPOSAL
24.4.	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	Yes	Consents should be retained for as long as the consent is relied on.		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
24.5.	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year		STANDARD DISPOSAL
24.6.	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then REVIEW	Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL
24.7.	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Date of the report + a minimum of 3 years then REVIEW		SECURE DISPOSAL
24.8.	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records	Current academic year + 3 years then REVIEW		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
		refers to individual pupils or members of staff			
24.9.	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Date of correspondence + 3 years then REVIEW		SECURE DISPOSAL
24.10.	Management of complaints	Yes	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

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
24.11.	Newsletters and other items with a short operational use	No	Current year + 1 year		SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
24.12.	Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years. Schools should consider archiving one copy for historical reasons		STANDARD DISPOSAL
25. Special Education Needs and Disabilities					
25.1.	Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of birth of the pupil + 25 years	Limitation Act 1980	SECURE DISPOSAL
25.2.	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	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 6 years after legal action ended	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 ¹¹	SECURE DISPOSAL
25.3.	Advice and information provided to parents regarding educational needs	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a	Special Educational Needs and Disability Act 2001 Section 2 ¹²	SECURE DISPOSAL

¹¹ IICSA recommendations awaited

¹² This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			legal hold then date legal action ceases + 6 years		
25.4.	Accessibility strategy	Yes	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 ¹²	Special Educational Needs and Disability Act 2001 Section 14	SECURE DISPOSAL
26. Teachers and Staff - Disciplinary					
26.1.—	Disciplinary Proceedings: Oral warning	Yes	Date of warning + 6 months¹³		SECURE DISPOSAL
26.2.	Disciplinary Proceedings: Written warning	Yes	Date of warning + 12 months ¹³		SECURE DISPOSAL
26.3.	Disciplinary Proceedings: Final warning	Yes	Date of warning + 15 months ¹³		SECURE DISPOSAL
26.4.	Disciplinary Proceedings: Case not found	Yes	If the incident is child protection related, then see IRMSTK29.1 otherwise dispose of at the conclusion of the case		SECURE DISPOSAL

¹³ If warnings are placed on personal files, then they must be weeded from the file. 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. 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

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
27. Teachers and Staff – Pay and Pensions					
27.1.	Records relating to the agreement of pay and conditions	No	Date pay and conditions superseded + 6 years		SECURE DISPOSAL
27.2.	Payroll records	Yes	Date payroll run + 6 years		SECURE DISPOSAL
27.3.	Payroll reports	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.4.	Payroll awards	Yes	Current year + 6 years		SECURE DISPOSAL
27.5.	Payroll gross / net weekly or monthly	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.6.	Payslips copies	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.7.	Pay packet receipt by employee	Yes	Current year + 2 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.8.	Maternity pay records	Yes	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	SECURE DISPOSAL
27.9.	Part time fee claims	Yes	Current year + 6 years	Taxes Management Act 1970; Income and	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
				Corporation Taxes 1988	
27.10.	Overtime	Yes	Current year + 3 years		SECURE DISPOSAL
27.11.	National Insurance Schedule of payments	Yes	Current year + 6 years		SECURE DISPOSAL
27.12.	Insurance	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.13.	Car allowance claims	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.14.	Car mileage output	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.15.	Car loans	Yes	Completion of loan + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.16.	Time sheets /clock cards / flexitime	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.17.	Bonus sheets	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.18.	Staff returns	Yes	Current year + 3 years	Taxes Management Act 1970; Income and	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
				Corporation Taxes 1988	
27.19.	Sickness records	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.20.	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48	Yes	Current year + 6 years		SECURE DISPOSAL
27.21.	Personal bank details	Yes	Until superseded + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.22.	Income tax form P60	Yes	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. ¹⁴	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.23.	Pension payroll	Yes	Current year + 6 years	Taxes Management Act 1970; Income and	SECURE DISPOSAL

¹⁴ There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
				Corporation Taxes 1988	
27.24.	Superannuation adjustments	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.25.	Superannuation reports	Yes	Completion of loan + 6 years		SECURE DISPOSAL
27.26.	Members Allowance register	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	SECURE DISPOSAL
27.27.	Records relating to pension registrations	Yes	Date of last payment on the pension + 6 years		SECURE DISPOSAL
27.28.	Management of the Teachers Pension Scheme	Yes	Date of last payment on the pension + 6 years		SECURE DISPOSAL
27.29.	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	From the end of the year in which the accounts were signed for a minimum of 6 years	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15	SECURE DISPOSAL
28. Teachers and Staff - Recruitment					
28.1.	All records leading up to the appointment of a new Head Teacher ¹⁵	Yes	Length of appointment + 6 years		SECURE DISPOSAL
28.2.	All records leading up to the appointment of a new member of staff successful candidate	Yes	All relevant information should be added to the Staff Personal File (see below) and all other		SECURE DISPOSAL

¹⁵ Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			information retained for 6 months		
28.3.	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
28.4.	Pre-employment vetting information DBS Checks	Yes	Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the	https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74 ¹⁶	SECURE DISPOSAL

¹⁶ Academies are bound by the legislation that applies to independent schools NOT maintained schools.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.		
28.5.	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 added to the Staff Personal File		SECURE DISPOSAL
28.6.	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom ¹⁷	Yes	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the	An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.	SECURE DISPOSAL

¹⁷ Employers are required to take a clear copy of the documents which they are shown as part of this process

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			documents are kept for termination of employment plus not less than 2 years		
28.7.	Records relating to the employment of overseas teachers	Yes	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years		SECURE DISPOSAL
29. Teachers and Staff - Safeguarding					
29.1.	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW ¹²	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015 July 2018 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_int	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
				<p>er_agency_guidance.pdf. Keeping children safe in education Statutory guidance September 2021. Sections 132, 133 The updated guidance (see below) does not mention a time limit for retention but GDPR must be borne in mind - for only as long as necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section 35. Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)</p>	

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
30. Teachers and Staff – Staff Management					
30.1.	Staff Personal File, including employment contract and staff training records	Yes	Termination of employment + 6 years	Limitation Act 1980	SECURE DISPOSAL
30.2.	Timesheets	Yes	Current year + 3 years		SECURE DISPOSAL
30.3.	Absence record	Yes	Current year + 3 years		SECURE DISPOSAL
30.4.	Sickness Absence Monitoring	Yes	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		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			Revenue time to investigate if they need to.		
30.5.	Annual appraisal/assessment records	Yes	Current year + 3 years		SECURE DISPOSAL
30.6.	Records relating to the TUPE process	Yes	Date last member of staff transfers or leaves the organisation + 6 years		SECURE DISPOSAL
30.7.	Training needs analysis	No	Current year + 1 year		SECURE DISPOSAL
30.8.	Staff Training where the training leads to Continuing Professional Development	Yes	Length of time required by the professional body		SECURE DISPOSAL
30.9.	Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes	This should be retained on the personnel file [see 2.3.1 above]		SECURE DISPOSAL
30.10.	Staff Training where the training relates to children (e.g. safeguarding or other child related training)	Yes	Date of the training + 40 years ¹⁸		SECURE DISPOSAL
30.11.	Professional Development Plans	Yes	Life of the plan or plan superseded + 6 years		SECURE DISPOSAL
31. Teaching and the Curriculum					
31.1.	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 further retention period, or, SECURE DISPOSAL
31.2.	Timetable	No	Academic year + 1 year		It may be appropriate to review these records at the end of each year and allocate

¹⁸ This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
					a further retention period, or, SECURE DISPOSAL
31.3.	Class record books	No	Academic year + 1 year		It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
31.4.	Mark books	No	Academic year + 1 year		It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
31.5.	Record of homework set	No	Academic year + 1 year		It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
31.6.	Pupils work	No	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then current year + 1 year		SECURE DISPOSAL

32. Transport (Educational)

32.1.	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Disposal of the vehicle + 6 years	Limitation Act 1980	SECURE DISPOSAL
32.2.	The process of managing allocation and maintenance of vehicles, e.g., lists of who was	No	Disposal of the vehicle + 6 years	Limitation Act 1980	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
	driving the vehicles and when, and maintenance				
32.3.	Service logs and vehicle logs	No	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	Limitation Act 1980	SECURE DISPOSAL
32.4.	GPS tracking data relating to the vehicles	No	Current year + 12 months	Limitation Act 1980	SECURE DISPOSAL
32.5.	Tachograph: Analogue and electronic including driver's cards	Yes	Current year + 12 months	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	SECURE DISPOSAL
32.6.	Driver's records book	Yes	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	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations	SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			to retain book for 14 days after all weekly record sheets have been used.	1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.	
32.7.	Walking bus registers	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 time]
33. Welfare					
33.1.	Family Liaison Officers and Home School Liaison Assistants: Day Books	Yes	Current year + 2 years then review		SECURE DISPOSAL
33.2.	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	Whilst child is attending school and then destroy		SECURE DISPOSAL
33.3.	Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes	While the referral is current		SECURE DISPOSAL
33.4.	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets	Yes	Current year then review, if contact is no longer active then destroy		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
33.5.	Family Liaison Officers and Home School Liaison Assistants: Contact database entries	Yes	Current year then review, if contact is no longer active then destroy		SECURE DISPOSAL
33.6.	Family Liaison Officers and Home School Liaison Assistants: Group Registers	Yes	Current year + 2 years	Limitation Act 1980	SECURE DISPOSAL
33.7.	Accessibility Plan relating to individual pupils	Yes	The plan should be included on the pupil file		SECURE DISPOSAL
33.8.	Child protection information held on pupil file	Yes	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 ¹²	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	SECURE DISPOSAL
33.9.	Child protection information held in separate files ^{Error! Bookmark not defined.}	Yes	Date of birth of the child + 25 years then REVIEW 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	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018	SECURE DISPOSAL these records MUST be shredded
33.10.	Correspondence relating to authorised absence	Yes	Current academic year + 2 years		SECURE DISPOSAL

Ref	Basic file description	Personal Info'n	Retention Period [Operational]	Statutory Provisions	Disposal
			Education Act 1996 Section 7		