



RECORDS MANAGEMENT POLICY

Date	September 2020
Prepared by	DPO
Review Date	September 2021
Version	2:0

Date	September 2019
Prepared by	DPO
Review Date	September 2020
Version	1:0

RECORDS MANAGEMENT POLICY

1. INTRODUCTION

Rose Learning Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of The Trust. Records provide evidence for protecting the legal rights and interests of Rose Learning Trust and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

This policy is intended to ensure compliance with the legal duties on Rose Learning Trust, including (but not exclusively):

- The Academies Financial Handbook.
- The Education Funding Agency Funding Agreement.
- The General Data Protection Regulations.
- The Freedom of Information Act.

2. SCOPE OF THE POLICY

This policy applies to all records created, received, or maintained by staff of Rose Learning Trust, its staff, and its constituent schools in the course of carrying out its functions as an academy.

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

A small percentage of Rose Learning Trust's records will be selected for permanent preservation as part of the organisation's archives and for historical research.

3. RESPONSIBILITIES

The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Data Protection Officer. Management at an individual school level is delegated to the Principal/Headteacher

The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with this policy.

4. STORAGE OF RECORDS

The storage of records should involve:

- planning the information needs of Rose Learning Trust.
- identifying information for retention.
- creating, approving, and enforcing policies and practices regarding records, including their organisation and disposal.
- developing a records storage plan, which includes the short and long-term housing of physical records and digital information.
- identifying, classifying, and storing of records.
- co-ordinating access to records internally and outside of the organisation, balancing the requirements of confidentiality, data protection and public access.
- executing a retention policy on the disposal of records which are no longer required for operational purposes according to organisation policies, statutory requirements, and other regulations. This may involve either their destruction or permanent preservation in an archive.
- Records must be stored in such a way that they are accessible and safeguarded against environmental damage. All files in current use must be stored appropriately:
- All pupil records should always be kept securely. Paper records should be kept in locked filing cabinets/storage areas and the contents should be secure within the file. Equally, electronic records should have appropriate security. Records will be maintained according to any model protocol for record keeping on children and young people.
- Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

- Closed records are kept securely in a locked filing cabinets and access to the files is restricted to authorised personnel.
- Staff records are stored in locked filing cabinet and accessed only by persons authorised by the head teacher.
- Financial records are stored appropriately by relevant staff and published online in accordance with the requirements of Companies House and the Academies Financial Handbook.
- Management Information Systems – SIMS and FMS use restricted to relevant staff members and password protected. Passwords should not be divulged to other persons.
- All records to be archived as per the document retention schedule will be stored in appropriate boxes. Boxes will indicate contents and date of disposal. Where applicable, boxes will contain a contents list.

5. SAFE DISPOSAL OF RECORDS WHICH HAVE REACHED THE END OF THEIR ADMINISTRATIVE LIFE

The General Data Protection Regulation stipulates that records should be kept for no longer than necessary. Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information or sensitive policy information will be shredded before disposal using a crosscut shredder or burned. Any other records should be bundled up and disposed of to a wastepaper merchant or disposed of in other appropriate ways.

Records should not be placed in the dustbin or a skip unless there is no other alternative. There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

CDs/DVDs/floppy disks should be cut into pieces. Audio/video tapes and fax rolls should be dismantled and shredded. Hard disks should be dismantled and sanded.

The Freedom of Information Act 2000 requires Rose Learning Trust to maintain a list of records which have been destroyed and who authorised their destruction.

- Members of staff should record at least:
- file reference (or other unique identifier).
- file title (or brief description).

- number of files and date range.
- the name of the authorising officer.
- date action taken.

This record will be kept and maintained by each individual school.

6. DOCUMENT RETENTION SCHEDULE

The retention schedule has been drawn up by Information Records Management Society (as of 1st February 2016). The schedule covers the main categories of documents/records held in school, the appropriate retention period and type of disposal required.

Please refer to Annex 1

RECORDS MANAGEMENT POLICY ANNEX 1

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Head Teacher and the senior management team, the admissions process and operational administration.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.1	Governing Body				
6.1.1	Agendas for Governing Body meetings	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. Should be kept for the life of the school.	SECURE DISPOSAL. ¹
6.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.		Should be kept for the life of the school.	
	Principal set (signed)			PERMANENT	
	Inspection copies ²				

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 crosscut shredder.

² These are the copies which the clerk to the Governors 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]	Action at the end of the administrative life of the record
6.1.3	Reports presented to the Governing Body	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.
6.1.4	Instruments of Government including Articles of Association	No.		PERMANENT	These should be retained in the school whilst the school is open.
6.1.5	Trusts and endowments managed by the Governing Body	No.		PERMANENT	These should be retained in the school whilst the school is open
6.1.6	Action plans created and administered by the Governing Body	No.		Life of the action plan + 3 years.	SECURE DISPOSAL.
6.1.7	Policy documents created and administered by the Governing Body	No.		Life of the policy + 3 years.	SECURE DISPOSAL.
6.1.8	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 further retention in case of contentious disputes.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.1.9	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No.	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No. 1171	Date of report + 10 years.	SECURE DISPOSAL.
6.1.10	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 the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section below.					
6.2	Head Teacher and senior management team				
6.2.1	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 museum if appropriate.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.2.2	Minutes of senior management team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refer to individual pupils or members of staff.		Date of the meeting + 3 years then review.	SECURE DISPOSAL if needed after review.
6.2.3	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 if needed after review.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.2.4	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 refer to individual pupils or members of staff.		Current academic year + 6 years then review.	SECURE DISPOSAL.
6.2.5	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 if needed after review.
6.2.6	Professional development plans	Yes.		Life of the plan + 6 years.	SECURE DISPOSAL.
6.2.7	School development plans	No.		Life of the plan + 3 years.	SECURE DISPOSAL.
6.3	Admissions Process				
6.3.1	All records relating to the creation and implementation of the School Admissions Policy	No.	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators, and admission appeals panels December 2014.	Life of the policy 3 years then review.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.3.2	Admissions – if the admission is successful	Yes.	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school’s adjudicators, and admission appeals panels December 2014.	Date of admission + 1 year.	SECURE DISPOSAL.
6.3.3	Admissions – if the appeal is unsuccessful	Yes.	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school’s adjudicators, and admission appeals panels December 2014.	Resolution of case + 1 year.	SECURE DISPOSAL.
6.3.4	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	REVIEW. Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates, they attended the school.

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]	Action at the end of the administrative life of the record
6.3.5	Admissions – Secondary Schools – Casual	Yes.		Current year + 1 year.	SECURE DISPOSAL.
6.3.6	Proofs of address supplied by parents as part of the admissions process	Yes.	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators, and admission appeals panels December 2014.	Current year + 1 year.	SECURE DISPOSAL.
6.3.7	Supplementary information form including additional information such as religion, medical conditions etc.	Yes.			
	For successful admissions			This information should be added to the pupil file.	SECURE DISPOSAL.
	For unsuccessful admissions			Until appeals process completed.	SECURE DISPOSAL.
6.4	Operational administration				
6.4.1	General file series	No.		Current year + 5 years then REVIEW.	SECURE DISPOSAL.
6.4.2	Records relating to the creation and publication of the school brochure or prospectus	No.		Current year + 3 years.	STANDARD DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
6.4.3	Records relating to the creation and distribution of circulars to staff, parents, or pupils	No.		Current year + 1 year.	STANDARD DISPOSAL.
6.4.4	Newsletters and other items with a short operational use	No.		Current year + 1 year.	STANDARD DISPOSAL.
6.4.5	Visitors' books and signing-in sheets	Yes.		Current year + 6 years then REVIEW.	SECURE DISPOSAL.
6.4.6	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.

7. HUMAN RESOURCES

This section deals with all matters of human resources management within the school.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.1	Recruitment				
7.1.1	All records leading up to the appointment of a new head teacher	Yes.		Date of appointment + 6 years.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.1.2	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.
7.1.3	All records leading up to the appointment of a new member of staff	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.
7.1.4	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) sections 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.	
7.1.5	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 placed on the member of staff's personal file.	

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.1.6	Pre-employment vetting information – evidence proving the right to work in the United Kingdom ⁴	Yes.	An employer's guide to right to work checks (Home Office May 2015).	Where possible these documents should be added to the staff personal file (see below) but if they are kept separately then the Home Office requires that the documents be kept for termination of employment plus not less than 2 years.	
7.2	Operational staff management				
7.2.1	Staff personal file	Yes.	Limitation Act 1980 (section 2).	Termination of employment + 6 years.	SECURE DISPOSAL.
7.2.2	Timesheets	Yes.		Current year + 6 years.	SECURE DISPOSAL.
7.2.3	Annual appraisal/assessment records	Yes.		Current year + 5 years.	SECURE DISPOSAL.

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

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.3	Management of disciplinary and grievance process				
7.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Yes.	'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'.	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 and a copy provided to the person concerned.	SECURE DISPOSAL. These records must be shredded.
7.3.2	Disciplinary proceedings	Yes.			
	Oral warning			Date of warning ⁶ + 6 months.	SECURE DISPOSAL. (If warnings are placed on personal files then they must be weeded from the file.)
	Written warning – level 1			Date of warning + 6 months.	
	Written warning – level 2			Date of warning + 12 months.	
	Final warning			Date of warning + 18 months.	

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 are retained until the Inquiry is completed. This section will then be reviewed again to consider 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]	Action at the end of the administrative life of the record
	Case not found			If the incident is child protection related then see above, otherwise dispose of at the conclusion of the case.	SECURE DISPOSAL.
7.4	Health and safety				
7.4.1	Health and safety policy statements	No.		Life of policy + 3 years.	SECURE DISPOSAL.
7.4.2	Health and safety risk assessments	No.		Life of risk assessment + 3 years.	SECURE DISPOSAL.
7.4.3	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.
7.4.4	Accident reporting	Yes.	Social Security (Claims and Payments) Regulations 1979 regulation 25. Social Security Administration Act 1992 section 8. Limitation Act 1980.		
	Adults			Date of the incident + 6 years.	SECURE DISPOSAL.
	Children			Date of birth of the child + 25 years.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.4.5	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)	Current year + 40 years.	SECURE DISPOSAL.
7.4.6	Process of monitoring of areas where employees and persons are likely to have come in to contact with asbestos	No.	Control of Asbestos at Work Regulations 2012 SI 1012 No. 632 regulation 19.	Last action + 40 years.	SECURE DISPOSAL.
7.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	No.		Last action + 50 years.	SECURE DISPOSAL.
7.4.8	Fire precautions log books	No.		Current year + 6 years.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
7.5	Payroll and pensions				
7.5.1	Maternity pay records	Yes.	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567.	Current year + 3 years.	SECURE DISPOSAL.
7.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years.	SECURE DISPOSAL.

8. FINANCIAL MANAGEMENT OF THE SCHOOL

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

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
8.1	Risk management and insurance				
8.1.1	Employer's liability insurance certificate	No.		Closure of the school + 40 years.	SECURE DISPOSAL. ⁷
8.2	Asset management				
8.2.1	Inventories of furniture and equipment	No.		Current year + 6 years.	SECURE DISPOSAL.

⁷ 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 crosscut shredder.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
8.2.2	Burglary, theft, and vandalism report forms	No.		Current year + 6 years.	SECURE DISPOSAL.
8.3	Accounts and statements including budget management				
8.3.1	Annual accounts	No.		Current year + 6 years.	STANDARD DISPOSAL.
8.3.2	Loans and grants managed by the school	No.		Date of last payment on the loan + 12 years then REVIEW.	SECURE DISPOSAL.
8.3.3	Student grant applications	Yes.		Current year + 3 years.	SECURE DISPOSAL.
8.3.4	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.
8.3.5	Invoices, receipts, order books and requisitions, delivery notices	No.		Current financial year + 6 years.	SECURE DISPOSAL.
8.3.6	Records relating to the collection and banking of monies	No.		Current financial year + 6 years.	SECURE DISPOSAL.
8.3.7	Records relating to the identification and collection of debt	No.		Current financial year + 6 years.	SECURE DISPOSAL.
8.4	Contract management				
8.4.1	All records relating to the management of contracts under seal	No.	Limitation Act 1980.	Last payment on the contract + 12 years.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
8.4.2	All records relating to the management of contracts under signature	No.	Limitation Act 1980.	Last payment on the contract + 6 years.	SECURE DISPOSAL.
8.4.3	Records relating to the monitoring of contracts	No.		Current year + 2 years.	SECURE DISPOSAL.
8.5	School Fund				
8.5.1	School Fund – cheque books	No.		Current year + 6 years.	SECURE DISPOSAL.
8.5.2	School Fund – paying-in books	No.		Current year + 6 years.	SECURE DISPOSAL.
8.5.3	School Fund – ledger	No.		Current year + 6 years.	SECURE DISPOSAL.
8.5.4	School Fund – invoices	No.		Current year + 6 years.	SECURE DISPOSAL.
8.5.5	School Fund – receipts	No.		Current year + 6 years.	SECURE DISPOSAL.
8.5.6	School Fund – bank statements	No.		Current year + 6 years.	SECURE DISPOSAL.
8.5.7	School Fund – journey books	No.		Current year + 6 years.	SECURE DISPOSAL.
8.6	School meals management				
8.6.1	Free school means registers	Yes.		Current year + 6 years.	SECURE DISPOSAL.
8.6.2	School meals registers	Yes.		Current year + 3 years.	SECURE DISPOSAL.
8.6.3	School meals summary sheets	No.		Current year + 3 years.	SECURE DISPOSAL.

9. PROPERTY MANAGEMENT

This section covers the management of buildings and property.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
9.1	Property management				
9.1.1	Title deeds of properties belonging to the school	No.		PERMANENT. These should follow the property unless the property has been registered with the Land Registry.	
9.1.2	Plans of property belong to the school	No.		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	
9.1.3	Leases of property leased by or to the school	No.		Expiry of lease + 6 years.	SECURE DISPOSAL.
9.1.4	Records relating to the letting of school premises	No.		Current financial year + 6 years.	SECURE DISPOSAL.
9.2	Maintenance				
9.2.1	All records relating to the maintenance of the school carried out by contractors	No.		Current year + 6 years.	SECURE DISPOSAL.
9.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No.		Current year + 6 years.	SECURE DISPOSAL.

10. 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]	Action at the end of the administrative life of the record
10.1	Pupil's educational record				
10.1.1	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.	The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> to another primary school; to a secondary school;
					<ul style="list-style-type: none"> to a pupil referral unit. <p>If the pupil dies whilst at primary school the file should be returned to the local authority to be retained for the statutory retention period.</p>

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
	Secondary		Limitation Act 1980 (section 2).	Date of birth of the pupil + 25 years.	<p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the local authority to be retained for the statutory retention period.</p> <p>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 local authority as it is more likely that the pupil will request the record from the local authority.</p> <p>SECURE DISPOSAL.</p>
10.1.2	Examination results – pupil copies	Yes.			
	Public			This information should be added to the pupil file.	All uncollected certificates should be returned to the examination board.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
	Internal			This information should be added to the pupil file.	
<p>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 be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.</p>					
10.1.3	Child protection information held on pupil file	Yes.	'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'.	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.
10.1.4	Child protection information held in separate files	Yes.	'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'.	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 Local Authority Social Services record.	SECURE DISPOSAL. These records MUST be shredded.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
	Retention periods relating to allegations made against adults can be found in the human resources section of this retention schedule.				
10.2	Attendance				
10.2.1	Attendance registers	Yes.	School attendance: Departmental advice for maintained schools, academies, independent schools, and local authorities 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.
10.2.2	Correspondence relating to authorised absence.		Education Act 1996 section 7.	Current academic year + 2 years.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
10.3	Special Educational Needs				
10.3.1	Special Educational Needs files, reviews, and Individual Education Plans	Yes.	Limitation Act 1980 (section 2).	Date of birth 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.
10.3.2	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.	Date of birth 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.
10.3.3	Advice and information provided to parents regarding educational needs	Yes.	Special Educational Needs and Disability Act 2001 section 2.	Date of birth of the pupil + 25 years. (This would normally be retained on the pupil file.)	SECURE DISPOSAL unless the document is subject to a legal hold.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
10.3.4	Accessibility strategy	Yes.	Special Educational Needs and Disability Act 2001 section 14.	Date of birth 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.

11. CURRICULUM MANAGEMENT

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
11.1	Statistics and management information				
11.1.1	Curriculum returns	No.		Current year + 3 years.	SECURE DISPOSAL.
11.1.2	Examination results (school's copy)	Yes.		Current year + 6 years.	SECURE DISPOSAL.
	SATS records –	Yes.			
	Results			<p>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.</p> <p>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.</p>	<p>SECURE DISPOSAL.</p> <p>SECURE DISPOSAL.</p>

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
	Examination papers			The examination papers should be kept until any appeals/ validation process is complete.	SECURE DISPOSAL.
11.1.3	Published Admission Number (PAN) Reports	Yes.		Current year + 6 years.	SECURE DISPOSAL.
11.1.4	Value added and contextual data	Yes.		Current year + 6 years.	SECURE DISPOSAL.
11.1.5	Self-evaluation forms	Yes.		Current year + 6 years.	SECURE DISPOSAL.
11.2	Implementation of curriculum				
11.2.1	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.
11.2.2	Timetable	No.		Current year + 1 year.	
11.2.3	Class record books	No.		Current year + 1 year.	
11.2.4	Mark books	No.		Current year + 1 year.	
11.2.5	Record of homework set	No.		Current year + 1 year.	
11.2.6	Pupils' 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.

12. EXTRA-CURRICULAR ACTIVITIES

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
12.1	Educational visits outside the classroom				
12.1.1	Records created by schools to obtain approval to run an educational visit outside the classroom – primary schools	No.	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically section 3 'Legal Framework and Employer Systems' and section 4 'Good Practice'.	Date of visit + 14 years.	SECURE DISPOSAL.
12.1.2	Records created by schools to obtain approval to run an educational visit outside the classroom – secondary schools	No.	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically section 3 'Legal Framework and Employer Systems' and section 4 'Good Practice'.	Date of visit + 10 years.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
12.1.3	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 date of birth + 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.
12.1.4	Parental permission slips for school trips – where there has been a major incident	Yes.	Limitation Act 1980 (section 2)	Date of birth 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.	
12.2	Walking bus				
12.2.1	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.)

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
12.3	Family liaison officers and home school liaison assistants				
12.3.1	Day books	Yes.		Current year + 2 years then review.	
12.3.2	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.	
12.3.3	Referral forms	Yes.		While the referral is current.	
12.3.4	Contact data sheets	Yes.		Current year then reviews. If contact is no longer active, then destroy.	
12.3.5	Contact database entries	Yes.		Current year then review. If contact is no longer active, then destroy.	
12.3.6	Group registers	Yes.		Current year + 2 years.	

13. CENTRAL GOVERNMENT AND LOCAL AUTHORITY

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
13.1	Local authority				
13.1.1	Secondary transfer sheets (Primary)	Yes.		Current year + 2 years.	SECURE DISPOSAL.
13.1.2	Attendance returns	Yes.		Current year + 1 year.	SECURE DISPOSAL.

	Basic file description	Data protection issues	Statutory provisions	Retention period [Operational]	Action at the end of the administrative life of the record
13.1.3	School census returns	No.		Current year + 5 years.	SECURE DISPOSAL.
13.1.4	Circulars and other information sent from the local authority	No.		Operational use.	SECURE DISPOSAL.
13.2	Central government				
13.2.1	OFSTED reports and papers	No.		Life of the report then REVIEW.	SECURE DISPOSAL.
13.2.2	Returns made to central government	No.		Current year + 6 years.	SECURE DISPOSAL.
13.2.3	Circulars and other information sent from central government	No.		Operational use.	SECURE DISPOSAL.