



Management of the School

1.1 Governing Body					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.1.1	Agendas/Minutes of Governing body meetings	Data Protection issues if meeting is dealing with staff issues		Principal set (signed), PERMANENT	If the school is unable to keep the signed set, then these should be offered to the County Archives Service.
1.1.2	Inspection copies			Date of meeting + 3 years	If contain personal information, must be shredded.
1.1.3	Reports presented to the Governing Body	Data Protection issues if meeting is dealing with staff issues		Keep for minimum of 6 years, if minutes refer to individual reports, then keep permanently	SECURE DISPOSAL or retain with the signed set of the minutes.
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the education Act 2002	No	Education Act 2002, section 33	Date of meeting + a minimum of 6 years	SECURE DISPOSAL
1.1.5	Instruments of Government including Articles of Association. Trusts and Endowments managed by the Governing Body.	No		PERMANENT	Keep at school whilst open, which after can be offered to County Archives Service when school closes.
1.1.6	Action plans/ Policy documents created and administered by the Governing Body.	No		Life of the action plan +3 years	SECURE DISPOSAL
1.1.7	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
1.1.8	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governors Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
1.1.9	Proposals concerning the change of status of a maintained school including Specialist Schools and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL



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1.2 Head Teacher and Senior Management Team					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + minimum of 6 years, then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate.
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies/Reports created by the Head Teacher or the Management Team	here may be data protection issues if the minutes/reports refer to individual pupils or members of staff		Date of the meeting + 3 years, then review	SECURE DISPOSAL
1.2.3	Records created by Head Teachers, Deputy Heads, Head 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
1.2.4	Correspondence created by Head Teachers, Deputy Heads, Head 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
1.2.5	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
1.2.6	School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL



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1.3 Admissions Process					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.3.1	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, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful/Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission/Resolution of case + 1 year	SECURE DISPOSAL
1.3.3	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	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.
1.3.4	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
1.3.5	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, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
1.3.6	Supplementary Information form including additional information such as religion, medical conditions etc. For successful admissions For unsuccessful admissions	Yes		This information should be added to the pupil file Until appeals process completed	SECURE DISPOSAL SECURE DISPOSAL



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1.4 Operational Administration					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.4.1	General file series	No		Current year + 5 years then Review	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	Standard Disposal
1.4.3	Records relating to the creation and distribution of circulars to staff, parents and pupils/ Newsletters and other items with a short operational use	No		Current year + 1 year	Standard Disposal
1.4.4	Visitors' Books and Signing in Sheets/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
1.5 Management of Disciplinary and Grievance Processes					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.5.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working 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 the are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
1.5.2	Disciplinary Proceedings oral warning written warning-level1 written warning-level2 final warning case not found	Yes		Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months If child protection related see above, otherwise dispose at the conclusion of case	SECURE DISPOSAL



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1.6 Recruitment					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.6.1	All records leading up to the appointment of a new Head Teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
1.6.2	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
1.6.3	All records leading up to the appointment of a new member of staff – successful candidates	Yes		All the relevant information should be added to the staff personal file (see below) and all the other information retained for 6 months	SECURE DISPOSAL
1.6.4	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.	
1.6.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		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 are kept for termination of Employment plus not less than two years	
1.7 Operational Staff Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.7.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
1.7.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
1.7.3	Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL



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1.8 Health and Safety					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.8.1	Health and Safety Policy Statements/Assessments	No		Life of policy/assessments + 3 years	SECURE DISPOSAL
1.8.2	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
1.8.3	Accident reporting Adults Children	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the incident + 6 years DOB of the child + 25 years	SECURE DISPOSAL SECURE DISPOSAL
1.8.4	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
1.8.5	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last Action + 40 years	SECURE DISPOSAL
1.8.6	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last Action + 50 years	SECURE DISPOSAL
1.8.7	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL



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1.9 Payroll & Pensions					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.9.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current Year + 3 years	SECURE DISPOSAL
1.9.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current Year + 6 years	SECURE DISPOSAL
2.0 Risk Management and Insurance					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.0.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
2.1 Asset Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.1.1	Inventories of furniture and equipment/ Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
2.2 Contract Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.2.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
2.2.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
2.2.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL



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2.3 Accounts and Statements including Budget Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.3.1	Annual Accounts	No		Current year + 6 years	Standard Disposal
2.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years, then review	SECURE DISPOSAL
2.3.3	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
2.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of budget + 3 years	SECURE DISPOSAL
2.3.5	Invoices, receipts, order books and requisitions, delivery notices/ Records relating to the collection and banking of monies/ Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
2.4 School Fund					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.4.1	School Fund: Cheque books, Paying in books, Ledger, Invoices, Receipts, Bank Statements, Journey Books	No		Current year + 6 years	SECURE DISPOSAL



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2.5 School Meals Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.5.1	Free School Melas Registers	Yes		Current year + 6 years	SECURE DISPOSAL
2.5.2	School Meals Registers/Summary Sheets	Yes		Current year + 3 years	SECURE DISPOSAL
2.6 Property Management					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.6.1	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	
2.6.2	Plans of property belong to the school	No		These should be retained whilst the building belongs to the school and should be passed onto new owners if the building is leased or sold	
2.6.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
2.6.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
2.7 Maintenance					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.7.1	All records relating to the maintenance of the school carried out by contractors or school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL



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2.8 Pupil's Educational Record					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.8.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 Secondary	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
2.8.2	Examination Results – Pupil Copies Public/Internal	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
2.9 Pupil's Educational Record					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.9.1	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
2.9.2	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"	DOB 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



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3.0 Attendance					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.0.1	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
3.0.2	Correspondence relating to authorized absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
3.1 Special Educational Needs					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.1.1	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 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.
3.1.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement/ Advice and information provided to parents regarding educational needs/ Accessibility Strategy	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1/2/14	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 legal hold



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3.2 Statistics and Management Information					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.2.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
3.2.2	Examination Results (Schools Copy) Examination Papers	Yes		Current year + 6 years The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
3.2.3	Published Admission Number (PAN) Reports/ Value Added and Contextual Data/ Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL
3.3 Implementation of Curriculum					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.3.1	Schemes of Work/Timetable/Class Record Books/Mark Books/Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
3.3.2	Pupil's Work	No		Where possible pupil's 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



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3.4 Educational Visits outside the Classroom					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.4.1	Records created by school to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Adviser’s 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
3.4.2	Parental consent forms No major incident occurred during trip Major incident occurred during trip	Yes	Limitation Act 1980 (Section 2)	Conclusion of the trip DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.	Could be kept for DOB + 22 years, although it is unlikely they are needed, and most schools do not have the storage space to keep all consent forms from this period.
3.5 Local Authority					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.5.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
3.5.2	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
3.5.3	School Census Returns	No		Current year + 5 years	SECURE DISPOSAL
3.5.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL
3.6 Local Authority					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.6.1	OFSTED reports and papers	No		Life of the report, then review	SECURE DISPOSAL
3.6.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
3.6.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL