

Schools Retention Schedule 2021/22

Under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) schools need to produce a policy setting out retention periods for the personal data that they process. The Freedom of Information Act 2000, also requires schools to maintain a retention schedule listing the record series which the school creates in the course of its business.

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative or legal use. It also lays down the basis for normal processing under the GDPR and the DPA.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

This retention schedule applies to all records regardless of format (ie paper, electronic, photographic) on/in which it is stored.

Benefits

There are a number of benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be 'normal processing' under the Data Protection legislation and FOI.
- Members of staff can be confident about safe disposal information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- The school is not maintaining and storing information unnecessarily.

Please be aware that if an FOI request is received or a legal hold is imposed (such as records required by the IICSA) , then any routine disposal due should be stopped.

Review and amendments

When appropriate the retention schedule will be reviewed and amended by the Information Governance team to include any new record series created and remove any obsolete record series.

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

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of The GDPR, The Data Protection Act 2018 and the Freedom of Information Act 2000.

If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented by the schools.

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Index

1. Governing Body

1.1 Management of Govering Body

1.2 Governor management

2. School Management

2.1 Senior Management Team

2.2 Operational Administration

2.3 Staff Management

2.4 Health and Safety

2.5 Financial Management

2.6 Property Management

3. Pupil management

3.1 Admissions and Attendance

3.2 Pupil Education Records

3.3 Child Protection Information

4. Curriculum and Extra Curriculum Activities

4.1 Statistics and Management

4.2 Curriculum

4.3 Family Liaison

4.4 School Trips

1.1 Management of Governing Body					
	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
1.1.1	Instruments of Government including Articles of Association	For the life of the school			Retain in school. Offer to County Record Office when school closes
1.1.2	Trusts and Endowments	For the life of the school			Retain in school. Offer to County Record Office when school closes
1.1.3	Minutes - Principal Set (signed)	For the life of the school (although legally only to have been made available for 10 years)		Potential	Retain in school. Offer to County Record Office when school closes
1.1.4	Agendas - Principal Set	Where possible agenda's should be kept with principal set of minutes			Retain in school. Offer to County Record Office when school closes
1.1.5	Inspection Copies	Date of meeting + 3 years		Potential	If these minutes contain any sensitive, personal information they must be shredded.
1.1.6	Reports presented to the Governing Body	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		Potential	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.7	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Date of the meeting + a minimum of 6 years		Yes	Secure Disposal
1.1.8	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Date proposal accepted or declined + 3 years			Secure Disposal
1.1.9	Records relating to complaints dealt with by the Governing Body or Head Teacher	Date of resolution + 6 years. Review for further retention in case of contentious disputes.		Yes	Secure Disposal
1.1.10	Annual Reports sent to D of E (mandatory for Academy Schools)	Date of Report + 10 years			Secure Disposal

1.2 Governor Management					
	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
1.2.1	Records relating to the terms of office of serving Governors, including evidence of appointment	Date appointment ceases + 6 years		Yes	Secure disposal
1.2.2	Governor HR file	Date appointment ceases + 6 years		Yes	Secure disposal
1.2.3	Records relating to DBS checks carried out of members of the governing panel	Date of DBS check + 6 months		Yes	Secure disposal
1.2.4	Records relating to training received by Governors	Date appointment ceases + 6 years		Yes	Secure disposal

2.1 Senior Management Team

	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
2.1.1	Log books	Retain at school for 6 years from date of last entry in log book	Legislation no longer requires the completion of a school log book		Secure Disposal
2.1.2	Minutes of management team	Retain at school for 3 years from date of meeting		Potential	Secure Disposal
2.1.3	Reports made by management team	Retain at school for 3 years from date of report		Potential	Secure Disposal
2.1.4	Development plans	Retain for 3 years from date of expiry		Potential	Secure Disposal
2.1.5	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities (which do not fall under any other category)	Current academic year + 6 years then review		Potential	Secure Disposal
2.1.6	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Date of correspondence + 3 years then review		Potential	Secure Disposal
2.1.7	Professional Development Plans	Should be held on individuals' personnel file. If not termination of employment + 6 years		Potential	Secure Disposal
2.1.8	School Development Plans	Life of the plan + 3 years			Secure Disposal

2.2 Operational Administration

	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
2.2.1	General file series (which do not fit under any other category)	Current year + 5 years then		Potential	Secure disposal
2.2.2	Records relating to the creation and publication of the school brochure or prospectus	Current year + 3 years			Secure disposal
2.2.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year			Standard disposal
2.2.4	Newsletters and other items with a short operational use	Current year + 1 year			Standard disposal
2.2.5	Visitors management systems (including electronic systems, visitor books and signing in sheets)	Current year + 2 years		Yes	Secure disposal
2.2.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year + 6 years then			Secure disposal
2.2.7	Walking Bus Registers	Date of register + 3 years		Yes	Secure disposal
2.2.8	Consents relating school activities as part of GDPR compliance (eg mailing lists, photography consents)	Consent applies whilst the pupil attends the school then destroy		Yes	Secure disposal
2.2.9	Photographs of individuals	Only use for the purpose with which it has been taken. Destroy after individual leaves school		Yes	Secure disposal unless of historic value - offer to County Archivist

Payroll and Pensions

2.3.17	Payroll	Current year + 6	Taxes Management Act 1970 Income and Corporation Taxes 1988	yes	Secure disposal
2.3.18	Payslips - copies	Current year + 6	Taxes Management Act 1970 Income and Corporation Taxes 1988	Yes	Secure disposal
2.3.19	Maternity payment	Current year + 3	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Yes	Secure disposal
2.3.20	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	Yes	Secure disposal

2.4 Health and Safety

	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
2.4.1	Health and Safety Policy Statements	Life of policy + 3 years			Secure disposal
2.4.2	Health and Safety Risk Assessments	Life of risk assessment + 3 years. Copy of the risk assessment should be stored with accident report if relevant			Secure disposal
2.4.3	Records relating to accident/injury at work	Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied		Yes	Secure disposal
2.4.4	Accident Reporting - Children (under 18 at time of incident)	DOB of the child + 25 years		Yes	Secure disposal
2.4.5	Accident Reporting - Adults (over 18 at time of incident)	Date of the incident + 6 years		Yes	Secure disposal
2.4.6	Minor Accident Reporting Books - Children & Adults	Date of last entry + 3 years		Yes	Secure disposal
2.4.7	Control of Substances Hazardous to Health (COSHH)	Date of incident + 40 years	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)		Secure disposal
2.4.8	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19		Secure disposal
2.4.9	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Last action + 50 years			Secure disposal
2.4.10	Fire Precautions log books	Current year + 6 years			Secure disposal
2.4.11	Administration of Medication	Retain for 25 years from the pupil's date of birth		Yes	Secure disposal

2.5 Financial management					
	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
Risk Management and Insurance					
2.5.1	Employer's Liability Insurance Certificate	Closure of the school + 40 years			Secure disposal
Asset Management					
2.5.2	Inventories of furniture and equipment	Current year + 6 years			Secure Disposal
2.5.3	Burglary, theft and vandalism report forms	Current year + 6 years			Secure Disposal
Accounts and budget management					
2.5.4	Annual Accounts	Current year + 6 years			Secure disposal
2.5.5	Loans and grants managed by the school	Date of last payment on the loan + 12 years			Secure disposal
2.5.6	Student Grant applications	Current year + 3 years			Secure disposal
2.5.7	All records relating to the creation and management of budgets including the annual budget statement and background papers	Life of the budget + 3 years			Secure disposal
2.5.8	Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years			Secure disposal
2.5.9	Records relating to the collection and banking of monies	Current financial year + 6 years			Secure disposal

2.5.10	Records relating to the identification and collection of debt	Current financial year + 6 years			Secure disposal
Contract Management					
2.5.11	All records relating to the management and monitoring of contracts under seal	Last payment on the contract + 12 years	Limitation Act 1980		Secure disposal
2.5.12	All records relating to the management and monitoring of contracts under signature	Last payment on the contract + 6 years	Limitation Act 1980		Secure disposal
School Fund					
2.5.13	Cheque books	Current year + 6 years			Secure disposal
2.5.14	Paying in books	Current year + 6 years			Secure disposal
2.5.15	Ledger	Current year + 6 years			Secure disposal
2.5.16	Invoices	Current year + 6 years			Secure disposal
2.5.17	Receipts	Current year + 6 years			Secure disposal
2.5.18	Bank statements	Current year + 6 years			Secure disposal
2.5.19	Journey Books	Current year + 6 years			Secure disposal
School Meals					
2.5.20	Free School Meals Registers	Current year + 6		Yes	Secure disposal
2.5.21	School Meals Registers	Current year + 3		Yes	Secure disposal
2.5.22	School Meals Summary Sheets	Current year + 3		Yes	Secure disposal

2.6 Property Management

	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
3.6.1	Title Deeds	These should follow the property			These should follow the property
3.6.2	Plans of property belonging to the school	Retain whilst the building belongs to the school. Pass on to new owners if building is leased or sold			Pass on to new owners if building is leased or sold
3.6.3	Leases of property belonging to the school	Expiry of lease + 6 years			Secure disposal
3.6.4	Records relating to the letting of the school premises	Current financial year + 6			Secure disposal
3.6.5	All records relating to the maintenance of the school	Retain whilst the building belongs to the school. Pass on to new owners if building is leased or sold			Pass on to new owners if building is leased or sold

3.1 Admissions and Attendance

Any records relating to child abuse should be retained until the Independent Inquiry on Child Sexual Abuse (IICSA) is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
3.1.1	Successful school admissions applications	Retain for 1 year from date of admission		Yes	Secure disposal
3.1.2	Unsuccessful school admission applications (where no appeal is made)	Retain for 1 year from the start of school term	School Admissions Appeals Code 2012	Yes	Secure disposal
3.1.3	Unsuccessful school admission applications (where an appeal is made)	Retain for 1 year from the resolution of the case	School Admissions Appeals Code 2012	Yes	Secure disposal
3.1.4	Proofs of address supplied by parents as part of the admissions process	Retain for 1 year from the date of admission		Yes	Secure disposal
3.1.5	Admission registers	6 years from the last entry in register	Admission registers are not commonly created in paper format	Yes	Review - Schools may want to retain this permanently as an archive record
3.1.6	Attendance registers	3 years from the last entry in the register		Yes	Secure disposal
3.1.7	Correspondence relating to absence (authorised and unauthorised)	Retain for 2 years from end of academic year		Yes	Secure disposal

3.2 Pupil's Education Record

Any records relating to child abuse should be retained until the Independent Inquiry on Child Sexual Abuse (IICSA) is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
3.2.1	Pupil files (primary school)	Retain whilst the child remains at the Primary School In the case of school exclusions it may be appropriate to transfer to Behaviour Service		Yes	File should be transferred to next educational provision. If these are transferred digitally hard copies can be shredded after 6 months
3.2.2	Pupil files (secondary school)	Retain for 25 years from the pupil's date of birth		Yes	Secure disposal
3.2.3	Special educational needs records relating to individual support provided by the schools (primary)	Retain whilst the child remains at the Primary School		Yes	Transfer to Secondary School
3.2.4	Special educational needs records relating to individual support provided by the schools (secondary)	Retain for 25 years from the pupil's date of birth		Yes	Secure disposal
3.2.5	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Statement is valid until individual reaches 25 years	Statement is valid until individual reaches 25 years. Limitation Act	Yes	Secure disposal unless the document is subject to a legal hold
3.2.6	Advice and information provided to parents regarding educational needs	Retain for 25 years from the pupil's date of birth	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 2	Yes	Secure disposal unless the document is subject to a legal hold
3.2.7	Accessibility Strategy - Secondary school	Retain for 25 years from the pupil's date of birth	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 2	Yes	Secure disposal unless the document is subject to a legal hold

3.3 Child Protection

Any records relating to child abuse should be retained until the Independent Inquiry on Child Sexual Abuse (IICSA) is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
3.3.1	Child Protection information held on pupil file	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.	"Keeping children safe in education: Statutory guidance for schools and colleges on safeguarding children and safer recruitment September 2021"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children, July 2018"	Yes	SECURE DISPOSAL – these records MUST be shredded
3.3.2	Child protection information held in separate files	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	"Keeping children safe in education: Statutory guidance for schools and colleges on safeguarding children and safer recruitment September 2021"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children, July 2018"	Yes	SECURE DISPOSAL – these records MUST be shredded

4.1 Statistics and Management

	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
4.1.1	Curriculum returns	Current year + 3 years			Secure disposal
4.1.2	Examination Results (Schools Copy)	Current year + 6 years		Yes	Secure disposal
4.1.3	SATS results	The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison		Yes	Secure disposal
4.1.4	SATS Examination Papers	The examination papers should be kept until any appeals/validation process is complete		Yes	Secure disposal
4.1.5	Published Admission Number (PAN) Reports	Current year + 6 years		Yes	Secure disposal
4.1.6	Value Added and Contextual Data	Current year + 6 years		Yes	Secure disposal
4.1.7	Self-Evaluation Forms	Current year + 6 years		Yes	Secure disposal

4.2 Implementation of the Curriculum					
	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
4.2.1	Schemes of Work	Current year + 1 year			Secure disposal
4.2.2	Timetable	Current year + 1 year			Secure disposal
4.2.3	Class Record Books	Current year + 1 year			Secure disposal
4.2.4	Mark Books	Current year + 1 year			Secure disposal
4.2.5	Record of homework set	Current year + 1 year			Secure disposal
4.2.6	Pupils' Work	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

4.3 School Trips					
	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
3.4.1	Parental permission slips for school trips where there has not been a major incident	Conclusion of the trip		Yes	Secure disposal
3.4.2	Parental permission slips for school trips where there has been a major incident (e.g. involvement of emergency services, hospital admission, disease outbreak)	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		Yes	Secure disposal
3.4.3	Records created by schools to obtain approval to run an Educational Visit outside the Classroom	Date of visit + 14 years	The Health and Safety at Work Act		Secure disposal

4.3 Family Liaison and Home School Liaison					
	Record Type	Retention Period	Statutory Provision	Data Protection considerations	Disposal Action
4.3.1	Day Books	Current year + 2 years		Yes	Secure disposal
4.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Whilst child is attending school and then destroy		Yes	Secure disposal
4.3.3	Referral forms	While the referral is current		Yes	Secure disposal
4.3.4	Contact data sheets	Current year then review, if contact is no longer active then destroy		Yes	Secure disposal
4.3.5	Contact database entries	Current year then review, if contact is no longer active then destroy		Yes	Secure disposal
4.3.6	Group Registers	Current year + 2 years		Yes	Secure disposal