School Retention Schedule

This guide has been produced in accordance with the guidance produced by the IRMS “Information Management Toolkit for Schools” (Feb 2016), the Oxford Diocesan Schools Trust “Annual review of school records and safe data destruction checklist” (June 2018) and DFE “GDPR Toolkit for Schools” (August 2018).

The fifth principle of GDPR requires personal data processed for any purpose shall not be kept for longer than is necessary for that purpose. The schedule relates to the disposal of records that have reached the end of the minimum retention period allocated to the processing activity.

Schools must ensure that records that are no longer required for business use are reviewed in accordance with their retention period. The review will determine whether records are to be selected for permanent preservation, destroyed, digitized to an electronic format or retained by the school for research or litigation purposes. Whatever decisions are made they need to be documented as part of the records management policy within the school.

Safe destruction of records

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

• Paper records should be shredded using a cross-cutting shredder

• 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

Any other records should be disposed of to a waste paper merchant or in other appropriate ways. Records should not be put with the regular waste or a skip.

Where an external provider is used it is recommended that all records must be shredded on-site in the presence of an employee. The organisation must provide a Certificate of Destruction to confirm the secure disposal of the records.

When records are destroyed, the process must record the information destroyed, which member of SLT authorized destruction and when destruction took place.

Freedom of Information Act 2000 (FoIA 2000)

The Freedom of Information Act 2000 requires all schools to maintain a log of the records which have been erased / destroyed. The log must include information regarding the document reference, how many documents were erased, when they were erased and who authorized their erasure. These references should enable the future identification of the document or file following erasure.

Minimum Retention Periods

The following table provides an itemised list of the data processed by the school, the risks associated with the data, the period for which it should be retained and its disposal method. The table enables an annual review to be conducted to confirm each area of data processing has been checked.

1. **Management - Governing Board**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 1.a | Agendas and Minutes of Governing Body meetings - Principal Set (signed) | Have regard to any Personal Identifiable Information. | One copy should be retained permanently | Retained by school. |
| 1.b | Agendas and Minutes of Governing Body meetings * Inspection Copies
 |  | Date of meeting + 3 years | SECURE DISPOSAL |
| 1.c | Reports presented to the Governing Body and general correspondence | Have regard to any Personal Identifiable Information. | Minimum of 6 years. Minutes referring directly to individual reports should be kept permanently. | SECURE DISPOSAL or retain with the signed minutes |
| 1.d | Meeting papers relating to the annual parents’ meeting held under section 33 of the Education Act 2002 | No | Date of the meeting + 6 years | SECURE DISPOSAL |
| 1.e | Instruments of Governance including Articles of Association Trusts and Endowments managed by the Governing Board | No | PERMANENT | Retained by school. |
| 1.f | Action plans and policy documents created and administered by the Governing Body | No | Life of the action plan/policy + 3 years | SECURE DISPOSAL |
| 1.g | 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.h | Annual Reports created under the requirements of the Education (Governor’s Annual Reports) (England) (Amendment) Regulations 2002 | No | Date of report + 10 years | SECURE DISPOSAL |
| 1.i | 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 |

**2. Management - Head Teacher and Senior Leadership Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 2.a | Log books of activity in the school maintained by the Head Teacher | Have regard to any Personal Identifiable Information. | Minimum of 6 years. | Information of historical value should be archived. |
| 2.b | Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies | Have regard to any Personal Identifiable Information. | Minimum of 3 years. | SECURE DISPOSAL |
| 2.c | Reports created by the Head Teacher or the Management Team | Have regard to any Personal Identifiable Information. | Minimum of 3 years. | SECURE DISPOSAL |
| 2.d | Records created by head teachers, deputy head teachers, heads of year and those with administrative responsibilities | Have regard to any Personal Identifiable Information. | Minimum of 6 years. | SECURE DISPOSAL |
| 2.e | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Have regard to any Personal Identifiable Information. | Minimum of 3 years. | SECURE DISPOSAL |
| 2.f | Professional Development Plans | Yes | Life of the plan + 6 years | SECURE DISPOSAL |
| 2.g | School Development Plans | No | Life of the plan + 3 years | SECURE DISPOSAL |
| 2.h | Comments / complaints | Yes | 5 years following closure. Review for extension of contentious disputes. | SECURE DISPOSAL |

**3. Management - Admissions Process & Operational Administration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 3.a | All records relating to the School Admissions’ Policy | No | Life of the policy + 3 years. | SECURE DISPOSAL |
| 3.b | Admissions – if the admission is successful | Yes | 1 year after date of admission | SECURE DISPOSAL |
| 3.c | Admissions – if the appeal is unsuccessful | Yes | 1 year after date of resolution of case | SECURE DISPOSAL |
| 3.d | Register of Admissions | Yes | Archive 3 years after date of record. | Archive data  |
| 3.e | Admissions – Secondary Schools – Casual | Yes | Current year + 1 year | SECURE DISPOSAL |
| 3.f | Proofs of address supplied by parents as part of the admissions process | Yes | Current year + 1 year | SECURE DISPOSAL |
| 3.g | Supplementary Information form including religion, medical conditions etc. * Successful admissions
 | Yes | This information should be added to the pupil file | SECURE DISPOSAL |
| 3.h | Supplementary Information form including religion, medical conditions etc. * Unsuccessful admissions
 | Yes | Until appeals process completed | SECURE DISPOSAL |
| 3.i | Records relating to the creation and publication of the school brochure or prospectus | No | Current year + 3 years | STANDARD DISPOSAL |
| 3.j | Records relating to the creation and distribution of circulars to staff, parents or pupils | No | Current year + 1 year | STANDARD DISPOSAL |
| 3.k | Newsletters and other items with a short operational use | No | Current year + 1 year | STANDARD DISPOSAL |
| 3.l | Visitors’ Books and Signing in Sheets | Yes | Current year + 6 years | SECURE DISPOSAL |
| 3.m | Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations | No | Current year + 6 years | SECURE DISPOSAL |

**4.** **Human Resources – Recruitment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 4.a | All records leading up to the appointment of a new headteacher | Yes | 6 years after appointment | SECURE DISPOSAL |
| 4.b | All records leading up to the appointment of a new member of staff – unsuccessful candidates | Yes | 6 months after completion of recruitment process | SECURE DISPOSAL |
| 4.c | All records leading up to the appointment of a new member of staff – successful candidate | Yes | Relevant information to be added to the staff personal file. All other information retained for 6 months | SECURE DISPOSAL |
| 4.d | Pre-employment vetting information – DBS Checks | No | Maximum of 6 months | SECURE DISPOSAL |
| 4.e | Proofs of identity collected as part of the process of checking“portable” enhanced DBS disclosure | Yes | Placed on the member of staff’s personal file only if necessary to retain | SECURE DISPOSAL |
| 4.f | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom | Yes | Added to the Staff Personal File and retained for 2 years after termination | SECURE DISPOSAL |

**5. Operational Staff Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 5.a | Staff Personal File | Yes | 6 years after termination | SECURE DISPOSAL |
| 5.b | Timesheets | Yes | Current year + 6 years | SECURE DISPOSAL |
| 5.c | Annual appraisal/ assessment records | Yes | Current year + 5 years | SECURE DISPOSAL |
| 5.d | Maternity pay records | Yes | Current year + 3 years | SECURE DISPOSAL |
| 5.e | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | Current year + 6 years | SECURE DISPOSAL |
| 5.f | Allegation of a child protection nature against a member of staff including where the allegation is unfounded | Yes | Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer. Malicious allegations should be removed from personnel files. | These records must be shredded |
| 5.g | Disciplinary - oral warning and written warning level 1 | Yes | 6 months from date of warning | SECURE DISPOSAL |
| 5.h | Disciplinary - written warning – level 2 | Yes | 12 months from date of warning | SECURE DISPOSAL |
| 5.i | Disciplinary - final warning | Yes | 18 months from date of warning | SECURE DISPOSAL |
| 5.j | Disciplinary - case not found | Yes | If the incident is child protection related, then see above otherwise dispose of at the conclusion of the case | SECURE DISPOSAL |

**6. Health and Safety**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 6.a | Health and Safety Policy Statements | No | Life of policy + 3 years | SECURE DISPOSAL |
| 6.b | Health and Safety Risk Assessments | No | Life of assessment + 3 years | SECURE DISPOSAL |
| 6.c | Records relating to accident/ injury at work | Yes | Date of incident + 12 years(Serious accidents warrant a longer retention period) | SECURE DISPOSAL |
| 6.d | Accident Reporting - Adults | Yes | Date of the incident + 6 years | SECURE DISPOSAL |
| 6.e | Accident Reporting - Children | Yes | DOB of the child + 25 years | SECURE DISPOSAL |
| 6.f | Control of Substances Hazardous to Health (COSHH) | No | Current year + 40 years | SECURE DISPOSAL |
| 6.g | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | No | Last action + 40 years | SECURE DISPOSAL |
| 6.h | 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 |
| 6.i | Fire Precautions log books | No | Current year + 6 years | SECURE DISPOSAL |

**7. Financial Management of the School**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 7.a | Employer’s Liability Insurance Certificate | No | 40 years after school closure | SECURE DISPOSAL |
| 7.b | Inventories of furniture and equipment | No | Current year + 6 years | SECURE DISPOSAL |
| 7.c | Annual Accounts | No | Current year + 6 years | STANDARD DISPOSAL |
| 7.d | Loans and grants managed by the school | No | 12 years after last payment | SECURE DISPOSAL |
| 7.e | Student Grant applications | Yes | Current year + 3 years | SECURE DISPOSAL |
| 7.f | Budget management records including Annual Budget and background papers | No | Life of the budget + 3 years | SECURE DISPOSAL |
| 7.g | Invoices, receipts, order books and requisitions, delivery notices | No | Current financial year + 6 years | SECURE DISPOSAL |
| 7.h | Records relating to the collection and banking of monies and the identification and collection of debt | No | Current financial year + 6 years | SECURE DISPOSAL |
| 7.i | All records relating to the management of contracts under seal | No | Last payment on the contract + 12 years | SECURE DISPOSAL |
| 7.j | All records relating to the management of contracts under signature | No | Last payment on the contract + 6 years | SECURE DISPOSAL |
| 7.k | Records relating to the monitoring of contracts | No | Current year + 2 years | SECURE DISPOSAL |

**8. School Fund & School Meals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 8.a | School Fund - Cheque books | No | Current year + 6 years | SECURE DISPOSAL |
| 8.b | School Fund - Paying in books | No | Current year + 6 years | SECURE DISPOSAL |
| 8.c | School Fund – Ledger | No | Current year + 6 years | SECURE DISPOSAL |
| 8.d | School Fund – Invoices | No | Current year + 6 years | SECURE DISPOSAL |
| 8.e | School Fund – Receipts | No | Current year + 6 years | SECURE DISPOSAL |
| 8.f | School Fund - Bank statements | No | Current year + 6 years | SECURE DISPOSAL |
| 8.g | School Fund – Journey Books | No | Current year + 6 years | SECURE DISPOSAL |
| 8.h | Free School Meals Registers | Yes | Current year + 6 years | SECURE DISPOSAL |
| 8.i | School Meals Registers | Yes | Current year + 3 years | SECURE DISPOSAL |
| 8.j | School Meals Summary Sheets | No | Current year + 3 years | SECURE DISPOSAL |

**9. Property Management & Maintenance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 9.a | Title deeds of properties belonging to the school | No | PERMANENT |  |
| 9.b | Plans of property belong to the school | No | PERMANENT |  |
| 9.c | Leases of property leased by or to the school | No | 6 years after lease expiry | SECURE DISPOSAL |
| 9.d | Records relating to the letting of school premises | No | Current financial year + 6 years | SECURE DISPOSAL |
| 9.e | All records relating to the maintenance of the school carried out by contractors | No | Current year + 6 years | SECURE DISPOSAL |
| 9.f | 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 - Pupil’s Educational Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 10.a | Pupil’s Educational Record required by The Education (Pupil Information) (England) Regulations 2005* Primary School
 | Yes | Retain whilst the child remains at primary school | The file should follow the pupil when he/she leaves the primary school. [[1]](#footnote-1) |
| 10.b | Pupil’s Educational Record required by The Education (Pupil Information) (England) Regulations 2005* Secondary
 | Yes | Date of Birth of the pupil+ 25 years | SECURE DISPOSAL |
| 10.c | Examination Results – Pupil Copies | Yes | This information should be added to the pupil file | All uncollected certificates should be returned to the examination board. |
| 10.d | Examination Results - Public & Internal | Yes | This information should be added to the pupil file |  |
| 10.e | 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 | SECURE DISPOSAL – these records MUST be shredded |
| 10.f | 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 | SECURE DISPOSAL – these records MUST be shredded |
| 10.g | Attendance Registers | Yes | 3 years following entry | SECURE DISPOSAL |
| 10.h | Correspondence relating to authorized absence |  | Current academic year + 2 years | SECURE DISPOSAL |

**11. Special Educational Needs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 11.a | Special Educational Needs files, reviews and Individual Education Plans | Yes | Date of Birth of the pupil + 25 years[This is the minimum retention period that any pupil file should be kept. Some authorities keep SEN files for a longer period to defend themselves in a “failure to provide a sufficient education” case. The legal basis and risk assessment to be recorded for an extended retention period]. | REVIEW |
| 11.b | 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] | SECURE DISPOSAL unless the document is subject to a legal hold |

**12. Curriculum Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 12.a | Curriculum returns | No | Current year + 3 years |  |
| 12.b | Examination Results (Schools Copy) | Yes | Current year + 6 years | SECURE DISPOSAL |
| 12.c | SATS records –Results | Yes | Results to be recorded on the pupil’s educational file and retained until the pupil reaches the age of 25 years.Composite records for comparison - current year + 6 years | SECURE DISPOSAL |
| 12.d | SATS records –Examination Papers | Yes | Exam papers to be kept until any appeals/ validation process is complete | SECURE DISPOSAL |
| 12.e | Published Admission Number Reports | Yes | Current year + 6 years | SECURE DISPOSAL |
| 12.f | Value Added and Contextual Data | Yes | Current year + 6 years | SECURE DISPOSAL |
| 12.g | Self-Evaluation Forms | Yes | Current year + 6 years | SECURE DISPOSAL |
| 12.h | Schemes of Work | No | Current year + 1 year |  |
| 12.i | Timetable | No | Current year + 1 year |  |
| 12.j | Class Record Books & Mark Books | No | Current year + 1 year |  |
| 12.k | Record homework set | No | Current year + 1 year |  |
| 12.l | Pupils’ Work (Not returned to pupils) | Yes | Current year + 1 year | SECURE DISPOSAL |

**13. Educational Visits**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 13.a | Approval to run an Educational Visit outside the Classroom – Primary Schools | No | 14 years after date of visit | SECURE DISPOSAL |
| 13.b | Approval to run an Educational Visit outside the Classroom – Secondary | No | 10 years after date of visit | SECURE DISPOSAL |
| 13.c | Parental consent forms for school trips where there has been no major incident | Yes | Conclusion of the trip | SECURE DISPOSAL |
| 13.d | Parental permission slips for school trips – where there has been a major incident | Yes | DOB of the pupil involved in the incident + 25 yearsPermission slips for all the pupils on the trip to be retained to show that the rules had been followed for all pupils | SECURE DISPOSAL |
| 13.e | Walking Bus Registers | Yes | 3 years from date of register(Any 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[Including copies of electronic back-ups] |

**14. Family Liaison Officers and Home School Liaison Assistants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 14.a | Day Books | Yes | Current year + 2 years | SECURE DISPOSAL |
| 14.b | 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 | SECURE DISPOSAL |
| 14.c | Referral forms | Yes | While the referral is current | SECURE DISPOSAL |
| 14.d | Contact data sheets | Yes | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL |
| 14.e | Contact database entries | Yes | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL |
| 14.f | Group Registers | Yes | Current year + 2 years | SECURE DISPOSAL |

**15. Local Authority and Central Government**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Ref | Document description | Data Protection Implications | Retention Period | Disposal Action |
| 15.a | Secondary Transfer Sheets (Primary) | Yes | Current year + 2 years | SECURE DISPOSAL |
| 15.b | Attendance Returns | Yes | Current year + 1 year | SECURE DISPOSAL |
| 15.c | School Census Returns | No | Current year + 5 years | SECURE DISPOSAL |
| 15.d | Circulars and other information sent from the Local Authority | No | Operational use until superseded | SECURE DISPOSAL |
| 15.e | OFSTED reports and papers | No | Life of the report then REVIEW | SECURE DISPOSAL |
| 15.f | Returns made to central government | No | Current year + 6 years | SECURE DISPOSAL |
| 15.g | Circulars and other information sent from central government | No | Operational use until superseded | SECURE DISPOSAL |

**Annual Review**

School name:

Review completed by: Date:

Approval by Headteacher: Date:

**Note** – The completion of this review should be shared with Governors.

**Summary of areas reviewed:**

| Ref | Area | Annual Review CompletedTick (√) | ReviewerInitials |
| --- | --- | --- | --- |
| 1 | Management - Governing Board |  |  |
| 2 | Management - Headteacher and SLT |  |  |
| 3 | Management - Admissions Process and Operational Administration |  |  |
| 4 | HR - Recruitment |  |  |
| 5 | HR – Operational Staff Management |  |  |
| 6 | HR – Health and Safety |  |  |
| 7 | Finance – Financial Management of the School |  |  |
| 8 | Finance – School Fund and School Meals |  |  |
| 9 | Property Management & Maintenance |  |  |
| 10 | Pupil Management – Pupil Educational Record |  |  |
| 11 | Pupil Management – Special Educational Needs |  |  |
| 12 | Pupil Management - Curriculum Management |  |  |
| 13 | Pupil Management – Educational Visits |  |  |
| 14 | Family Liaison Officers and Home School Liaison Assistants |  |  |
| 15 | Local Authority and Central Government |  |  |
|  | List of School Records and Data safely destroyed |  |  |

**Appendix A – List of School Records and Data safely destroyed**

| Ref No. | File/Record Title | Description | Reference or Cataloguing Information | Number of Files Destroyed | Method of destruction | ConfirmSafely destroyed in accordance with Data Retention Guidelines |
| --- | --- | --- | --- | --- | --- | --- |
| e.g.  | School Invoices | Copies of purchase invoices dated 2011/12 | Folders marked “Purchase Invoices 2011/12” 1 to 3 | 3 Folders | Shredding | √ |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

1. This will include: (i) to another primary school (ii) to a secondary school (iii) to a pupil referral unit (iv) 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. 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. [↑](#footnote-ref-1)