

Policy Title:	Documentation Retention Policy & Retention Schedule
Version:	1.2
Member of Staff Responsible:	Chief Executive Officer
Status:	Statutory
Date adopted by Trust Board:	2 nd February 2026
Date for Review:	December 2028
Date Reviewed:	11 th December 2023 9 th December 2021
Reviewed:	Bi-annually

Change Record		
Version	Date	Description
1.1	13/12/23	Amendment to Sections 1.1, 2.2, 2.3, 3.7, Curriculum Management, Extra-curricular activities, Recruitment, Governance Funding & Financial Management
1.2	02/02/2026	Amendment to policy name to include separate section for the Retention Schedule. Associated document restructure to separate the Retention Policy and the schedule. The Retention Schedule has been updated using the IRMS (Information records Management Service) 2025 guidance. This has resulted in a change in structure to the document and details of the associated legislation. Updated following guidance to Data Use and Access Act 2025 Reference to Digital Continuity Statement and Information audit removed from this policy as they are not currently undertaken in our Academies.
1.3		
1.4		

**Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care;
all policies are developed and formulated with this in mind**

Statement of Intent

Primitas Learning Partnership (Primitas) is committed to maintaining the confidentiality of its information and ensuring that all records are only accessible by the appropriate individuals. In line with the requirements of the General Data Protection Regulation (UK-GDPR), Primitas also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

Primitas has implemented this policy to outline how records are stored, accessed, monitored, retained and disposed of, in order to meet statutory requirements.

This document complies with the requirements set out in the UK GDPR.

Signed by:



Chief Executive Officer

Date: 02/02/2026



Chief Finance & Operations Officer

Date: 02/02/2026

1. Legal framework

1.1 This policy has due regard to legislation including, but not limited to, the following:

- General Data Protection Regulation (2018)
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)
- UK GDPR and the EU UK GDPR was incorporated into UK Legislation, with some amendments, by The Data Protection Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020.
- The Protections of Freedoms Act 2012 (use of biometric data)
- Regulation 5 of the Education (Student Information) (England) Regulations 2005 (parent's right of access to their child's education record)
- Data (Use and Access) Act 2025

1.2 This policy also has due regard to the following guidance:

Information Records Management Society 'Information Management Toolkit for Schools' 2025

1.3 This policy will be implemented in accordance with the following Trust and school policies and procedures:

- Data Protection Policy
- Freedom of Information Policy
- E-security Policy

2.0 Responsibilities

2.1 Primitas is registered as a Data Controller with the ICO. Individual Academies are listed under the Primitas registration as they are the Data Controllers for the data that the Academy holds. The Trust Board has ultimate accountability for ensuring that records and record-keeping systems are maintained and kept in line with statutory requirements.

2.2 The Chief Executive Officer, who works for and acts on behalf of the Trust Board, holds the responsibility for:

- working with the Headteachers of each Academy to ensure that this policy is implemented correctly on a day-to-day basis in their setting.
- reviewing the policy on a regular basis, in conjunction with Trust's Chief Finance & Operations Officer (CFO), Compliance Manager and Data Protection Officer (DPO).

2.3 The Data Protection Lead (DPL) of each Academy, working with their Headteacher and seeking advice from the Trust's DPO where appropriate, is responsible for:

- assessing that the management of records in each academy is in line with all policies.
- ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy, and are disposed of correctly.
- raising awareness of and promoting compliance with this policy.

2.4 The Trust's DPO works proactively with DPLs to help them:

- Keep up to date with data protection developments
- Raise awareness of data protection priorities in their academy and
- Monitor data protection compliance
- Provide appropriate advice and guidance on data protection issues

2.5 All staff members are responsible for ensuring that any records for which they are responsible for are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.

- Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
- Manage the Academy or Trust records consistently in accordance with this policy
- They properly document their action and decisions
- They hold personal information securely
- They only share personal information appropriately and do not disclose it to any unauthorised third party
- They dispose of records securely in accordance with the Trust Document Retention Schedule

3.0 Management of pupil records

3.1 Pupil records are specific documents that are used throughout a pupil's time in the education system – they are passed to each school that a pupil attends and includes all personal information relating to them, e.g. date of birth, home address, as well as their progress and achievement.

3.2 The following information is stored on the front of a pupil record, and will be easily accessible:

- Forename, surname, gender and date of birth
- Unique pupil number
- Note of the date when the file was opened
- Note of the date when the file was closed, if appropriate

3.3 The following information is stored inside the front cover of a pupil record, and will be easily accessible:

- Ethnic origin, religion and first language (if not English)
- Any preferred names
- Position in their family, e.g. eldest sibling
- Emergency contact details and the name of the pupil's doctor
- Any allergies or other medical conditions that are important to be aware of
- Names of parents, including their home address(es) and telephone number(s)
- Name of the school, admission number, the date of admission and the date of leaving, where appropriate
- Any other agency involvement, e.g. speech and language therapist

3.4 The following information is stored in a pupil record, and will be easily accessible:

- Admissions form
- Details of any SEND
- If the pupil has attended an early years setting, the record of transfer
- Fair processing notice – only the most recent notice will be included
- Annual written reports to parents
- National curriculum and agreed syllabus record sheets
- Notes relating to major incidents and accidents involving the pupil
- Any information about an education and healthcare (EHC) plan and support offered in relation to the EHC plan
- Any notes indicating child protection disclosures and reports are held
- Any information relating to exclusions

- Any correspondence with parents or external agencies relating to major issues, e.g. mental health
- Notes indicating that records of complaints made by parents or the pupil are held

3.5 The following information is subject to shorter retention periods and, therefore, will be stored separately in a personal file for the pupil in the school office:

- Absence notes
- Parental and, where appropriate, pupil consent forms for educational visits, photographs and videos, etc.
- Correspondence with parents about minor issues, e.g. behaviour

3.6 Hard copies of disclosures and reports relating to child protection are stored securely locked filing cabinet in the Safeguarding Office – a note indicating this is marked on the pupil's file.

3.7 Hard copies of complaints made by parents or pupils are securely stored by the Headteacher and a note indicating this is marked on the pupil's file.

3.8 Actual copies of accident and incident information are stored separately on the school's management information system and held in line with the retention periods outlined in this policy – a note indicating this is marked on the pupil's file. An additional copy may be placed in the pupil's file in the event of a major accident or incident.

3.9 Individual academies will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend.

3.10 The only exception to the above is if any records placed on the pupil's file have a shorter retention period and may need to be removed. In such cases, the DPL is responsible for disposing records, will remove these records.

3.11 Electronic records relating to a pupil's record will also be transferred to the pupils' next school outlines how electronic records will be transferred.

3.12 The school will not keep any copies of information stored within a pupil's record, unless there is ongoing legal action at the time during which the pupil leaves the school. The responsibility for these records will then transfer to the next school that the pupil attends.

3.13 If any pupil attends the school until statutory school leaving age, the school will keep the pupil's records until the pupil reaches the age of 25 years.

3.14 The school will, wherever possible, avoid sending a pupil record by post. Where a pupil record must be sent by post, it will be sent by registered post, with an accompanying list of the files included. The school it is sent to is required to sign a copy of the list to indicate that they have received the files and return this to the school.

3.14 The retention schedule details the retention periods for individual pupil records and the action that will be taken after the retention period, in line with any requirements.

4 Storing and protecting information

4.1 The DPL will undertake a risk analysis to identify which records are vital to academy management and these records will be stored in the most secure manner.

4.2 The DPL will check with the IT team that sufficient back-ups of information are done on a timely basis to ensure that all data can still be accessed in the event of a security breach, e.g. a virus, and prevent any loss or theft of data.

4.3 Where possible, backed-up information will be stored off the school premises, using a central back-up service.

4.4 Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access.

4.5 Confidential paper records are not left unattended or in clear view when held in a location with general access.

4.6 Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed-up off-site.

4.7 Where data is saved on removable storage or a portable device, the device is kept in a locked and fireproof filing cabinet, drawer or safe when not in use.

4.8 Memory sticks are not used to hold personal information unless they are password-protected and fully encrypted.

4.9 All electronic devices are password-protected to protect the information on the device in case of theft.

4.10 Where possible, the school enables electronic devices to allow the remote blocking or deletion of data in case of theft.

4.11 All members of staff are provided with their own secure login and password.

4.12 Emails containing sensitive or confidential information are password-protected to ensure that only the recipient is able to access the information. The password will be shared with the recipient in a separate email.

4.13 Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.

4.14 Where personal information that could be considered private or confidential is taken off the premises, to fulfil the purpose of the data in line with the UK GDPR, either in an electronic or paper format, staff take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.

4.15 Before sharing data, staff always ensure that:

- They have a lawful reason for sharing data
- Where there is no lawful reason they have consent from data subjects to share it.
- Adequate security is in place to protect it.
- The data recipient has been outlined in a privacy notice.

4.16 All staff members will implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information. All confidential information will be stored in a securely locked filing cabinet, drawer or safe with restricted access.

4.17 Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of an academy containing sensitive information are supervised at all times.

4.18 Within each academy the physical security of the buildings and storage systems, and access to them, is reviewed termly by the Headteacher in conjunction with the DPL. If an increased risk in vandalism, burglary or theft is identified, then extra measures to secure data storage will be put in place.

4.19 The Trust takes its duties under the UK GDPR seriously and any unauthorised disclosure may result in disciplinary action.

4.20 The DPL is responsible for checking continuity and recovery measures are in place to ensure the security of protected data.

4.21 Any damage to or theft of data will be managed in accordance with the appropriate Business Continuity Plan.

5. 0 Accessing information

5.1 Primitas Learning Partnership is transparent with data subjects, the information we hold and how it can be accessed. Individuals are referred to the Trust Data Protection Policy for information on how to access the data that an Academy holds on them.

6 Disposal of records

6.1 The Retention Schedule suggests a number of actions that can be taken to dispose of information once it has reached the end of its retention period. All records containing personal information, or sensitive policy information should be shredded before disposal where possible. All other paper records should be disposed of by an appropriate wastepaper merchant. All electronic information will be deleted.

6.2 Regular disposal – Records can be disposed of via normal waste disposal

6.3 Secure disposal – for information that is to be disposed of securely it must be in a condition where it cannot either be read or reconstructed. Skips and regular waste disposal is not considered secure.

6.4 Paper records must be shredded using a cross cutting shredder, purple or burned. CDs / DVDs and other storage media should be destroyed to particles no larger than 6mm. Any electronic data should be deleted alongside any back ups. When records have been identified for destruction, they should be disposed of in an appropriate way. All information will be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, safeguarding information, allegations against adults, complaints or grievances. If a further retention period isn't necessary, the information must then be securely disposed of.

6.5 Transfer: At the end of the retention period the information may be transferred to a different company establishment. Where this is the case the information should be sent securely via encrypted email or other secure electronic means, by recorded delivery; or delivered by hand.

6.6 Each academy maintains a data base of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record in this list the following:-

- File reference (or another unique identifier)
- File title/brief description
- Number of files
- Name of authorising person
- Date destroyed or deleted from the system and the person who undertook the destruction

6.7 Archive: Where records are likely to have a historical value, or are worthy of permanent preservation, we may choose to archive them at the end of any retention period.

6.8 Review: Where the disposal action is indicated as reviewed before it is disposed, the DPL will review the information against its administrative value – if the information should be kept for administrative value, the DPL will keep a record of this. If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in the Document Retention Schedule. Where information has been kept for administrative purposes, the DPL will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy and schedule. If any information is kept, the information will be reviewed every three subsequent years. Where information must be kept permanently, this information is exempt from the normal review procedures.

6.9 Where information is to be archived or destroyed, schools must carry out such processing by no later than the August after the expiration of the retention period.

7.0 Monitoring and review

7.1 This policy will be reviewed every two years the next scheduled review date for this policy is December 2027.

7.2 Any changes made to this policy will be communicated to all members of staff and the governing board.

8.0 Retention schedule

8.1 Information will be managed in line with the Documents Retention Schedule.

8.2 The retention schedule has been produced in line with advice and guidance provided by the Information Record Management Society. This may not be an exhaustive list and where academies are unsure of particular retention periods, they should seek further guidance from the Trust's Data Protection Officer.

8.3 The retention schedule refers to all records regardless of the media (e.g. paper, electronic, photographic, video, microfilm) in which they are stored. All records will be regularly monitored by regular internal review.

8.4 The schedule is a relatively lengthy document listing the many types of records used and the applicable retention periods for each record type

Retention Schedule - Contents

Section	Sub - section	Retention Schedule area Retention period Description
1		Contract
	1.1	All records relating to the management of contracts under seal
	1.2	All records relating to the management of contracts under signature
	1.3	Records relating to the management of contracts with external providers
	1.4	Records relating to the monitoring of contracts
	1.5	All records relating to the maintenance of the school carried out by contractors
	1.6	All records relating to the maintenance of the school carried out by school employees, including maintenance log books
	1.7	Records relating to the management of software licences
2		Education Management – Management information
	2.1	Published Admission Number (PAN) reports
	2.2	Curriculum returns
	2.3	Self-evaluation forms
	2.4	Self Evaluation Forms - External moderation
	2.5	Self Evaluation Forms - Internal moderation
	2.6	Value added and contextual data
3		Education Management – Policies & Frameworks
	3.1	Complaints Policy
	3.2	Data Protection Policy
	3.3	Freedom of Information Policy
	3.4	Information Security Breach Policy
	3.5	Special Educational Needs Policy
	3.6	Equality Information and Objectives (public sector equality duty). Statement for publication
	3.7	Risk and Control Framework
	3.8	Rules & Bylaws
4		Education Management - Strategy Strategic review
	4.1	Strategic Plans (School Improvement Plans)
	4.2	Accessibility Plan
5	5.1	Examinations
	5.1	SATs records Examination papers
	5.2	SATS records Results
	5.3	Examination Results Pupil Copies: Public
	5.4	Examination Results Pupil copies: Internal
	5.5	Examination Results (schools copy)
	5.6	Management of Examination registrations
6		Extra Curriculum and Miscellaneous activities
	6.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools
	6.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools
	6.3	Parental consent forms for school trips where there has been no major incident

	6.4	Parental permission slips for school trips where there has been a major incident
	6.5	Records relating to residential trips
7		Finance - Funding
	7.1	Funding Agreement with Secretary of State and supplemental funding agreements
	7.2	Funding Agreement Termination of the funding agreement
	7.3	Funding Records Capital Grant
	7.4	Funding Records Earmarked Annual Grant (EAG)
	7.5	Funding Records General Annual Grant (GAG)
	7.6	Per pupil funding records
	7.7	Funding records
	7.8	Gift Aid and Tax Relief
	7.9	Exclusions agreement
	7.10	Records relating to loans
	7.11	Management of Endowment Funds
	7.12	Investment policies
	7.13	Pupil Premium Fund records
	7.14	Student Grant applications
8		Finance - Operational
	8.1	Invoices, receipts, order books and requisitions, delivery notices
	8.2	Records relating to the collection and banking of monies
	8.3	Records relating to the identification and collection of debt
9		Finance – Risk management & Insurance
	9.1	Employers Liability Insurance Certificate
	9.2	Insurance policies
	9.3	Records relating to the settlement of insurance claims
	9.4	Burglary, theft and vandalism report forms
	9.5	Audit Committee and appointment of responsible officers
10		Finance – School Fund
	10.1	School Fund Ledger
	10.2	Whole of Government Accounts Returns
	10.3	School Fund Journey books
	10.4	School Fund Invoices
	10.5	School Fund Receipts
	10.6	School Fund Bank statements
	10.7	School Fund Cheque books
	10.8	School Fund Paying in books
11		Finance – School Meals
	11.1	Free school meals registers
	11.2	School meals summary sheets
	11.3	School meals registers
12		Finance – Strategic Finance
	12.1	Annual accounts
	12.2	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers
	12.3	Statement of financial activities for the year
	12.4	Financial Planning
	12.5	Value for money statement
	12.6	Borrowing powers

	12.7	Charging and remissions policy
	12.8	Independent Auditors report on regularity
	12.9	Independent Auditors report on financial statements
	12.10	Records relating to the management of VAT
13		Governing Bodies - Activities
	13.1	Records relating to Governor Monitoring Visits
14		Governing Bodies - Governance
	14.1	Constitution
	14.2	Articles of Association
	14.3	Memorandum of Association
	14.4	Memorandum of Understanding of Shared Governance among Schools
	14.5	Governance Statement
	14.6	Written Scheme of Delegation
	14.7	Special Resolutions to amend the Constitution
	14.8	Annual Report and Accounts
	14.9	Annual Report Trustees Report
	14.10	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002
	14.11	Annual Return
	14.12	Instruments of Government
	14.13	Register of Directors
	14.14	Scheme of Delegation and Terms of Reference for Committees
	14.15	Trusts and Endowments managed by the Governing Body
	14.16	Records relating to complaints dealt with by the Governing Body Annual Report and Accounts
	14.17	All records relating to the conversion of schools to Academy status
	14.18	Policy documents created and administered by the Governing Body
15		Governing Bodies – Governors, Directors and Trustees
	15.1	Appointment of Trustees and Governors and Directors
	15.2	Records relating to the election of parent and staff governors not appointed by the governors
	15.3	Records relating to the appointment of co-opted governors
	15.4	Records relating to the terms of office of serving governors including evidence of appointment
	15.5	Records relating to Governor Declaration against disqualification criteria
	15.6	Governors Code of Conduct
	15.7	Records relating to DBS checks carried out on clerk and members of the governing body
	15.8	Governor personnel files
	15.9	Records relating to the induction programme for new Governors
	15.10	Records relating to the training required and received by Governors
	15.11	Appointment and removal of Members
	15.12	Register of Members
	15.13	Statement of Trustees Responsibilities
	15.14	Register of Trustees interests
	15.15	Declaration of Interests Statements [Governors] [this is not a statutory register]
16		Governing Bodies - Meetings
	16.1	Board Meeting Minutes
	16.2	Board Decisions

	16.3	Board Meeting: Annual Schedule of Business
	16.4	Board Meeting: Procedures for conduct of meeting
	16.5	Records relating to the management of General Members Meetings
	16.6	Minutes relating to any committees set up by the Board of Directors
	16.7	Records relating to the management of the Annual General Meeting
	16.8	Meetings Schedule
	16.9	Agendas for Governing Body meetings
	16.10	Agendas Additional Copies
	16.11	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)
	16.12	Reports presented to the Governing Body
	16.13	Reports made to the Governors Meeting which are referred to in the minutes
	16.14	Register of attendance at Full Governing Board meetings
17		Health and Safety
	17.1	Health and Safety policy statements
	17.2	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)
	17.3	Fire precautions log books
	17.4	Fire risk assessments
	17.5	Accident reporting: Adults
	17.6	Records relating to accident/injury at work including incident reports
	17.7	Accident reporting: Children
	17.8	Control of Substances Hazardous to Health (COSHH)
	17.9	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)
	17.10	Health and Safety risk assessments
	17.11	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos
	17.12	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording
18		Liaison with LEA - DFE
	18.1	OFSTED reports and papers
	18.2	Reports made to Central Government
	18.3	School census returns
	18.4	Circulars and other information sent from the Local Authority
	18.5	Circulars and other information sent from Central Government
	18.6	Attendance returns
	18.7	Secondary transfer sheets (Primary)
19		Parent Teacher Association
	19.1	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations
20		Property
	20.1	Title deeds of properties belonging to the school
	20.2	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features
	20.3	Leases of property leased by or to the school
	20.4	Business continuity and disaster recovery plans
	20.5	Records relating to the letting of school premises

21		Pupils and Student records
	21.1	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary
	21.2	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary
	21.3	Attendance registers
	21.4	Correspondence relating to any absence (authorised or unauthorised)
22		School Admissions
	22.1	School Admissions All records relating to the creation and implementation of the School Admissions Policy
	22.2	Register of admissions
	22.3	Admissions if the appeal is unsuccessful
	22.4	Admissions if the admission is successful
	22.5	Admissions Secondary Schools Casual
	22.6	Admissions Secondary Schools Casual
	22.7	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions
	22.8	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.
	22.9	Records relating to the management of exclusions
23		School Assets
	23.1	Community School leases for land
	23.2	Commercial transfer arrangements
	23.3	Transfer of land to the Academy Trust
	23.4	Transfers of freehold land
	23.5	Records relating to the leasing of shared facilities, such as sports centres
	23.6	Land and building valuations
	23.7	Disposal of assets
	23.8	Burglary, theft and vandalism report forms
	23.9	Inventories of furniture and equipment
24		School Management
	24.1	Log books of activity in the school maintained by the Head Teacher
	24.2	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)
	24.3	School Privacy Notice which is sent to parents as part of GDPR compliance
	24.4	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)
	24.5	Records relating to the creation and distribution of circulars to staff, parents or pupils
	24.6	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies
	24.7	Reports created by the Head Teacher or the Management Team
	24.8	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
	24.9	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
	24.10	Management of complaints
	24.11	Newsletters and other items with a short operational use

	24.12	Records relating to the creation and publication of the school brochure or prospectus
25		Special Education Needs and Disabilities
	25.1	Special Educational Needs files, reviews and Individual Education Plans
	25.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement
	25.3	Advice and information provided to parents regarding educational needs
	25.4	Accessibility strategy
26		Teachers and staff Disciplinary
	26.1	Disciplinary Proceedings: First Written warning
	26.2	Disciplinary Proceedings: Final Written warning
	26.3	Disciplinary Proceedings: Case not found
27		Teachers and Staff Pay and Pensions
	27.1	Records relating to the agreement of pay and conditions
	27.2	Payroll records
	27.3	Payroll records
	27.4	Payroll awards
	27.5	Payroll gross / net weekly or monthly
	27.6	Payslips copies
	27.7	Pay packet receipt by employee
	27.8	Maternity pay records
	27.9	Part time fee claims
	27.10	Overtime
	27.11	National Insurance Schedule of payments
	27.12	Insurance
	27.13	Car allowance claims
	27.14	Car mileage output
	27.15	Car loans
	27.16	Time sheets /clock cards / flexitime
	27.17	Bonus sheets
	27.18	Staff returns
	27.19	Sickness records
	27.20	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48
	27.21	Personal bank details
	27.22	Income tax form P60
	27.23	Pension payroll
	27.24	Superannuation adjustments
	27.25	Superannuation reports
	27.26	Members Allowance register
	27.27	Records relating to pension registrations
	27.28	Management of the Teachers Pension Scheme
	27.29	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995
28		Teachers and Staff recruitment
	28.1	All records leading up to the appointment of a new Head Teacher
	28.2	All records leading up to the appointment of a new member of staff successful candidate
	28.3	All records leading up to the appointment of a new member of staff unsuccessful candidates
	28.4	Pre-employment vetting information DBS Checks

	28.5	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure
	28.6	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom
	28.7	Records relating to the employment of overseas teachers
29		Teachers and Staff Safeguarding
	29.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded
30		Staff Management
	30.1	Staff Personal File, including employment contract and staff training records
	30.2	Timesheets
	30.3	Absence record
	30.4	Sickness Absence Monitoring
	30.5	Annual appraisal/assessment records
	30.6	Records relating to the TUPE process
	30.7	Training needs analysis
	30.8	Staff Training where the training leads to Continuing Professional Development
	30.9	Staff Training except where dealing with children, e.g. First Aid or Health and Safety
	30.10	Staff Training where the training relates to children (e.g. safeguarding or other child related training)
	30.11	Professional Development Plans
31		Teaching and the Curriculum
	31.1	Schemes of Work
	31.2	Timetable
	31.3	Class record books
	31.4	Mark books
	31.5	Record of homework set
	31.6	Pupils work
32		Transport educational
	32.1	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals
	32.2	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance
	32.3	Service logs and vehicle logs
	32.4	GPS tracking data relating to the vehicles
	32.5	Tachograph: Analogue and electronic including driver's cards
	32.6	Driver's records book
	32.7	Walking bus registers
33		Welfare
	33.1	Family Liaison Officers and Home School Liaison Assistants: Day Books
	33.2	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency
	33.3	Family Liaison Officers and Home School Liaison Assistants: Referral forms
	33.4	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets
	33.5	Family Liaison Officers and Home School Liaison Assistants: Contact database entries

	33.6	Family Liaison Officers and Home School Liaison Assistants: Group Registers
	33.7	Accessibility Plan relating to individual pupils
	33.8	Child protection information held on pupil file
	33.9	Child protection information held in separate files
	33.10	Correspondence relating to authorised absence

The Table below outlines the Trust's retention periods and the action that will be taken after the retention period, in line with any requirements.

Electronic copies of any information will be destroyed in line with the retention periods below.

Retention Schedule Section 1 Contracts	
Section 1.1	
Retention Period Description	All records relating to the management of contracts under seal
Personal Information	No
Retention Period	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 1.2	
Retention Period Description	All records relating to the management of contracts under signature
Personal Information	No
Retention Period	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 1.3	
Retention Period Description	Records relating to the management of contracts with external providers
Personal Information	No
Retention Period	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
Section 1.4	
Retention Period Description	Records relating to the monitoring of contracts
Personal Information	No
Retention Period	End of the contract or until the final payment has been made whichever is the longer
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 1.5	
Retention Period Description	All records relating to the maintenance of the school carried out by contractors
Personal Information	No
Retention Period	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 1.6	
Retention Period Description	All records relating to the maintenance of the school carried out by school employees, including maintenance log books
Personal Information	No

Retention Period	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 1.7	
Retention Period Description	Records relating to the management of software licences
Personal Information	No
Retention Period	Date licence expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 2 - Retention Schedule - Education Management - Management Information	
Section 2.1	
Retention Period Description	Published Admission Number (PAN) reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 2.2	
Retention Period Description	Curriculum returns
Personal Information	No
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 2.3	
Retention Period Description	Self-evaluation forms
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 2.4	
Retention Period Description	Self Evaluation Forms - External moderation
Personal Information	Yes
Retention Period	Until superseded
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
Section 2.5	
Retention Period Description	Self Evaluation Forms - Internal moderation
Personal Information	Yes
Retention Period	Academic year plus one academic year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 2.6	
Retention Period Description	Value added and contextual data
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 3 - Retention Schedule - Education Management - Policies and Frameworks	
Section 3.1	
Retention Period Description	Complaints Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 3.2	
Retention Period Description	Data Protection Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 3.3	
Retention Period Description	Freedom of Information Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
Section 3.4	
Retention Period Description	Information Security Breach Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 3.5	
Retention Period Description	Special Educational Needs Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 3.6	
Retention Period Description	Equality Information and Objectives (public sector equality duty). Statement for publication
Personal Information	No
Retention Period	Life of statement or date statement superseded + 3 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
Section 3.7	
Retention Period Description	Risk and Control Framework
Personal Information	No
Retention Period	Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 3.8	
Retention Period Description	Rules and Bylaws
Personal Information	No
Retention Period	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 4 - Retention Schedule - Education Management - Strategy

Section 4.1

Retention Period Description	Strategic Review
Personal Information	No
Retention Period	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 4.2

Retention Period Description	Strategic Plan [also known as School Development Plans]
Personal Information	No
Retention Period	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 4.3

Retention Period Description	Accessibility Plan
Personal Information	No
Retention Period	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained
Statutory Provisions	Equality Act 2010
Disposal	SECURE DISPOSAL

Notes	
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Section 5 - Retention Schedule - Examinations	
Section 5.1	
Retention Period Description	SATs records Examination papers
Personal Information	Yes
Retention Period	The examination papers should be kept until any appeals/validation process is complete
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 5.2	
Retention Period Description	SATs records Results
Personal Information	Yes
Retention Period	The SATS results should be recorded on the pupils 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
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 5.3	
Retention Period Description	Examination Results Pupil Copies: Public

Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates
Notes	
Section 5.4	
Retention Period Description	Examination results pupil copies: Internal
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	
Notes	
Section 5.5	
Retention Period Description	Examination results (schools copy)
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 5.6	
Retention Period Description	Management of examination registrations
Personal Information	Yes
Retention Period	The examination board will usually mandate how long these records need to be retained
Statutory Provisions	
Disposal	
Notes	

Section 6 - Retention Schedule - Extra Curriculum and Miscellaneous Activities

Section 6.1	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools
Personal Information	No
Retention Period	Date of Visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 6.2	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools
Personal Information	No

Retention Period	Date of visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 6.3	
Retention Period Description	Parental consent forms for school trips where there has been no major incident
Personal Information	Yes
Retention Period	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities . A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.
Section 6.4	
Retention Period Description	Parental permission slips for school trips where there has been a major incident
Personal Information	Yes
Retention Period	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils
Statutory Provisions	Limitation Act 1980

Disposal	SECURE DISPOSAL
Notes	
Section 6.5	
Retention Period Description	Records relating to residential trips
Personal Information	Yes
Retention Period	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

Section 7 - Retention Schedule - Finance - Funding

Section 7.1	
Retention Period Description	Funding Agreement with Secretary of State and supplemental funding agreements
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.2	
Retention Period Description	Funding Agreement Termination of the funding agreement

Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.
Section 7.3	
Retention Period Description	Funding Records Capital Grant
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.4	
Retention Period Description	Funding Records Earmarked Annual Grant (EAG)
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
Section 7.5	
Retention Period Description	Funding Records General Annual Grant (GAG)
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.6	
Retention Period Description	Per pupil funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.7	
Retention Period Description	Funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].
Section 7.8	
Retention Period Description	Gift Aid and Tax Relief
Personal Information	Yes
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.9	
Retention Period Description	Exclusions agreement
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.
Section 7.10	

Retention Period Description	Records relating to loans
Personal Information	No
Retention Period	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.11	
Retention Period Description	Management of Endowment Funds
Personal Information	No
Retention Period	Life of the fund + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.12	
Retention Period Description	Investment policies
Personal Information	No
Retention Period	Life of the investment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
Section 7.13	
Retention Period Description	Pupil Premium Fund records
Personal Information	Yes
Retention Period	Date pupil leaves the provision + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 7.14	
Retention Period Description	Student Grant applications
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 8 - Retention Schedule - Finance - Operational

Section 8.1	
Retention Period Description	Invoices, receipts, order books and requisitions, delivery notices
Personal Information	No
Retention Period	Current financial year + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 8.2	
Retention Period Description	Records relating to the collection and banking of monies
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 8.3	
Retention Period Description	Records relating to the identification and collection of debt
Personal Information	Yes
Retention Period	Payment or write off of debt + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 9 - Retention Schedule - Finance - Risk Management and Insurance

Section 9.1	
Retention Period Description	Employers Liability Insurance Certificate
Personal Information	No
Retention Period	Year of issue + 40 years. Pass to the Local Authority if the school closes

Statutory Provisions	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
Disposal	SECURE DISPOSAL
Notes	
Section 9.2	
Retention Period Description	Insurance policies
Personal Information	No
Retention Period	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years
Statutory Provisions	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
Disposal	SECURE DISPOSAL
Notes	
Section 9.3	
Retention Period Description	Records relating to the settlement of insurance claims
Personal Information	Yes
Retention Period	Date claim settled + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 9.4	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 9.5	
Retention Period Description	Audit Committee and appointment of responsible officers
Personal Information	No
Retention Period	As long as necessary
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.

Section 10 - Retention Schedule - Finance - School Fund

Section 10.1	
Retention Period Description	School Fund Ledger
Personal Information	Yes [ledger may contain names of people in receipt of grants]
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 10.2	
Retention Period Description	Whole of government accounts returns
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 10.3	
Retention Period Description	School Fund Journey books
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 10.4	
Retention Period Description	School Fund Invoices

Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 10.5	
Retention Period Description	School Fund Receipts
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 10.6	
Retention Period Description	School Fund Bank statements
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 10.7	
Retention Period Description	School Fund Cheque books
Personal Information	No
Retention Period	Current financial year + 1 year
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
Section 10.8	
Retention Period Description	School Fund Paying in books
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 11- Retention Schedule - Finance - School Meals

Section 11.1	
Retention Period Description	Free school meals registers
Personal Information	Yes
Retention Period	Current financial year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 11.2	
Retention Period Description	School meals summary sheets
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 11.3	

Retention Period Description	School meals registers
Personal Information	Yes
Retention Period	Current financial year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 12 - Retention Schedule - Finance - Strategic Finance

Section 12.1	
Retention Period Description	Annual accounts
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 12.2	
Retention Period Description	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers
Personal Information	No
Retention Period	Life of the budget + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 12.3	
Retention Period Description	Statement of financial activities for the year
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 12.4	
Retention Period Description	Financial Planning
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 12.5	
Retention Period Description	Value for money statement
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 12.6	
Retention Period Description	Borrowing powers
Personal Information	No
Retention Period	Until superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 12.7	
Retention Period Description	Charging and remissions policy
Personal Information	No
Retention Period	Date policy superseded + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 12.8	
Retention Period Description	Independent Auditors report on regularity
Personal Information	No
Retention Period	Financial year report relates to + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 12.9	
Retention Period Description	Independent Auditors report on financial statements
Personal Information	Yes
Retention Period	Financial year report relates to + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 12.10	
Retention Period Description	Records relating to the management of VAT
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 13 - Retention Schedule - Governing Bodies - Activities

Section 13.1	
Retention Period Description	Records relating to Governor Monitoring Visits
Personal Information	Yes
Retention Period	Date of the visit + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 14 - Retention Schedule - Governing Bodies - Governance

Section 14.1	
Retention Period Description	Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
Section 14.2	
Retention Period Description	Articles of Association
Personal Information	No
Retention Period	Life of the Academy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.3	
Retention Period Description	Memorandum of Association
Personal Information	No

Retention Period	This can be disposed of once the Academy has been incorporated
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.4	
Retention Period Description	Memorandum of Understanding of Shared Governance among Schools
Personal Information	No
Retention Period	Life of Memorandum of Understanding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.5	
Retention Period Description	Governance Statement
Personal Information	No
Retention Period	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.6	

Retention Period Description	Written Scheme of Delegation
Personal Information	Yes
Retention Period	Life of Written Scheme of Delegation + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
Section 14.7	
Retention Period Description	Special Resolutions to amend the Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
Statutory Provisions	Companies Act 2006 section 355
Disposal	
Notes	Companies Act 2006 section 355 Section 355: This section refers to. Records of Resolutions and meetings etc. it does not mention. Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
Section 14.8	
Retention Period Description	Annual Report and Accounts
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355

Disposal	SECURE DISPOSAL
Notes	
Section 14.9	
Retention Period Description	Annual Report Trustees Report
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
Section 14.10	
Retention Period Description	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.11	
Retention Period Description	Annual Return
Personal Information	No

Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
Section 14.12	
Retention Period Description	Instruments of Government
Personal Information	No
Retention Period	For the life of the school
Statutory Provisions	
Disposal	Consult local archives before disposal
Notes	
Section 14.13	
Retention Period Description	Register of Directors
Personal Information	Yes
Retention Period	Date Director resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Companies Act Section 121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member

Section 14.14	
Retention Period Description	Scheme of Delegation and Terms of Reference for Committees
Personal Information	No
Retention Period	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]
Statutory Provisions	
Disposal	These could be offered to the archives if appropriate
Notes	
Section 14.15	
Retention Period Description	Trusts and Endowments managed by the Governing Body
Personal Information	Yes
Retention Period	Life of the Trust or Endowment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.16	
Retention Period Description	Records relating to complaints dealt with by the Governing Body Annual Report and Accounts
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 14.17	
Retention Period Description	All records relating to the conversion of schools to Academy status
Personal Information	No
Retention Period	For the life of the organisation
Statutory Provisions	Companies Act 2006 section 355
Disposal	Consult local archives before disposal
Notes	
Section 14.18	
Retention Period Description	Policy documents created and administered by the Governing Body
Personal Information	No
Retention Period	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 15 - Retention Schedule – Trust Board and Local Governing Body – Members, Trustees and Governors

Section 15.1	
Retention Period Description	Appointment of Members, Trustees and Governors
Personal Information	Yes
Retention Period	Life of appointment + 6 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
Section15.2	
Retention Period Description	Records relating to the election of Parent and Staff Governors not appointed by the Governors
Personal Information	Yes
Retention Period	Date of election + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.3	
Retention Period Description	Records relating to the appointment of Co-opted Trustees
Personal Information	Yes
Retention Period	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the Co-opted Trustee has finished their term of office

	except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.4	
Retention Period Description	Records relating to the terms of office of serving Members, Trustees and Governors including evidence of appointment
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	
Notes	
Section 15.5	
Retention Period Description	Records relating to Member, Trustee and Governor Declaration against disqualification criteria
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.6	

Retention Period Description	Trust Board and Local Governing Body Code of Conduct
Personal Information	No
Retention Period	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.7	
Retention Period Description	Records relating to DBS checks carried out on Governance Professional, Members, Trustees and Governors
Personal Information	Yes
Retention Period	Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.8	
Retention Period Description	Member, Trustee and Governor personnel files
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
Section 15.9	
Retention Period Description	Records relating to the induction programme for new Members, Trustees and Governors
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.10	
Retention Period Description	Records relating to the training required and received by Members, Trustees and Governors
Personal Information	Yes
Retention Period	Date Member, Trustee or Governor steps down + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.11	
Retention Period Description	Appointment and removal of Members, Trustees and Governors
Personal Information	No
Retention Period	Life of appointment + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 15.12	
Retention Period Description	Register of Members, Trustees and Governors
Personal Information	
Retention Period	Date Member, Trustee or Governor resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
Section 15.13	
Retention Period Description	Statement of Members, Trustees and Governors Responsibilities
Personal Information	No
Retention Period	Life of statement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 15.14	
Retention Period Description	Register of Members, Trustees and Governors interests
Personal Information	Yes
Retention Period	Date Member, Trustee or Governor resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
Section 15.15	
Retention Period Description	Declaration of Interests Statements from Members, Trustees and Governors [this is not a statutory register]
Personal Information	Yes
Retention Period	Date Member, Trustee or Governor resigns + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 16 - Retention Schedule - Governing Bodies - Meetings

Section 16.1	
Retention Period Description	Trust Board Minutes
Personal Information	Yes
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting

Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	
Section 16.2	
Retention Period Description	Trust Board Decisions
Personal Information	Could be if the decisions refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
Section 16.3	
Retention Period Description	Trust Board Meeting: Annual Schedule of Business
Personal Information	No
Retention Period	Current year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 16.4	
Retention Period Description	Trust Board and Local Governing Body Meeting: Procedures for conduct of meeting
Personal Information	No
Retention Period	Date procedures superseded + 6 years

Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL
Notes	
Section 16.5	
Retention Period Description	Records relating to the management of General Members Meetings
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	
Section 16.6	
Retention Period Description	Minutes relating to any committees set up by the Trust Board eg Local Governing Body
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
Section 16.7	
Retention Period Description	Records relating to the management of the Annual General Meeting
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting

Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	
Section 16.8	
Retention Period Description	Meetings Schedule for Trust Board and Local Governing Body
Personal Information	No
Retention Period	Current year
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	
Section 16.9	
Retention Period Description	Agendas for Trust Board and Governing Body meetings
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	One copy should be retained with the master set of minutes. All other copies can be disposed of
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 16.10	
Retention Period Description	Agendas Additional Copies
Personal Information	No
Retention Period	Date of meeting

Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	
Section 16.11	
Retention Period Description	Minutes of, and papers considered at, meetings of the Trust Board and Local Governing Body and its committees: Principal Set (signed)
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	Date of meeting + 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
Section 16.12	
Retention Period Description	Reports presented to the Members, Trust Board and Local Governing Body
Personal Information	Yes
Retention Period	Date of meeting the report was presented to + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL or retain with the signed set of minute
Notes	
Section 16.13	
Retention Period Description	Reports made to the Members, Trust Board and Local Governing Body Meeting which are referred to in the minutes
Personal Information	Potential
Retention Period	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting.

Statutory Provisions	Companies Act 2006
Disposal	Consult local archives before disposal
Notes	
Section 16.14	
Retention Period Description	Register of attendance at Trust Board and Local Governing Body meetings
Personal Information	Yes
Retention Period	Date of last meeting in the book + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 17 - Retention Schedule - Health and Safety

Section 17.1	
Retention Period Description	Health and Safety policy statements
Personal Information	No
Retention Period	Life of policy + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 17.2	
Retention Period Description	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)

Personal Information	No
Retention Period	Pass to new owner on sale or transfer of building
Statutory Provisions	
Disposal	
Notes	
Section 17.3	
Retention Period Description	Fire precautions log books
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 17.4	
Retention Period Description	Fire risk assessments
Personal Information	No unless containing Personal Emergency Evacuation plans
Retention Period	Life of the risk assessment + 3 years
Statutory Provisions	Fire Service Order 2005
Disposal	SECURE DISPOSAL
Notes	
Section 17.5	

Retention Period Description	Accident reporting: Adults
Personal Information	Yes
Retention Period	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
Section 17.6	
Retention Period Description	Records relating to accident/injury at work including incident reports
Personal Information	Yes
Retention Period	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 17.7	
Retention Period Description	Accident reporting: Children
Personal Information	Yes
Retention Period	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.

Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below [see also the incident reporting form]
Section 17.8	
Retention Period Description	Control of Substances Hazardous to Health (COSHH)
Personal Information	No
Retention Period	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years
Statutory Provisions	
Disposal	ECURE DISPOSAL
Notes	
Section 17.9	
Retention Period Description	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)
Personal Information	Yes
Retention Period	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. See IRMSTK17.5 and IRMSTK17.7
Statutory Provisions	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)
Disposal	SECURE DISPOSAL
Notes	For more information see: http://www.hse.gov.uk/RIDDOR/ https://www.hse.gov.uk/pubns/edis1.htm concerns schools
Section 17.10	

Retention Period Description	Health and Safety risk assessments
Personal Information	No
Retention Period	Life of risk assessment + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 17.11	
Retention Period Description	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos
Personal Information	Yes
Retention Period	Last action + 40 years
Statutory Provisions	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19
Disposal	SECURE DISPOSAL
Notes	
Section 17.12	
Retention Period Description	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording
Personal Information	No
Retention Period	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made
Statutory Provisions	The Ionising Radiations Regulation 2017

Disposal	SECURE DISPOSAL
Notes	

Section 18 - Retention Schedule - Liaison with LEA-DFE

Section 18.1	
Retention Period Description	OFSTED reports and papers
Personal Information	No
Retention Period	Life of the report then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 18.2	
Retention Period Description	Returns made to central government
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 18.3	
Retention Period Description	School census returns
Personal Information	No
Retention Period	Current year + 5 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 18.4	
Retention Period Description	Circulars and other information sent from the Local Authority
Personal Information	
Retention Period	Operational use
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 18.5	
Retention Period Description	Circulars and other information sent from central government
Personal Information	No
Retention Period	Operational use
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 18.6	
Retention Period Description	Attendance returns
Personal Information	Yes
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 18.7	
Retention Period Description	Secondary transfer sheets (Primary)
Personal Information	Yes

Retention Period	Academic year + 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 19 - Retention Schedule - Parent Teacher Association

Section 19.1	
Retention Period Description	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations
Personal Information	Yes
Retention Period	Current year + 6 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Retention Schedule - Property

Section 20.1	
Retention Period Description	Title deeds of properties belonging to the school
Personal Information	No
Retention Period	These should follow the property, unless the property has been registered with the Land Registry
Statutory Provisions	
Disposal	Transfer to new owner
Notes	
Section 20.2	
Retention Period Description	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features

Personal Information	No
Retention Period	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold
Statutory Provisions	
Disposal	Pass to next owner
Notes	
Section 20.3	
Retention Period Description	Leases of property leased by or to the school
Personal Information	No
Retention Period	Expiry of lease + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 20.4	
Retention Period Description	Business continuity and disaster recovery plans
Personal Information	Yes
Retention Period	These are dynamic documents which should be kept up to date
Statutory Provisions	
Disposal	SECURE DISPOSAL OF OLD PLANS
Notes	
Section 20.5	
Retention Period Description	Records relating to the letting of school premises

Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 21 - Retention Schedule - Pupils and Students

Section 21.1	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary
Personal Information	Yes
Retention Period	Retain whilst the child remains at the primary school
Statutory Provisions	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437
Disposal	The file should follow the pupil when they leave the primary school. This will include: • To another primary school • To a secondary school • To a pupil referral unit • If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. • If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention
Notes	
Section 21.2	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary
Personal Information	Yes

Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL
Notes	Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued
Section 21.3	
Retention Period Description	Attendance registers
Personal Information	Yes
Retention Period	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.
Statutory Provisions	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually] School Attendance (Pupil Registration) (England) Regulations 2024
Disposal	SECURE DISPOSAL
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852
Section 21.4	
Retention Period Description	Correspondence relating to any absence (authorised or unauthorised)
Personal Information	Potential
Retention Period	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
Disposal	SECURE DISPOSAL

Notes	
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Section 22 - Retention Schedule - School Admissions

Section 22.1	
Retention Period Description	All records relating to the creation and implementation of the School Admissions Policy
Personal Information	No
Retention Period	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years
Statutory Provisions	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
Section 22.2	
Retention Period Description	Register of admissions
Personal Information	Yes
Retention Period	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.
Statutory Provisions	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities. School Attendance (Pupil Registration) (England) Regulations 2024
Disposal	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
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852
Section 22.3	
Retention Period Description	Admissions if the appeal is unsuccessful

Personal Information	Yes
Retention Period	Resolution of case + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
Section 22.4	
Retention Period Description	Admissions if the admission is successful
Personal Information	Yes
Retention Period	Date of admission + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
Section 22.5	
Retention Period Description	Admissions Secondary Schools Casual
Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 22.6	
Retention Period Description	Admissions Secondary Schools Casual

Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
Section 22.7	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	As per pupil file
Notes	
Section 22.8	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.
Personal Information	Yes
Retention Period	Until appeals process completed
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 22.9	
Retention Period Description	Records relating to the management of exclusions

Personal Information	Yes
Retention Period	Date of birth of the pupil involved + 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 23 - Retention Schedule - School Assets

Section 23.1	
Retention Period Description	Community School leases for land
Personal Information	No
Retention Period	Date lease expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.2	
Retention Period Description	Commercial transfer arrangements
Personal Information	No
Retention Period	Date of transfer + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.3	

Retention Period Description	Transfer of land to the Academy Trust
Personal Information	No
Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.4	
Retention Period Description	Transfers of freehold land
Personal Information	No
Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.5	
Retention Period Description	Records relating to the leasing of shared facilities, such as sports centres
Personal Information	No
Retention Period	End of lease + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.6	

Retention Period Description	Land and building valuations
Personal Information	No
Retention Period	Date valuation superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.7	
Retention Period Description	Disposal of assets
Personal Information	No
Retention Period	Date asset disposed of + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.8	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	No
Retention Period	Date of insurance settlement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 23.9	

Retention Period Description	Inventories of furniture and equipment
Personal Information	
Retention Period	Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 24 - School Management

Section 24.1	
Retention Period Description	Log books of activity in the school maintained by the Head Teacher
Personal Information	There may be data protection issues if the log book refers to individual pupils or members of staff
Retention Period	Date of last entry in the book + a minimum of 6 years then REVIEW
Statutory Provisions	
Disposal	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
Notes	
Section 24.2	
Retention Period Description	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)
Personal Information	Yes
Retention Period	Academic Year + 1 year [Schools may decide to archive one copy]

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.3	
Retention Period Description	School Privacy Notice which is sent to parents as part of GDPR compliance
Personal Information	No
Retention Period	Life of the privacy notice/until the privacy notice plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.4	
Retention Period Description	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)
Personal Information	Yes
Retention Period	Consents should be retained for as long as the consent is relied on.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.5	
Retention Period Description	Records relating to the creation and distribution of circulars to staff, parents or pupils

Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	STANDARD DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
Notes	
Section 24.6	
Retention Period Description	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies
Personal Information	There may be data protection issues if the minutes refers to individual pupils or members of staff
Retention Period	Date of the meeting + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.7	
Retention Period Description	Reports created by the Head Teacher or the Management Team
Personal Information	There may be data protection issues if the report refers to individual pupils or members of staff
Retention Period	Date of the report + a minimum of 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 24.8	
Retention Period Description	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the records refer to individual pupils or members of staff
Retention Period	Current academic year + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.9	
Retention Period Description	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the correspondence refers to individual pupils or members of staff
Retention Period	Date of correspondence + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.10	
Retention Period Description	Management of complaints
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 24.11	
Retention Period Description	Newsletters and other items with a short operational use
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
Notes	
Section 24.12	
Retention Period Description	Records relating to the creation and publication of the school brochure or prospectus
Personal Information	No
Retention Period	Current year + 3 years. Schools should consider archiving one copy for historical reasons
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	

Section 25 - Retention Schedule - Special Education Needs and Disabilities

Section 25.1	
Retention Period Description	Special Educational Needs files, reviews and Individual Education Plans
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 25.2	
Retention Period Description	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended
Statutory Provisions	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1
Disposal	SECURE DISPOSAL
Notes	IICSA recommendations awaited
Section 25.3	
Retention Period Description	Advice and information provided to parents regarding educational needs
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 2
Disposal	SECURE DISPOSAL

Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.
Section 25.4	
Retention Period Description	Accessibility strategy
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 14
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.

Section 26 - Retention Schedule - Teachers and Staff Disciplinary

Section 26.1	
Retention Period Description	Disciplinary Proceedings: First Written warning
Personal Information	Yes
Retention Period	Date of warning + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or

	herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
Section 26.2	
Retention Period Description	Disciplinary Proceedings: Final Written warning
Personal Information	Yes
Retention Period	Date of warning + 12 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept
Section 26.5	

Retention Period Description	Disciplinary Proceedings: Case not found
Personal Information	Yes
Retention Period	If the incident is child protection related, then see Section 29.1 otherwise dispose of at the conclusion of the case
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 27 - Retention Schedule - Teachers and Staff Pay and Pensions

Section 27.1	
Retention Period Description	Records relating to the agreement of pay and conditions
Personal Information	No
Retention Period	Date pay and conditions superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.2	
Retention Period Description	Payroll records
Personal Information	Yes
Retention Period	Date payroll run + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.3	
Retention Period Description	Payroll reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.4	
Retention Period Description	Payroll awards
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.5	
Retention Period Description	Payroll gross / net weekly or monthly

Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.6	
Retention Period Description	Payslips copies
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.7	
Retention Period Description	Pay packet receipt by employee
Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	

Section 27.8	
Retention Period Description	Maternity pay records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
Disposal	SECURE DISPOSAL
Notes	
Section 27.9	
Retention Period Description	Part time fee claims
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.10	
Retention Period Description	Overtime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
Section 27.11	
Retention Period Description	National Insurance Schedule of payments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.12	
Retention Period Description	Insurance
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.13	
Retention Period Description	Car allowance claims
Personal Information	Yes

Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.14	
Retention Period Description	Car mileage output
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.15	
Retention Period Description	Car loans
Personal Information	Yes
Retention Period	Completion of loan + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	

Section 27.16	
Retention Period Description	Time sheets /clock cards / flexitime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.17	
Retention Period Description	Bonus sheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.18	
Retention Period Description	Staff returns
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988

Disposal	SECURE DISPOSAL
Notes	
Section 27.19	
Retention Period Description	Sickness records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.20	
Retention Period Description	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.21	
Retention Period Description	Personal bank details
Personal Information	Yes

Retention Period	Until superseded + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.22	
Retention Period Description	Income tax form P60
Personal Information	Yes
Retention Period	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.
Section 27.23	
Retention Period Description	Pension payroll
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
Section 27.24	
Retention Period Description	Superannuation adjustments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.25	
Retention Period Description	Superannuation reports
Personal Information	Yes
Retention Period	Completion of loan + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.26	
Retention Period Description	Members Allowance register
Personal Information	Yes
Retention Period	Current year + 6 years

Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
Section 27.27	
Retention Period Description	Records relating to pension registrations
Personal Information	Yes
Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.28	
Retention Period Description	Management of the Teachers Pension Scheme
Personal Information	Yes
Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 27.29	
Retention Period Description	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995

Personal Information	Yes
Retention Period	From the end of the year in which the accounts were signed for a minimum of 6 years
Statutory Provisions	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15
Disposal	SECURE DISPOSAL
Notes	

Section 28 - Retention Schedule - Teachers and Staff Recruitment

Section 28.1	
Retention Period Description	All records leading up to the appointment of a new Head Teacher
Personal Information	Yes
Retention Period	Length of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
Section 28.2	
Retention Period Description	All records leading up to the appointment of a new member of staff successful candidate
Personal Information	Yes
Retention Period	All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
Section 28.3	
Retention Period Description	All records leading up to the appointment of a new member of staff unsuccessful candidates
Personal Information	Yes
Retention Period	Date of appointment of successful candidate + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 28.4	
Retention Period Description	Pre-employment vetting information DBS Checks
Personal Information	Yes
Retention Period	Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.
Statutory Provisions	https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74
Disposal	SECURE DISPOSAL
Notes	Academies are bound by the legislation that applies to independent schools NOT maintained schools.

Section 28.5	
Retention Period Description	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure
Personal Information	Yes
Retention Period	Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be added to the Staff Personal File
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 28.6	
Retention Period Description	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom
Personal Information	Yes
Retention Period	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.
Disposal	SECURE DISPOSAL
Notes	Employers are required to take a clear copy of the documents which they are shown as part of this process
Section 28.7	
Retention Period Description	Records relating to the employment of overseas teachers
Personal Information	Yes
Retention Period	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Retention Schedule - 29 - Teachers and Staff Safeguarding

Section 29.1	
Retention Period Description	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded
Personal Information	Yes
Retention Period	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW (Please seek advice from DPO)
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015 July 2018 Keeping children safe in education Statutory guidance September 2021. Sections 132, 133 The updated guidance (see below) does not mention a time limit for retention but GDPR must be borne in mind - for only as long as necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section 35. Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)
Disposal	SECURE DISPOSAL
Notes	The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.

Retention Schedule - 30 - Teachers and Staff - Staff Management

Section 30.1	
Retention Period Description	Staff Personal File, including employment contract and staff training records
Personal Information	Yes
Retention Period	Termination of employment + 6 years

Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 30.2	
Retention Period Description	Timesheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.3	
Retention Period Description	Absence record
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.4	
Retention Period Description	Sickness Absence Monitoring

Personal Information	Yes
Retention Period	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.5	
Retention Period Description	Annual appraisal/assessment records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.6	
Retention Period Description	Records relating to the TUPE process
Personal Information	Yes
Retention Period	Date last member of staff transfers or leaves the organisation + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
Section 30.7	
Retention Period Description	Training needs analysis
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.8	
Retention Period Description	Staff Training where the training leads to Continuing Professional Development
Personal Information	Yes
Retention Period	Length of time required by the professional body
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.9	
Retention Period Description	Staff Training except where dealing with children, e.g. First Aid or Health and Safety
Personal Information	Yes
Retention Period	This should be retained on the personnel file [see 2.3.1 above]

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 30.10	
Retention Period Description	Staff Training where the training relates to children (e.g. safeguarding or other child related training)
Personal Information	Yes
Retention Period	Date of the training + 40 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.
Section 30.11	
Retention Period Description	Professional Development Plans
Personal Information	Yes
Retention Period	Life of the plan or plan superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 31 - Retention Schedule - Teaching and the Curriculum

Section 31.1	
Retention Period Description	Schemes of Work
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
Section 31.2	
Retention Period Description	Timetable
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
Section 31.3	
Retention Period Description	Class record books
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	

Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
Section 31.4	
Retention Period Description	Mark books
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
Section 31.5	
Retention Period Description	Record of homework set
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
Section 31.6	
Retention Period Description	Pupils work
Personal Information	Yes
Retention Period	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then current year + 1 year

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Section 32 - Retention Schedule - Transport Educational

Section 32.1	
Retention Period Description	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 32.2	
Retention Period Description	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

Section 32.3	
Retention Period Description	Service logs and vehicle logs
Personal Information	No
Retention Period	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 32.4	
Retention Period Description	GPS tracking data relating to the vehicles
Personal Information	No
Retention Period	Current year + 12 months
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 32.5	
Retention Period Description	Tachograph: Analogue and electronic including driver's cards
Personal Information	Yes
Retention Period	Current year + 12 months
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles

	(Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment
Disposal	SECURE DISPOSAL
Notes	
Section 32.6	
Retention Period Description	Driver's records book
Personal Information	Yes
Retention Period	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.
Disposal	SECURE DISPOSAL
Notes	
Section 32.7	
Retention Period Description	Walking bus registers
Personal Information	Yes
Retention Period	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
Statutory Provisions	
Disposal	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
Notes	

Section 33 - Retention Schedule - Welfare

Section 33.1	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Day Books
Personal Information	Yes
Retention Period	Current year + 2 years then review
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
33.2	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency
Personal Information	Yes
Retention Period	Whilst child is attending school and then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 33.3	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Referral forms
Personal Information	Yes
Retention Period	While the referral is current

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 33.4	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets
Personal Information	Yes
Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 33.5	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact database entries
Personal Information	Yes
Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 33.6	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Group Registers

Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
Section 33.7	
Retention Period Description	Accessibility Plan relating to individual pupils
Personal Information	Yes
Retention Period	The plan should be included on the pupil file
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
Section 33.8	
Retention Period Description	Child protection information held on pupil file
Personal Information	Yes
Retention Period	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
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.

Section 33.9	
Retention Period Description	Child protection information held in separate files
Personal Information	Yes
Retention Period	Date of birth of the child + 25 years then REVIEW This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018
Disposal	SECURE DISPOSAL these records MUST be shredded
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
Section 33.10	
Retention Period Description	Correspondence relating to authorised absence
Personal Information	Yes
Retention Period	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
Disposal	SECURE DISPOSAL
Notes	