

## Data Retention Schedule 2021

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
<b>1.1 Management of Main Board of Trustee Directors</b>					
1.1.1	Instruments of government		For the life of the school	SECURE DISPOSAL	
1.1.2	Records relating to the election of trustees		Date of election +6 months	SECURE DISPOSAL	Yes
1.1.3	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant	STANDARD DISPOSAL	
1.1.4	Meetings schedule		Current and previous year	STANDARD DISPOSAL	
1.1.5	Agendas – principal copy		Where possible the agenda should be stored with the principal set of the minutes on GVO	STANDARD DISPOSAL	Potential
1.1.6	Minutes – principal set (signed)		10 years from the date of meeting	STANDARD DISPOSAL	Potential
1.1.7	Reports made to the trustee meeting which are referred to in the minutes		10 years from the date of the meeting	STANDARD DISPOSAL	Potential
1.1.8	Register of attendance		Date of last meeting + 6 years	SECURE DISPOSAL	Yes
1.1.9	All records relating to the conversion of schools to Academy status		For the life of the organisation	Consult local archives before disposal	
1.1.10	Records relating to complaints made to and investigated by the Board of trustees		Major complaints: current year + 6 years. If negligence involved then: current year + 15 years If child protection or safeguarding issues are involved then: current year + 40 years	SECURE DISPOSAL	Yes
1.1.11	Correspondence sent and received		General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	Potential
1.1.12	Policy documents created and administered by the Board of trustees		Until superseded [Unless policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations.]		
<b>1.2 Local Committee Management</b>					
1.2.1	Records relating		Date on which	SECURE DISPOSAL	Yes

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	to the appointment of a clerk/governance professional		clerk/governance professional appointment ceases +6 years (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)		
1.2.2	Records relating to the terms of office of serving LC members, including evidence of appointment		Date appointment ceases + 6 years (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)		Yes
1.2.3	Records relating to LC declaration against disqualification criteria		Date appointment ceases + 6 years (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)	SECURE DISPOSAL	Yes
1.2.4	Register of business interests		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.5	Records relating to the training required and received by LC members		Date appointment ceases + 6 years (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)	SECURE DISPOSAL	Yes
1.2.6	Records relating to the induction programme for LC members		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.7	Records relating to DBS checks carried out on clerk and LC members		Date appointment ceases + 6 years (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)	SECURE DISPOSAL	Yes
1.2.8	LC personnel files		Date appointment ceases + 6 years (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)	SECURE DISPOSAL	Yes
<b>2.1 Head Teacher and Senior Management Team</b>					
2.1.1	Log books of activity in the school maintained by the Head Teacher		Date of last entry in the book + minimum of 6 years,	SECURE DISPOSAL	Potential
2.1.2	Minutes of Senior Management Team meetings		Date of the meeting + 3 years then review annually	SECURE DISPOSAL	Potential
2.1.3	Reports created by the Head Teacher or the Management Team		Date of the report + a minimum of 3 years then review annually	SECURE DISPOSAL	Potential
2.1.4	Correspondence		Current year + 3 years	SECURE DISPOSAL	Potential

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2.1.5	Professional development plans		These should be held on the individual's personnel record. If not then termination of employment + 6years	SECURE DISPOSAL	Potential
2.1.6	School development plans		Life of the plan + 3 years	SECURE DISPOSAL	
<b>2.2 Operational Administration</b>					
2.2.1	General file series which do not fit under any other category		Current year + 5 years, then review	SECURE DISPOSAL	Potential
2.2.2	Records relating to the creation and publication of the school brochure or prospectus		Current academic year + 1 year	The school could preserve a copy for their archive otherwise STANDARD DISPOSAL	No
2.2.3	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current academic year + 1 year	STANDARD DISPOSAL	No
2.2.4	School Privacy Notice which is sent to parents as part of GDPR compliance		Until superseded +6 years	STANDARD DISPOSAL	No
2.2.5	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)		Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL	Yes
2.2.6	Newsletters and other items with a short operational use		Current academic year + 1 year	STANDARD DISPOSAL	No
2.2.7	Visitor management systems (including electronic systems, visitors books and signing-in sheets)		Last entry in the visitors book + 6 years	SECURE DISPOSAL	Yes
2.2.8	Walking bus registers		Date of register + 6 years	SECURE DISPOSAL	Yes
<b>2.3 Human Resources</b>					
2.3.1	Records leading to appointment of staff or LC member.		Unsuccessful attempts. Date of appointment plus 6 months. Successful appointments end of appointment + 6 years (unless	SECURE DISPOSAL	Yes

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			safeguarding concerns, then +10 or until pensionable age, whichever is longer)		
2.3.2	Pre-employment vetting information – DBS Checks – successful candidates	Keeping Children Safe in Education 2021	Although DBS certificates can be kept for 6 months, our Trust do not recommend this practice.	SECURE DISPOSAL	Yes
2.3.3	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	An Employer’s Guide to Right to Work Checks 2021	Termination of employment + not less than 2 years	SECURE DISPOSAL	Yes
2.3.4	Staff personnel file including appraisals.		Termination of Employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA or safeguarding concerns, then +10 or until pensionable age, whichever is longer)		
2.3.5	Records related to the formulation of HR Policies and an Employee Handbook		Permanent	SECURE DISPOSAL unless legal action is pending	
2.3.6	List of all members of staff and employees and dates of employment		6 years after termination of employment	SECURE DISPOSAL unless legal action is pending	
2.3.7	Employee offer letters, confirmation of employment letters, written particulars of employment , contracts of		6 years after termination of employment (unless safeguarding concerns, then +10 or until pensionable age, whichever is longer)	SECURE DISPOSAL unless legal action is pending	
2.3.8	Sickness absence monitoring		Current year + 6 years applies.	SECURE DISPOSAL	Yes

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2.3.9	Staff training – where the training leads to continuing professional development		Length of time required by the professional body	SECURE DISPOSAL	Yes
2.3.10	Staff training		This should be retained on the personnel file. Safeguarding and H&S training to be retained for 40 years	SECURE DISPOSAL	Yes
2.3.11	Records relating to any allegation of a child protection nature against a member of staff	Keeping Children Safe in Education 2021; UK GDPR/DPA 2018 Article 10	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) Note: allegations that are found to be false, malicious, unsubstantiated or unfounded should be removed from personnel files	SECURE DISPOSAL	Yes
2.3.12	Oral warning	Employment Relations Act 1998	Date of warning + 6 months	SECURE DISPOSAL	Yes
	Written warning – level 1	Employment Relations Act 1998	Date of warning + 6 months	SECURE DISPOSAL	Yes
	Written warning – level 2	Employment Relations Act 1998 Employment Relations Act 1998	Date of warning + 12 months	SECURE DISPOSAL	Yes
	Final warning	Employment Relations Act 1998	Date of warning + 18 months	SECURE DISPOSAL	Yes
	Case not found		Dispose of at the conclusion of the case.	SECURE DISPOSAL	Yes
2.3.13	Grievances	Employment Relations Act 1999; Limitation Act 1980	6 years date after last action.	SECURE DISPOSAL	
2.3.14	Job Descriptions and Terms & Conditions	Employment Relations Act 1999; Limitation Act 1980	6 years date after last action.	SECURE DISPOSAL	
<b>Payroll and Pensions</b>					
2.3.15	Absence and annual leave records		Current year + 3 years	SECURE DISPOSAL	Yes
2.3.16	Car mileage output	Taxes Management Act 1970  Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.17	Tax forms		Current year + 6 years	SECURE DISPOSAL	Yes

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2.3.18	Maternity payment		Current year + 3years	SECURE DISPOSAL	Yes
2.3.19	National Insurance – schedule of payments	Taxes Management Act 1970  Income and Corporation Taxes 1988	Current year + 6years	SECURE DISPOSAL	Yes
2.3.20	Payroll – gross/netweekly or monthly	Taxes Management Act 1970  Income and Corporation Taxes 1988	Current year  + 6 years	SECURE DISPOSAL	Yes
2.3.21	Payroll reports	Taxes Management Act 1970  Income and Corporation Taxes 1988	Current year  + 6 years	SECURE DISPOSAL	Yes
2.3.22	Payslips – copies	Taxes Management Act 1970  Income and Corporation Taxes 1988	Current year  + 6 years	SECURE DISPOSAL	Yes
2.3.23	Pension payroll	Taxes Management Act 1970  Income and Corporation Taxes 1988	Current year  + 6 years	SECURE DISPOSAL	Yes
2.3.24	Personal bank details	If employment ceases then end of employment  + 6 years	Until superseded +3 years	SECURE DISPOSAL	Yes
2.3.25	Sickness records		Current year + 3years	SECURE DISPOSAL	Yes
2.3.26	Time sheets/clock cards/flexitime	National Minimum Wage (Amendment) Regulations 2021	3 years beginning with the day upon which the pay references	SECURE DISPOSAL	Yes
2.3.27	Superannuation adjustments	Taxes Management Act 1970	Current year + 6years	SECURE DISPOSAL	Yes
<b>2.4 Health and Safety</b>					
2.4.1	Health and safety policy statements		Life of policy + 3years	SECURE DISPOSAL	
2.4.2	Health and safety and Fire risk assessments and Inspections		Life of risk assessment 3 years provided that a copy of the risk assessment	SECURE DISPOSAL	

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			is stored with the accident report if an incident has occurred		
2.4.3	Accident reporting records including RIDDOR	Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980	The Accident Book 3 years after last entry in the book	SECURE DISPOSAL	Yes
2.4.4	Control of Substances Hazardous to Health (COSHH) records	Control of Substances Hazardous to Health Regulations 2002.	Date of incident +40 years	SECURE DISPOSAL	
2.4.5	Asbestos monitoring	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40years	SECURE DISPOSAL	
2.4.6	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11  As amended by SI 2018 No 390  Personal Protective Equipment (Enforcement) Regulations 2018	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	SECURE DISPOSAL	
<b>Financial Management</b>					
2.5.1	Employer's Liability Insurance Certificate		Closure of the school + 40 years [May be kept electronically]	SECURE DISPOSAL	
2.5.2	Inventories of furniture and equipment		Current year + 6 years	SECURE DISPOSAL	
2.5.3	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL	

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2.5.4	Annual accounts		Current year + 6 years	STANDARD DIS-POSAL	
2.5.5	Loans and grants managed by the Trust		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL	
2.5.6	All official records relating to the creation and management of annual budgets,		Life of the budget + 3 years	SECURE DISPOSAL	
2.5.7	Invoices, receipts, order books and requisitions, delivery notices, collections.		Current financial year + 6 years	SECURE DISPOSAL	
2.5.8	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	
2.5.9	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
2.5.10	School Fund cheque book, paying book, ledger		Current year + 6 years	SECURE DISPOSAL	
2.5.11	Free school meals registers (where the register is used as a basis for funding)		Current year + 6 years	SECURE DISPOSAL	Yes
2.5.12	School meals summaries		Current year + 3 years	SECURE DISPOSAL	Yes
<b>Property Management</b>					
2.6.1	Title deeds of properties belonging to the school		The Diocese should hold these		
2.6.2	Plans of property belonging to the school		The Diocese should hold these		
2.6.3	Leases of property leased by or to the school		Expiry of lease + 6 years	SECURE DISPOSAL	
2.6.4	Records relating to the letting of school premises		Current financial year + 6 years	SECURE DISPOSAL	
2.6.5	All records relating to the maintenance of the school carried out by contractors		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	SECURE DISPOSAL	
2.6.6	All statutory records relating to the		These should be retained whilst the building belongs	SECURE DISPOSAL	



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	maintenance of the school carried out by school employees		to the school and should be passed on to any new owners if the building is leased or sold		
<b>Admissions Process</b>					
3.1.1	All records relating to the creation and implementation of the School Admissions Policy	School Admissions Code 2021	Life of the policy +3 years	SECURE DISPOSAL	
3.1.2	Admissions – if the admission is successful	School Admissions Code 2021	Date of admission + 1 year	SECURE DISPOSAL	Yes
3.1.3	Admissions – if the appeal is unsuccessful	School Admissions Code 2021	Resolution of case + 1 year	SECURE DISPOSAL	Yes
3.1.4	Register of Admissions	School Admissions Code 2021	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	SECURE DISPOSAL	Yes
3.1.5	Proofs of address supplied by parents as part of the admissions process	School Admissions Code 2021	Current year + 1 year	SECURE DISPOSAL	Yes
<b>3.2 Pupil's Records</b>					
<b>Please note</b> that any record containing pupil information may be subject to the requirements of the IICSA. Schools should implement any instruction which has been received from IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule					
3.2.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437  As amended by SI 2018 No 688			Yes
3.2.2	Primary		Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> <li>To another primary school</li> <li>To a secondary school</li> </ul> To a pupil referral	

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				unit	
3.2.3	Secondary	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	REVIEW	
3.2.4	Examination Results		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed	Yes
3.2.5	Child protection information held on pupil file	Keeping children safe in education Statutory guidance for schools and colleges 2021 Working together to safeguard children.	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL These records must be shredded	Yes
3.2.6	Child protection information held in separate files	Keeping children safe in education Statutory guidance for schools and colleges 2021 Working together to safeguard children.	DOB of the child + 25 years (secondary) Infant, junior and primary settings to pass this information on to the next setting within 5 working days of a child leaving.	SECURE DISPOSAL	Yes
3.2.7	Attendance Registers	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL	Yes
3.2.8	Correspondence relating to any absence (authorised or unauthorised)	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL	Potential
3.2.9	Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6	SECURE DISPOSAL	Yes

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	needs and accessibility strategy		years from the end of the plan in line with the Limitation Act]		
<b>4.1 Statistics and Management Information</b>					
4.1.1	Curriculum returns		Current year + 3 years	SECURE DISPOSAL	No
4.1.2	Examination Results (school's copy)		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.3	SATS records				Yes
4.1.4	Results		<p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.</p> <p>The school may wish to keep a composite record of all of the whole year's SATS results. These could be kept for current year + 6 years to allow suitable comparison</p>	SECURE DISPOSAL	
4.1.5	Examination Papers		<p>The examination papers should be kept until any appeals/validation process is complete</p>	SECURE DISPOSAL	
4.1.6	Published Admission Number (PAN) Reports		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.7	Value Added and Contextual Data		Current year + 6 years	SECURE DISPOSAL	Yes
4.1.8	Self-Evaluation Forms			SECURE DISPOSAL	Yes
4.1.9	Internal moderation		Academic year plus 1 academic year	SECURE DISPOSAL	Yes
4.1.10	External moderation		Until superseded	SECURE DISPOSAL	Yes
4.1.11	Implementation of Curriculum (schemes of work, timetable, mark books, pupils work)		<p>Where possible, the pupil's work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current year</p> <p>+ 1 year</p>	SECURE DISPOSAL	Yes
4.1.12	Parental consent forms for school trips where there has been no major incident		<p>Although the consent forms could be retained for Date of birth + 22 years, the school</p>	SECURE DISPOSAL	Yes

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			<p>may wish to complete a risk assessment to assess whether the forms are likely to be required and could make a decision</p> <p>to dispose of the consent forms at the end of the trip (or at the end of the academic year).</p>		
4.1.13	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980 (Section 2)	<p>Date of birth of the pupil involved in the incident + 25 years</p> <p>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</p>	SECURE DISPOSAL	Yes
<b>4.2 School Support Organisations</b>					
4.2.1	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations		Current year + 6 years then review	SECURE DISPOSAL	
<b>5.0 Central Government and Local Authority</b>					
5.1.1	Secondary Transfer Sheets (primary)		Current year + 2 years	SECURE DISPOSAL	Yes
5.1.2	Attendance returns		Current year + 1 year	SECURE DISPOSAL	Yes
5.1.3	School census returns		Current year + 5 years	SECURE DISPOSAL	
5.1.4	Circulars and other information sent from the local authority		Operational use	SECURE DISPOSAL	
5.1.5	OFSTED reports and papers where a physical copy is held		Life of the report then review	SECURE DISPOSAL	
5.1.6	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	
5.1.7	Circulars and other information sent from central government		Operational use	SECURE DISPOSAL	
<b>6. Complaints and Litigation</b>					
6.1	Any data relating to a complaint, issue or potential complaint or issue relating to - any pupil:		During the period which the complaint or issue is investigated until final disposition of the matter and thereafter for a		

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	<ul style="list-style-type: none"> <li>- the school</li> <li>- any act or omission of any member of staff or other employee or any contractor engaged by the school:</li> <li>- anything which happened in or around any premises occupied by the school</li> </ul>		<p>period of 6 years.</p> <p>Check with THE GST's Data Protection Officer before destroying data.</p>		
6.2	Records relating to pending, threatened or reasonably anticipated litigation, government investigation, or complaint or other claim		<p>During the period in which the litigation, investigation complaint or claim is contemplated, pending or threatened and until final disposition of the matter and thereafter for a period of 6 years .</p> <p>Check with THE GST's Data Protection Officer before destroying data.</p>		