

*'They will soar on wings like eagles.'* Isaiah 40:31

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Multi Academy Trust Policy

Common Trust Policy, Use as Published

Data Retention Policy

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# Retention Guidelines

## 1. The purpose of the retention guidelines

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the records which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under the Data Protection Act 1998, the Freedom of Information Act 2000 and the General Data Protection Regulation 2018.

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

The retention schedule refers to all records regardless of the media in which they are stored.

## 2. Benefits of a retention schedule

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

- Managing records against the retention schedules is deemed to be "normal processing" under the Data Protection Act 1998 and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped.
- Members of staff can be confident about safe disposal of information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required. The school is not maintaining and storing information unnecessarily.

## 3. Maintaining and amending the retention schedule

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

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

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000 and the General Data Protection Regulations 2018. Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule will be reviewed on a regular basis/ every three years using the Retention Schedule.

The Retention Schedule is divided into 10 sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority
9. Deletion & Retention of Documents
10. Deletion & Retention of Emails / Accounts

## 1. Management of the School

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

### 1.1 Governing Body

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.1.1 Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL <sup>1</sup>
1.1.2 Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
Principal Set (signed)			PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service
Inspection Copies <sup>2</sup>			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.
1.1.3 Reports presented to the	There may be data		Reports should be kept for a minimum	SECURE DISPOSAL or retain

<sup>1</sup>In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder

<sup>2</sup>These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
Governing Body	protection issues if the report deals with confidential issues relating to staff		of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	with the signed set of the minutes
1.1.4 Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL
1.1.5 Instruments of Government including Articles of Association	No		PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
1.1.6 Trusts and Endowments managed by the Governing Body	No		PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.7 Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.8 Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	SECURE DISPOSAL
1.1.9 Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
1.1.10 Annual reports required by the Department of Education and Skills	No		Date of report + 10 years	SECURE DISPOSAL

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
		Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171		
1.1.11 Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

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

1.3 Admissions Process				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.3.1 All records relating to the creation and implementation of the Schools Admissions' Policy	No	School Admissions' Policy School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2 Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3 Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4 Register of Admissions	Yes	School attendance: Departmental advice for maintained schools,	Every entry in the admission register must be preserved for a period of three years	REVIEW Schools may wish to consider keeping the admission register permanently as often

		academies, independent schools and local authorities October 2014	after the date on which the entry was made. <sup>3</sup>	schools receive enquiries from past pupils to confirm the dates they attended the school.
1.3.5 Admissions – Secondary Schools – Casual	N/A	N/A	N/A	N/A
1.3.6 Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
1.3.7 Supplementary Information form including additional information such as religion, medical conditions etc.	Yes			
For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL
For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

<sup>3</sup> School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6

1.4 Operational Administration				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.4.1 General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL
1.4.2 Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
1.4.3 Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
1.4.4 Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
1.4.5 Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.6 Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.7 Emails	Yes		12 months beyond end of academic year	SECURE DISPOSAL
1.4.8 Single Central Record	Yes		Permanent – continual update	UPDATE AS CURRENT
1.4.9 DBS application information	Yes		Number to retained on SCR but not copy of certificate	SECURE DISPOSAL
1.4.10 Staff memory sticks	Yes		Memory stick to be returned to school before staff member leaves	ALL FILES TO BE DELETED/STICK RESET
1.4.11 School website	Yes		Annual update of photos / documents. Remove photos of any children for whom permission is retracted	DELETION

## 2. Human Resources

This section deals with all matters of Human Resources management within the school.

2.1 Recruitment				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.1.1 All records leading up to the appointment of a new Headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2 All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3 All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
2.1.4 Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. 2022 (Statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	SECURE DISPOSAL
2.1.5 Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		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 placed on the member of staff’s personal file	SECURE DISPOSAL
2.1.6 Pre-employment vetting information – Evidence proving the right to work in the United Kingdom <sup>4</sup>	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	SECURE DISPOSAL

<sup>4</sup> Employers are required to take a “clear copy” of the documents which they are shown as part of this process

2.2 Operational Staff Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.2.1 Staff Personal File	Yes		Termination of Employment + 6 years	SECURE DISPOSAL
2.2.2 Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.3 Annual appraisal/ assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
2.3 Management of Disciplinary and Grievance Processes				
2.3.1 Allegation of a child protection nature against a member of staff including where the allegation is unfounded <sup>5</sup>	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
2.3.2 Disciplinary Proceedings Oral warning written warning – level 1 written warning – level 2 final warning case not found	Yes		Date of warning + 6 months <sup>b</sup> Date of warning + 12 months Date of warning + 18 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file)
			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL

<sup>5</sup> This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to consider any recommendations the Inquiry might make concerning record retention

<sup>6</sup> 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

2.4 Health and Safety				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.4.1 Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2 Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3 Records relating to accident/injury at work	Yes		Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
2.4.4 Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
Adults			Date of the incident + 6 years	SECURE DISPOSAL
Children			DOB of the child + 25 years	SECURE DISPOSAL
2.4.5 Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year + 40 years	SECURE DISPOSAL
2.4.6 Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
2.4.7 Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
2.4.8 Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL

2.5 Payroll and Pensions				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.5.1 Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
2.5.2 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

### 3. Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

3.1 Risk Management and Insurance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.1.1 Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
3.2 Asset Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.2.1 Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
3.2.2 Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
3.3 Accounts and Statements including Budget Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.3.1 Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
3.3.2 Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
3.3.3 Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
3.3.4 All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
3.3.5 Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.6 Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.7 Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL

3.4 Contract Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.4.1 All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2 All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3 Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
3.5 School Fund				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.5.1 School Fund - Cheque books	No		Current year + 6 years	SECURE DISPOSAL
3.5.2 School Fund - Paying in books	No		Current year + 6 years	SECURE DISPOSAL
3.5.3 School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL
3.5.4 School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL
3.5.5 School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
3.5.6 School Fund - Bank statements	No		Current year + 6 years	SECURE DISPOSAL
3.5.7 School Fund – Journey Books	No		Current year + 6 years	SECURE DISPOSAL
3.6 School Meals and Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.6.1 Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
3.6.2 School Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
3.6.3 School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL

## 4. Property Management

This section covers the management of buildings and property

4.1 Property Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
4.1.1 Title deeds of properties belonging to the school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
4.1.2 Plans of property belong to the school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.	
4.1.3 Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4 Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
4.2 Maintenance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
4.2.1 All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2 All records relating to the maintenance of the school carried out by school employees including maintenance log	No		Current year + 6 years	SECURE DISPOSAL

## 5. Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.

5.1 Pupil's Educational Record				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
<p>5.1.1 Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005</p> <p>Primary</p>	Yes	<p>The Education (Pupil Information) (England) Regulations 2005 SI 2005 No.1437</p> <p>Retain whilst the child remains at the primary school</p>		<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> <li>• to another primary school</li> <li>• to a secondary school</li> <li>• to a pupil referral unit</li> <li>• If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.</li> </ul> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority</p>
Secondary	N/A	N/A	N/A	N/A
5.1.2 Examination Results –Copies Public Pupil	Yes			
Internal			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board. N/A
			This information should be added to the pupil file	

**This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention**

5.1.3 Child Protection information held on pupil file	Yes	<p>“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”</p>	<p>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.</p>	<p>SECURE DISPOSAL  These records  MUST be shredded</p>
5.1.4 Child protection information held in separate files	Yes	<p>“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”</p>	<p>DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record</p>	<p>SECURE DISPOSAL  These records  MUST be shredded</p>

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

<b>5.2 Attendance</b>				
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.2.1 Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL
5.2.2 Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
<b>5.3 Special Educational Needs</b>				
<b>Basic file description</b>	<b>Data Prot Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.3.1 Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.
5.3.2 Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.3 Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.4 Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be	SECURE DISPOSAL unless the document is subject to a legal hold

retained on the pupil file]

## 6. Curriculum Management

6.1 Statistics and Management Information				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
6.1.1 Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2 Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
SATS records – Results	Yes		The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
Examination Papers			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
6.1.3 Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.4 Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.5 Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
6.2.1 Schemes of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.2 Timetable	No		Current year + 1 year	
6.2.3 Class Record Books	No		Current year + 1 year	
6.2.4 Mark Books	No		Current year + 1 year	
6.2.5 Record of homework set	No		Current year + 1 year	
6.2.6 Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL

## 7. Extra-Curricular Activities

7.1 Educational Visits outside the Classroom				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.1.1 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years	SECURE DISPOSAL
7.1.2 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice"	Date of visit + 10 years	SECURE DISPOSAL
7.1.3 Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 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.
7.1.4 Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	

7.2 Walking Bus				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.2.1 Walking Bus Registers	Yes		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	SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]

7.3 Family Liaison Officers and Home School Liaison Assistants				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.3.1 Day Books	Yes		Current year + 2 years then review	
7.3.2 Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
7.3.3 Referral forms	Yes		While the referral is current	
7.3.4 Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
7.3.5 Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
7.3.6 Group Registers	Yes		Current year + 2 years	

## 8. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

8.1 Local Authority				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
8.1.1 Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
8.1.2 Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
8.1.3 School Census Returns	No		Current year + 5 years	SECURE DISPOSAL
8.1.4 Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL

8.2 Central Government				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
8.2.1 OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
8.2.2 Returns made to central government	No		Current year + 6 years SECURE DISPOSAL	SECURE DISPOSAL
8.2.3 Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL

## 9. Deletion and retention of documents

9.1. When a document is at the end of its retention period, it should be dealt with in accordance with this policy

9.2. Confidential waste (Secure Disposal)

9.2.1. This should be made available for collection in the confidential waste bins or sacks or shredded through assessed compliant data disposal organisations

9.2.2. Anything that contains personal information should be treated as confidential.

9.3. Other documentation (Standard Disposal)

9.3.1. Other documentation can be deleted or placed in recycling bins where appropriate.

9.4. Individual responsibility

9.4.1. This should be made available for collection in the confidential waste bins or sacks or shredded through assessed compliant data disposal organisations

9.4.1.1. Has the information come to the end of its useful life?

9.4.1.2. Is there a legal requirement to keep this information or document for a set period?

9.4.1.3. Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)

9.4.1.4. Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?

9.4.1.5. Is the document of historic or statistical significance?

9.4.1.6. If the decision is made to keep the document, this must be referred to the Data Protection Officer and reasons given.

10. Deletion and retention of data stored as email for more information please see email policy

- 10.1. Email must only be retained for as long as stipulated in the Aquila Email Policy.
- 10.2. Email services have an operational function and are not provided for the storage or filing of documents and as such emails must be reviewed and dealt with promptly.
- 10.3. Emails that contain information that exists elsewhere on the academy's systems must be deleted within the period stated in the Aquila Email Policy.
- 10.4. Information that is attached to or contained within emails is subject to a retention period as detailed within section 9 of this document.

## 11. Deletion and retention of user accounts, including email and other third party services

### 11.1. Network accounts

11.1.1. will be locked as soon as the user leaves the employment of the Trust or its academies.

11.1.2. a decision on the retention of data should be decided within 90 days. The files and emails should be moved to the required appropriate storage during this time

### 11.2. Third party services,

11.2.1. A list of the users third party access should already be known for each user or should be able to be ascertained quickly

11.2.2. All third-party access should be removed immediately upon the user leaving the Trust.