



Data Retention Policy



Status	Statutory
Responsible Directors' Committee	Audit and Risk Committee
Responsible Persons	Deputy Chief Executive Officer/Chief Operating Officer
Date Policy Reviewed	May 2023
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Version Number:	Version 3
Policy Category (Please indicate)	1 Academy to implement without amendment
	2 Academy specific appendices
	3 Academy personalisation required (in highlighted fields)



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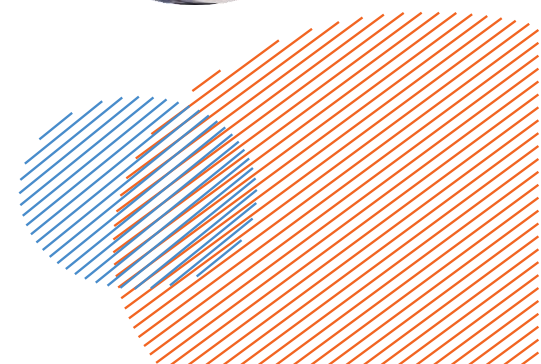
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Version	Revision Date	Revised by	Section Revised
V1	March 2019	D Ashmore	New Policy
V2	April 2022	L Burton	Section 6 added in the purpose of the Retention Schedule Retention schedule updated to current legislation Policy updated from Data Records Management to Data Retention Policy in line with guidance
V3	May 2023	A Hibbitt and Legal	Updated policy in full in line with guidance Policy layout updated





1. ABOUT THIS POLICY

1.1 The corporate information, records and data of Exceed Learning Partnership (“the Trust”) and its academies are important to how we conduct business and manage employees.

1.2 There are legal and regulatory requirements for us to retain certain data, usually for a specified amount of time. We also retain data to help the Trust operate and to have information available when we need it. However, we do not need to retain all data indefinitely, and retaining data can expose us to risk as well as be a cost to the Trust.

1.3 This Policy is intended to ensure compliance with the legal duties on the Trust, including (but not exclusively):

- The Academies Trust Handbook
- The ESFA Funding Agreement
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The UK General Data Protection Regulations



1.4 This Data Retention Policy explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal.

1.5 Failure to comply with this policy can expose us to fines and penalties, adverse publicity, difficulties in providing evidence when we need it and in running our business.

1.6 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. SCOPE OF POLICY

2.1 This policy applies to all records created, received or maintained by staff of the Trust and its academies in the course of carrying out its functions.

2.2 This policy covers all data that we hold or have control over. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".

2.3 This policy covers data that is held by third parties on our behalf, for example cloud storage providers or offsite records storage. It also covers data that belongs to us but is held by employees on personal devices.

2.4 This policy explains the differences between our formal or official records, disposable information, confidential information belonging to others, personal data and non-personal data. It also gives guidance on how we classify our data.



2.5 This policy applies to all of the Trust's schools.

3. GUIDING PRINCIPLES

3.1 Through this policy, and our data retention practices, we aim to meet the following commitments:

- We comply with legal and regulatory requirements to retain data.
- We comply with our data protection obligations, in particular to keep personal data no longer than is necessary for the purposes for which it is processed (storage limitation principle).
- We handle, store and dispose of data responsibly and securely.
- We create and retain data where we need this to operate our business effectively, but we do not create or retain data without good business reason.
- We allocate appropriate resources, roles and responsibilities to data retention.
- We regularly remind employees of their data retention responsibilities.
- We regularly monitor and audit compliance with this policy and update this policy when required.

4. ROLES AND RESPONSIBILITIES

4.1 The Deputy CEO and the Data Protection Officer.

We aim to comply with the laws, rules, and regulations that govern our organisation and with recognised compliance good practices. The Deputy CEO (DCEO) has overall responsibility for the Policy. Management at an individual school level is delegated to the Principal. Our Data Protection Officer (DPO) is responsible for advising on and monitoring our compliance with data protection laws which regulate personal data. Our DPO works with our DCEO and the Principals of individual schools on the retention requirements for personal data and on monitoring compliance with this policy in relation to personal data.

4.2 All Employees

All employees must comply with this policy, the Record Retention Schedule, any communications suspending data disposal and any specific instructions from the Data Protection Officer. Failure to do so may subject us, our employees, and contractors to serious civil and/or criminal liability. It is the responsibility of everyone to understand and comply with this policy.

4.3 The HR/People department, DPO and the DCEO.

4.4 The HR/People Department and DPO are responsible for identifying the data that we must or should retain, and determining, in collaboration with the DCEO, the proper period of retention. It also arranges for the proper storage and retrieval of data, co-ordinating with outside parties where appropriate. Additionally, the HR department handles the destruction of records whose retention period has expired.



4.5 We have designated the DPO to work with Academy Business Managers as the Records Management Officer. The Records Management Officer will work alongside the ABM and is responsible for:

- Administering data management
- Helping Principals to implement data management and related best practices;
- Planning, developing, and prescribing data disposal policies, systems, standards, and procedures; and
- Providing guidance, training, monitoring and updating in relation to this policy.

5. TYPES OF DATA AND DATA CLASSIFICATIONS

5.1 **Formal or official records.** Certain data is more important to us and is therefore listed in the Record Retention Schedule. This may be because we have a legal requirement to retain it, or because we may need it as evidence of our transactions, or because it is important to the running of our business. Please see paragraph 6.1 below for more information on retention periods for this type of data.

5.2 **Disposable information.** Disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule. Examples may include:

- Duplicates of originals that have not been annotated.
- Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant steps or decisions in the preparation of an official record.
- Books, periodicals, manuals, training binders, and other printed materials obtained from sources outside of the Trust and retained primarily for reference purposes.
- Spam and junk mail.

Please see paragraph 6.2 below for more information on how to determine retention periods for this type of data.

5.3 **Personal data.** Both formal or official records and disposable information may contain personal data; that is, data that identifies living individuals. Data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation). See paragraph 6.3 below for more information on this.

5.4 **Confidential information belonging to others.** Any confidential information that an employee may have obtained from a source outside of the Trust, such as a previous employer, must not, so long as such information remains confidential, be disclosed to or used by us. Unsolicited confidential information submitted to us should be refused, returned to the sender where possible, and deleted, if received via the internet.



6. RETENTION PERIODS

- 6.1 **Formal or official records.** Any data that is part of any of the categories listed in the Record Retention Schedule contained in the Annex to this policy, must be retained for the amount of time indicated in the Record Retention Schedule. A record must not be retained beyond the period indicated in the Record Retention Schedule, unless a valid business reason (or notice to preserve documents for contemplated litigation or other special situation) calls for its continued retention. If you are unsure whether to retain a certain record, contact the Records Management Officer or the DCEO.
- 6.2 **Disposable information.** The Record Retention Schedule will not set out retention periods for disposable information. This type of data should only be retained as long as it is needed for business purposes. Once it no longer has any business purpose or value it should be securely disposed of.
- 6.3 **Personal data.** As explained above, data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation). Where data is listed in the Record Retention Schedule, we have taken into account the principle of storage limitation and balanced this against our requirements to retain the data. Where data is disposable information, you must retain it only as long as it is needed for business purposes. If you are unsure, please contact the DPO or Director of People for advice.
- 6.4 **What to do if data is not listed in the Record Retention Schedule.** If data is not listed in the Record Retention Schedule, it is likely that it should be classed as disposable information. However, if you consider that there is an omission in the Record Retention Schedule, or if you are unsure, please contact the DPO or Director of People for advice.

7. STORAGE, BACK-UP AND DISPOSAL OF DATA

- 7.1 **Storage.** Our data must be stored in a safe, secure, and accessible manner. Any documents and financial files that are essential to our business operations during an emergency must be duplicated and/or backed up at least once per week and maintained off site, through our IT Provider.
- 7.2 **Destruction.** Our HR/People department is responsible for the continuing process of identifying the data that has met its required retention period and supervising its destruction. The destruction of confidential, financial, and employee-related hard copy data must be conducted by shredding if possible. Non-confidential data may be destroyed by recycling. The destruction of electronic data must be co-ordinated with our IT provider.
- 7.3 The destruction of data must stop immediately upon notification from the DCEO or the DPO/HR/People department that preservation of documents for contemplated litigation is required (sometimes referred to as a litigation hold). This is because we may be involved in a legal claim or an official investigation (see next paragraph). Destruction may begin again once DCEO or DPO/the HR/People department lifts the requirement for preservation.

8. SPECIAL CIRCUMSTANCES

- 8.1 **Preservation of documents for contemplated litigation and other special situations.** We require all employees to comply fully with our Record Retention Schedule and procedures as provided in this policy. All



employees should note the following general exception to any stated destruction schedule: If you believe, or the HR/People department informs you, that certain records are relevant to current litigation or contemplated litigation (that is, a dispute that could result in litigation), government investigation, audit, or other event, you must preserve and not delete, dispose, destroy, or change those records, including emails and other electronic documents, until the HR/People department determines those records are no longer needed. Preserving documents includes suspending any requirements in the Record Retention Schedule and preserving the integrity of the electronic files or other format in which the records are kept.

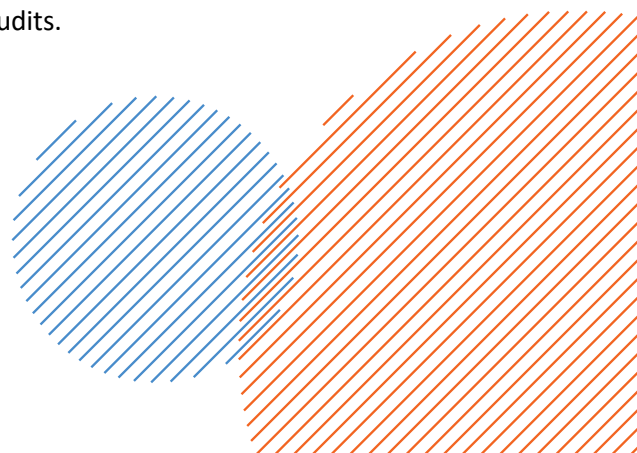
- 8.2 If you believe this exception may apply, or have any questions regarding whether it may apply, please contact the HR/ People department.
- 8.3 In addition, you may be asked to suspend any routine data disposal procedures in connection with certain other types of events, such as our merger with another organisation or the replacement of our information technology systems.

9. WHERE TO GO FOR ADVICE AND QUESTIONS

- 9.1 **Questions about the policy.** Any questions about retention periods relevant to your school should be raised with your Principal in the first instance. Any questions about this policy should be referred to Andy Hibbitt, DCEO of Exceed Learning Partnership. Email: coo@exceedlearningpartnership.com, phone number: 01709 805175, who is in charge of administering, enforcing, and updating this policy.

10. BREACH REPORTING AND AUDIT

- 10.1 **Reporting policy breaches.** We are committed to enforcing this policy as it applies to all forms of data. The effectiveness of our efforts, however, depend largely on employees. If you feel that you or someone else may have breached this policy, you should report the incident immediately to your Principal or other direct supervisor. If you are not comfortable bringing the matter up with your immediate supervisor, or do not believe the supervisor has dealt with the matter properly, you should raise the matter with the DPO/Records Management Officer. If employees do not report inappropriate conduct, we may not become aware of a possible breach of this policy and may not be able to take appropriate corrective action.
- 10.2 No one will be subject to and we do not allow, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or co-operating in related investigations.
- 10.3 **Audits.** The DCEO and the DPO/Records Management Officer will periodically review this policy and its procedures (including where appropriate by taking outside legal or auditor advice) to ensure we are in compliance with relevant new or amended laws, regulations or guidance. Additionally, we will regularly monitor compliance with this policy, including by carrying out audits.





11. OTHER RELEVANT POLICIES

11.1 This policy supplements and should be read in conjunction with our other policies and procedures in force from time to time, including without limitation our:

- Use of Email Policy
- Use of Phone Policy
- Data Protection Policy
- Publication Scheme and Freedom of Information Policy
- Confidentiality policy
- Business continuity policy
- And other IT, security and data related policies, which are available within each academy.



Policy Reviewed: May 2023

CEO Signature:

B.A. Nixon

Chair of Directors Signature:

[Signature]





ANNEX A DEFINITIONS

Data: all data that we hold or have control over and therefore to which this policy applies. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".

Data Protection Officer: our Data Protection Officer who is responsible for advising on and monitoring compliance with data protection laws.

Data Retention Policy: this policy, which explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal.

Disposable information: disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule.

Formal or official record: certain data is more important to us and is therefore listed in the Record Retention Schedule. This may be because we have a legal requirement to retain it, or because we may need it as evidence of our transactions, or because it is important to the running of our business. We refer to this as formal or official records or data.

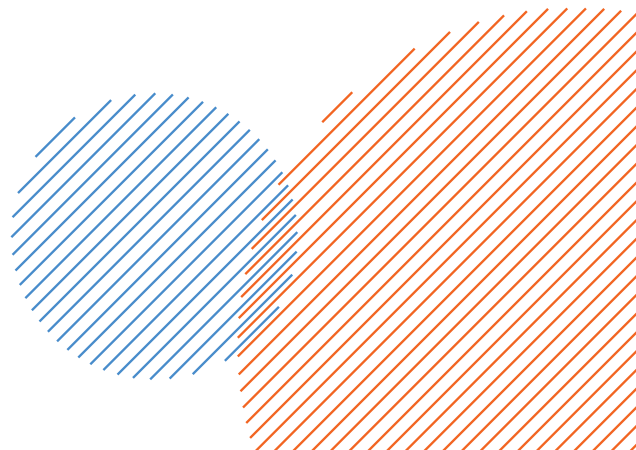
Non-personal data: data which does not identify living individuals, either because it is not about living individuals (for example financial records) or because it has been fully anonymised.

Personal data: any information identifying a living individual or information relating to a living individual that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special categories of personal data such as health data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

Records Management Officer: the Records Management Officer is a member of the HR/People department and is responsible for administering the data management programme, helping department heads implement it and related best practices, planning, developing, and prescribing data disposal policies, systems, standards, and procedures and providing guidance, training, monitoring and updating in relation to this policy.

Record Retention Schedule: the schedule attached to this policy which sets out retention periods for our formal or official records.

Storage limitation principle: data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed. This is referred to in the UK GDPR as the principle of storage limitation.





ANNEX B RECORD RETENTION SCHEDULE

Exceed Learning Partnership (“the Trust”) establishes retention or destruction schedules or procedures for specific categories of data. This is done to ensure legal compliance (for example with our data protection obligations) and accomplish our other business objectives.

Employees should comply with the retention periods listed in the record retention schedule below, in accordance with the Trust’s Data Retention Policy above.

The retention schedule has been drawn up using the Information Management for Schools, where updates to legislation apply these have been updated in the table below. The schedule covers the main categories of document/records held in the Trust or Academies, the appropriate retention period and type of disposal required.

If you hold data not listed below, please refer to the Trust’s Data Retention Policy, paragraph 6. If you still consider your data should be listed, if you become aware of any changes that may affect the periods listed below or if you have any other questions about this record retention schedule, please contact Andy Hibbitt, DCEO of Exceed Learning Partnership. Email: coo@exceedlearningpartnership.com, phone number: 01709 805175.

Records Management of the Trust and Academies		
TYPE OF DATA	RETENTION PERIOD	REASON / COMMENTS
Section 1 -Directors and Governing Body		
Agendas for Directors /Governing Body meetings	Permanent	Regulatory guidance One copy should be retained with the master set of minutes. All other copies are disposed of
Minutes of Directors, Members, Governing Body meetings	Permanent	Regulatory guidance One copy should be retained with the master set of minutes. All other copies are disposed of.
Reports and documentation presented to Directors, Members, Governing Body meetings	Permanent	One copy of each report should be retained with the master set of minutes. All other copies are disposed of.
Articles of Association	Permanent	Retained by the MAT
Trusts and Endowments managed by the Directors Board	Permanent	Retained by the MAT
Action plans created and administered by the Directors / Governing Body	Life of the action plan + 3 years	Retained by the MAT
Policies created and administered by the Directors / Governing Body	Life of the Policy	When policy is updated, the previous policy can be destroyed through secure disposal



Records relating to complaints dealt with by the Directors / Governing Body	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Annual Reports created under the requirements of the Education	Date of report + 10 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 2 -Principal/Head Teacher and Senior Management Team		
Reports created by the Principal/s or the Management Team	Date of the report + a minimum of 3 years then review	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
School Improvement Plans	Life of the plan + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Professional Development Plans	Life of the plan + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records created by principal's, deputy/assistant principals, and other members of staff with administrative responsibilities	Current academic year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Correspondence created by principal's deputy /assistant principals and other members of staff with administrative responsibilities	Date of correspondence + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	Date of the meeting + 5 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Log books of activity in the school maintained by the Principal	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
Section 3 -Admissions Process		
All records relating to the creation and implementation of the School Admissions' Policy	Life of the policy + 3 years then review	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Admissions – if the admission is successful	Date of admission + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Admissions – if the admission is unsuccessful	Resolution of case + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Register of Admissions	Every entry in the admission register must be preserved	School to retain the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.



Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Supplementary Information form including additional information such as religion, medical conditions etc for successful admissions	Information should be added to the pupil file	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Supplementary Information form including additional information such as religion, medical conditions etc for unsuccessful admissions	Retain until appeals process has been completed	
Section 4 -Operational Administration		
General file series	Current year + 5 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records relating to the creation and publication of the school brochure/prospectus	Current year + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Newsletters and other items with a short operational use	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Visitors' Books and Signing in Sheets/online signing in	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 5 -Human Resources – Recruitment		
All records leading up to the appointment of a new Principal	Date of appointment + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Date of appointment of successful candidate + 6 months	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
All records leading up to the appointment of a new member of staff – successful candidate	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	At the end of administrative life of the record document(s) should be destroyed through secure disposal.



Pre-employment vetting information – DBS Checks	The school does not keep copies of DBS certificates. DBS numbers retained on SCR	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Checked and a note kept of what was seen and what has been checked. One photo ID is retained on the staff file from termination of employment + 7 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Pre-employment vetting – right to work checks	Where required checked and retained on the staff file from termination of employment + 7 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 6 -Human Resources – Colleague Management		
Staff Personal File	Termination of Employment + 7 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Timesheets	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Annual appraisal/ assessment records	Current year + 5 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 7 -Management of Disciplinary and Grievance Processes		
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	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	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Disciplinary Proceedings oral warning written warning – level 1 Final warning case not found	Date of warning 6 + 6 months Date of warning + 6 months Date of warning +18 months If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 8 - Health and Safety		
Health and Safety Policy Statements	Life of policy + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.



Health and Safety Risk Assessments	Life of risk assessment + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records relating to accident/injury at work	Date of incident + 12 years In the case of serious accidents, a further retention period will need to be applied	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Accident Reporting – Adults	Date of the incident + 4 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Accident Reporting – Children	DOB of the child + 22 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Control of Substances Hazardous to Health (COOSH)	Date of creation + 40 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Last action + 50 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Fire Precautions log books	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 9 -Payroll and Pensions		
Maternity pay records	Current year + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 10 -Financial Management – Risk Management and Insurance		
Employer’s Liability Insurance Certificate	Closure of the school + 40 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 11 -Financial Management – Asset Management		
Inventories of furniture and equipment	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.



Burglary, theft and vandalism report forms	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 12 -Accounts and Statements including Budget Management		
Annual Accounts	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Loans and grants managed by the academy	Date of last payment on the loan + 12 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Student Grant applications	Current year + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Life of the budget + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records relating to the collection and banking of monies	Current financial year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records relating to the identification and collection of debt	Current financial year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 13 -Contract Management		
All records relating to the management of contracts under seal	Last payment on the contract + 12 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
All records relating to the management of contracts under signature	Last payment on the contract + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Records relating to the monitoring of contracts	Current year + 2 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 14 -Funds		
Cheque books	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.



Paying in books	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Ledger	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Invoices	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Receipts	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Bank statements	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Journey Books	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 15 -Meals Management		
Free School Meals Registers	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
School Meals Registers	Current year + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
School Meals Summary Sheets	Current year + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 16 -Property Management		
Title deeds of properties belonging to the school	PERMANENT These should follow the property unless the property has been registered with the Land Registry	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Plans of property belong to the school	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.	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Leases of property leased by or to the school	Expiry of lease + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.



Records relating to the letting of school premises	Current financial year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 17 -Maintenance		
All records relating to the maintenance of the school carried out by contractors	Current financial year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
All records relating to the maintenance of the school carried out by school employees including maintenance log books	Current financial year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 18 -Pupil Management – Pupils Educational Record		
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 – Primary	Retain whilst the child remains at the primary Secondary – retain from Date of Birth of the pupil + 25 years	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit <p>• If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period.</p> <p>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>
Examination Results – Pupil Copies	Year of examination +6 years	All uncollected certificates should be returned to the examination board.
Internal examination results	Year of examination +6 years	This information should be added to the pupil file



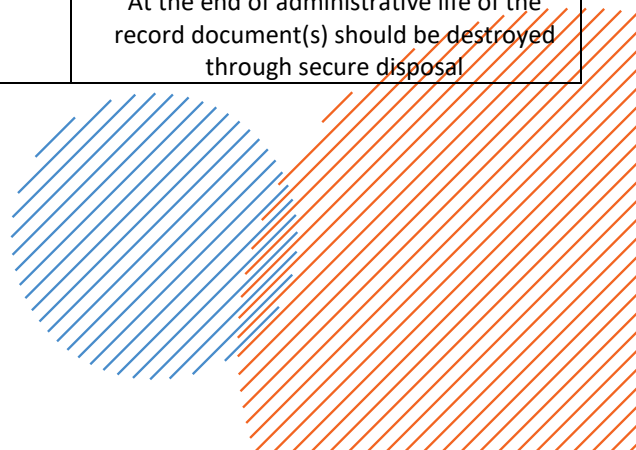
Section 19 -Pupils Educational Record		
Child Protection information held on pupil file	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Child protection information held in separate files	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 20 -Attendance		
Attendance Registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Correspondence relating to authorised absence	Current academic year + 2 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Section 21 -Special Educational Needs		
Special Educational Needs files, reviews and Individual Education Plans	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.



Statement maintained under section 234 of the Education Act 1996 section 324 any amendments made to the statement	Date of birth of the pupil + 30 years [This would normally be retained on the pupil file]	At the end of administrative life of the record document(s) should be destroyed through secure disposal unless the document is subject to legal hold.
Advice and information provided to parents regarding educational needs	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	At the end of administrative life of the record document(s) should be destroyed through secure disposal unless the document is subject to legal hold.
Accessibility Strategy	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	At the end of administrative life of the record document(s) should be destroyed through secure disposal unless the document is subject to legal hold.
Section 22 -Curriculum Management		
Curriculum returns	Current year + 3 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal.
Examination Results (Schools Copy)	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
SATS records – Results	The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	At the end of administrative life of the record document(s) should be destroyed through secure disposal
SATS records – Examination Papers	The examination papers should be kept until any appeals/validation process is complete	At the end of administrative life of the record document(s) should be destroyed through secure disposal

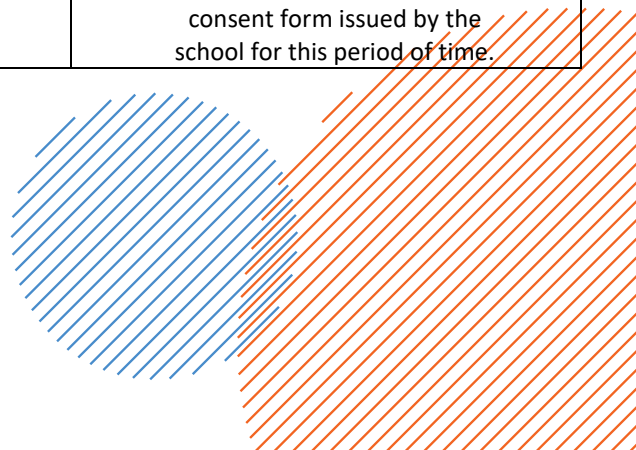


Published Admission Number (PAN) Reports	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Value Added and Contextual Data	Current year + 6 years	
Self-Evaluation Forms	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Section 23 -Implementation of Curriculum		
Schemes of Work	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Timetable	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Class Record Books	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal



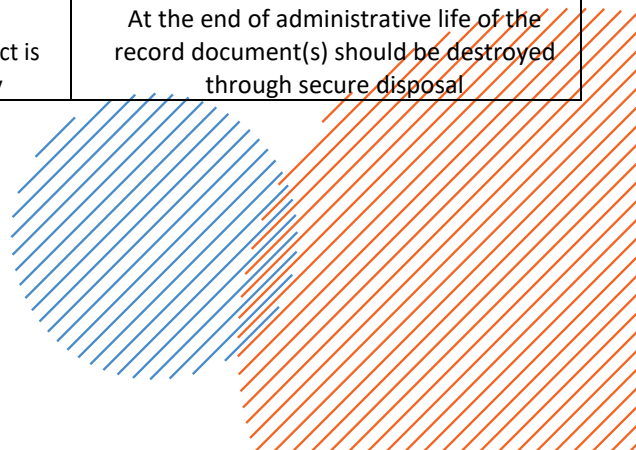


Mark Books	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Record of homework set	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Pupils Work	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Section 24 -Extra-Curricular Activities – Educational Visits outside the classroom		
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	Date of visit + 14 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	Date of visit + 10 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Parental consent forms for school trips where there has been no major incident	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.





Parental permission slips for school trips – where there has been a major incident	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	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Section 25 -Walking Bus		
Walking Bus Registers	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	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Section 26 -Family Liaison Officers and Home School Liaison Assistants		
Day Books	Current year + 2 years then review	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Reports for outside agencies - where the report has been included on the case file created by the outside agency	Whilst child is attending school and then destroy	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Referral forms	While the referral is current	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Contact data sheets	Current year then review, if contact is no longer active then destroy	At the end of administrative life of the record document(s) should be destroyed through secure disposal





Contact database entries	Current year then review, if contact is no longer active then destroy	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Group Registers	Current year + 2 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Section 27 -Central Government and Local Authority		
Secondary Transfer Sheets (Primary)	Current year + 2 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Attendance Returns	Current year + 1 year	At the end of administrative life of the record document(s) should be destroyed through secure disposal
School Census Returns	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Circulars and other information sent from the Local Authority	Operational use	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Section 28 -Central Government		
OFSTED reports and papers	Life of the report then REVIEW	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Returns made to central government	Current year + 6 years	At the end of administrative life of the record document(s) should be destroyed through secure disposal
Circulars and other information sent from Gov	Operational use	At the end of administrative life of the record document(s) should be destroyed through secure disposal

