



Information and Records Management

Index

	Page
1. Child protection	1
2. Governors	2-5
3. Management	5-7
4. Pupils	7-10
5. Curriculum	11-12
6. Personnel records in School	12-14
7. Health & Safety	14-15
8. Administration	15-17
9. Finance	17-19
10. Property	20
11. Local Authority	20-21
12. Department for Children, Schools & Families	22
13. SLA's/other agencies	22
14. School meals	23
15. BLANK	
16. Early Years provision	23-25

1. Child Protection						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	DOB + 25 years ¹	SECURE DISPOSAL	Current Child protection files locked in Headteachers' office
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	SECURE DISPOSAL	None to date (May 2019)

2. Governors						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
2.1	Minutes					
	<ul style="list-style-type: none"> Principal set (signed) 	No		Permanent	Retain in school for 6 years from date of meeting	FGB & Committee signed minutes filed in locked cabinet in DHT's office. Part 2 Confidential minutes – filed in cabinet to which only Clerk & Chair of Governors have access
	<ul style="list-style-type: none"> Inspection copies 	No		Date of meeting + 3 years	SECURE DISPOSAL [If these minutes contain any sensitive personal information they should be shredded]	
2.2	Agendas	No		Date of meeting	SECURE DISPOSAL	Filed with signed minutes
2.3	Reports	No		Date of report + 6 years	Retain in school for 6 years from date of	Filed with meeting paperwork.
2.4	Annual Parents' meeting papers	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	N/A
2.5	Instruments of Government	No		Permanent	Retain in school whilst school is open	N/A – Free School

2.6	Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	
2.7	Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL	
2.8	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Signed copy filed in school & also with committee/FGB paperwork for meeting at which agreed

2. Governors

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
2.9	Complaints file	Yes		Date of resolution of complaint + 6 years	Retain in school for the files SECURE DISPOSAL routine complaints	None to date
2.10	Annual Reports required by the Department for Education	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years		Original signed copy – William Giles (auditors); copy filed in Governors' cabinet in DHT office with AGM papers

2.11	Proposals for schools to become, or be established as Specialist Status schools	No			Current year + 3 years	N/A
------	---------------------------------------------------------------------------------	----	--	--	------------------------	-----

3. Management						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
3.1	Log Books	Yes		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry	
3.2	Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting	
3.3	Reports made by the head teacher or the management team	Yes		Date of report + 10 years	Retain in the school for 10 years from meeting	Historical value for new school
3.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	SECURE DISPOSAL	
3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SECURE DISPOSAL	
3.6	Professional development plans	Yes		Closure + 6 years	SECURE DISPOSAL	
3.7	School development plans	Yes		Closure + 10 years	Review	Historical value – new school
3.8	Admissions - if the admission is successful	Yes		Admission + 1 year	SECURE DISPOSAL	Admission offers files – all personal details removed from 2013/2014 files
3.9	Admissions - if the appeal is unsuccessful	Yes		Resolution of case + 1 year	SECURE DISPOSAL	1st appeal – 2015

3. Management						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
3.10	Admissions - Secondary Schools - Casual	Yes		Current year + 1 year	SECURE DISPOSAL	N/A
3.11	Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SECURE DISPOSAL	Not retained by school @ original or otherwise
3.12	Supplementary Information form including additional information such as religion, medical conditions etc.					Not retained by school @ original or otherwise

4. Pupils						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
4.1	Admission Registers	Yes		Date of last entry in the book (or fi + 6 years Re consider Retention Period. Feedback from Teaching Relative was thought to be 7 Year Retention. These records are no longer	Retain in the school for 6 years from the date of the last entry then consider transfer to the Archives	
4.2	Attendance registers	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at	Scholarpack – secure

4. Pupils						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	St Mary's Comment
4.3	Pupil Files Retained in Schools	Yes				
4.3a	<ul style="list-style-type: none"> Primary 			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be	Plan for 2019/20
4.4	Pupil files	Yes				
4.4a	<ul style="list-style-type: none"> Primary 			Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit	Plan for 2019/20
4.5	Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years the review	SECURE DISPOSAL	Held in Headteachers office – secure file

4. Pupils						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.6	Correspondence Relating to Authorised Absence and Issues	No		Date of absence + 2 years	SECURE DISPOSAL	
4.7	Examination results	Yes				N/A
4.7a	• Public	No		Year of examinations + 6 years	SECURE DISPOSAL	N/A
4.7b	• Internal examination results	Yes		Current year + 5 years	SECURE DISPOSAL	N/A
4.8	Any other records created in the course of contact with pupils Eg: e-safety contract with parents	Yes/No		Current year + 25 years	Review at the end of 3 years and either allocate a further retention period or SECURE	
4.9	Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending	
4.10	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending	
4.11	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending	
4.12	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending	

4.13	Parental permission slips for school trips - where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL	Confirmed – Sep 2015
------	-------------------------------------------------------------------------------------	-----	--	------------------------	-----------------	----------------------

4. Pupils						
	Basic fi description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.14	Parental permission slips for school trips - where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL	
4.15	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years	N	Held on file with Office Manager
4.16	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years	N	N/A
4.17	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	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]	None at present May 2019

5. Curriculum						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's Comments
5.1	School Development Plan	No		Current year + 10 years	SECURE DISPOSAL	Historical interest
5.2	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL	
5.3	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 new retention period or SECURE DISPOSAL	Historical interest
5.4	Timetable	No		Current year + 1 year	As above	
5.5	Class record books	No		Current year + 1 year	As above	
5.6	Mark Books	No		Current year + 1 year	As above	
5.7	Record of homework set	No		Current year + 1 year	As above	
5.8	Pupils' work	No		Current year + 10 year	As above	*samples to be retained 'end of KS1 & 2' (teacher assessments)

5. Curriculum						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's Comment
5.9	Examination results	Yes		Current year + 6 years	SECURE DISPOSAL	
5.10	SATS records - Examination Papers and Results	Yes		Current year + 6 years	SECURE DISPOSAL	
5.11	PAN reports	Yes		Current year + 6 years	SECURE DISPOSAL	
5.12	Value Added & Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL	
5.13	Self Evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL	

6. Personnel Records held in Schools						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's Comments
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
6.2	Staff Personal files	Yes		Termination + 7 years	SECURE DISPOSAL	
6.3	Interview notes and recruitment records	Yes		Date of interview + 6 months	SECURE DISPOSAL	Confirmed – May 2019 (DP)
6.4	Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL [by the designated member of staff]	Do not hold any paperwork on file from origin
6.5	Disciplinary proceedings:	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.			

6. Personnel Records held in Schools						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's Comments
6.5a	• oral warning			Date of warning + 6 months	SECURE DISPOSAL	N/A @ present
6.5b	• written warning - level one			Date of warning + 6 months	SECURE DISPOSAL	N/A @ present
6.5c	• written warning - level two			Date of warning + 12 months	SECURE DISPOSAL	N/A @ present
6.5d	• file warning			Date of warning + 18 months	SECURE DISPOSAL	N/A @ present
6.5e	• case not found			If child protection related please see 1.2 otherwise SECURE DISPOSAL immediately	SECURE DISPOSAL	N/A @ present
6.6	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	N/A @ present
6.7	Annual appraisal/assessment records	No		Current year + 5 years	SECURE DISPOSAL	Held in Headteachers office
6.8	Salary cards	Yes		Last date of employment + 85 years	SECURE DISPOSAL	Do not print/all payroll runs accessed via portal
6.9	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year +3yrs	SECURE DISPOSAL	
6.10	Records held under Retirement Benefit Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL	

6. Personnel Records held in Schools						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comment
6.11	Proofs of identity collected as part of the process of checking "portable", enhanced DBS	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		SMH do not retain any proof of ID for DBS

Comment: DBS Guidelines all falls under the heading of Data Recruitment Polices. Consideration needs to be applied to adding a separate category maybe.

7. Health and Safety						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comment
7.1	Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL	
7.2	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980			
7.2a	• Adults	Yes		Date of incident + 7 years	SECURE DISPOSAL	Held in medical room locked cupboard
7.2b	• Children	Yes		DOB of child + 25 years	SECURE DISPOSAL	Held with Office Manager

7.3	COSHH			Current year + 10 years		
7.4	Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL	1 incident to date – held in locked medical cabinet

⁸ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

7. Health and Safety						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comment
7.5	Policy Statements			Date of expiry + 1 year	SECURE DISPOSAL	Expired policies – replaced & hard copies destroyed & replaced
7.6	Risk Assessments	Yes		Current year + 3 years	SECURE DISPOSAL	
7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	SECURE DISPOSAL	CD record of removal 2013 held in H & S folder
7.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SECURE DISPOSAL	CD record of removal 2013 held in H & S folder
7.9	Fire Precautions log books			Current year + 6 years	SECURE DISPOSAL	All logs held in office

8. Administrative

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comment
8.1	Employer's Liability certificate			Closure of the school + 40 years	SECURE DISPOSAL	E-copy held on O : drive /Insurance
8.2	Inventories of equipment & furniture			Current year + 6 years	SECURE DISPOSAL	O : drive /funding & finance/assets & inventory
8.3	General file series			Current year + 5 years	Review to see whether a further retention period is required	
8.4	School brochure or prospectus			Current year + 10 years		Held in stock cupboard – Historical interest
8.5	Circulars (staff comments/pupils)			Current year + 1 year	SECURE DISPOSAL	Hard copy staff notices – noticeboard content removed each academic year

8. Administrative						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative	St Mary's comment
8.6	Newsletters			Current year + 1 year	Review to see whether a further retention period is required	All years from 2013 will be retained – for historical interest
8.7	Visitors book (sign-in book)			Current year + 2 years	Review to see whether a further retention period is required	Will destroy 2013 /July 2016
8.8	PTA/Old Pupils Associations			Current year + 6 years	Review to see whether a further retention period is required	

9. Finance						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative	St Mary's comment
9.1	Annual Accounts		Financial Regulations	Current year + 6 years		
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	
9.3	Contracts					
9.3a	• under seal			Contract completion date + 12 years	SECURE DISPOSAL	

9.3b	• undersignature			Contract completion date + 6 years	SECURE DISPOSAL	
9.3c	• monitoring records			Current year + 2 years	SECURE DISPOSAL	
9.4	Copy orders			Current year + 2 years	SECURE DISPOSAL	
9.5	Budget reports, budget monitoring etc.			Current year + 3 years	SECURE DISPOSAL	

9. Finance						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative	St Mary's comments
9.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
9.7	Annual Budget and background papers			Current year + 6 years	SECURE DISPOSAL	
9.8	Order books and requisitions			Current year + 6 years	SECURE DISPOSAL	
9.9	Delivery Documentation			Current year + 6 years	SECURE DISPOSAL	
9.10	Debtors' Records		Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL	
9.11	School Fund - Cheque books			Current year + 3 years	SECURE DISPOSAL	
9.12	School Fund - Paying in books			Current year + 6 years then review	SECURE DISPOSAL	

9.13	School Fund - Ledger			Current year + 6 years then review	SECURE DISPOSAL	
9.14	School Fund - Invoices			Current year + 6 years then review	SECURE DISPOSAL	
9.15	School Fund - Receipts			Current year + 6 years	SECURE DISPOSAL	
9.16	School Fund - Bank statements			Current year + 6 years then review	SECURE DISPOSAL	
9.17	School Fund - School Journey books			Current year + 6 years then review	SECURE DISPOSAL	
9.18	Student grant applications			Current year + 3 years	SECURE DISPOSAL	
9.19	Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL	Held securely in Scholarpack
9.20	Pettycash books			Current year + 6 years	SECURE DISPOSAL	1 st book - 2013

10. Property						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative	St Mary's comment
10.1	Title Deeds			Permanent	Permanent, these should follow the property unless the property	
10.2	Plans			Permanent	Retain in school whilst operational	Held in Office
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SECURE DISPOSAL	
10.4	Leases			Expiry of lease + 6 years	SECURE DISPOSAL	
10.5	Lettings			Current year + 3 years	SECURE DISPOSAL	Held in lettings folder - OM
10.6	Burglary, theft and vandalism report forms			Current year + 6 years	SECURE DISPOSAL	
10.7	Maintenance log books			Current year + 6 years	SECURE DISPOSAL	Caretakers advised – Sep 2015
10.8	Contractors' Reports			Current year + 6 years	SECURE DISPOSAL	

11. Local Authority						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative	St Mary's comment
11.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL	1 st applicable year 2019/20

11.2	Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL	
11.3	Circulars from LEA			Whilst required operationally	Review to see whether a further retention period is required	

12. Department for Children, Schools and Families						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comments
12.1	HMI reports			These do not need to be kept any longer		
12.2	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	
12.3	Returns			Current year + 6 years	SECURE DISPOSAL	
12.4	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required	

13. SLA's /other agencies						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comment
13.1	Service level agreements			Until superseded	SECURE DISPOSAL	
13.2	Work Experience agreement			DOB of child + 18 years	SECURE DISPOSAL	

14. Schools Meals						
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	St Mary's comment
14.1	Dinner Register			Current year + 3 years	SECURE DISPOSAL	Held in School Office (Lunches)
14.2	School Meals Summary Sheets			Current year + 3 years	SECURE DISPOSAL	

16. Early Years Provision		16.4 Administration			
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	St Mary's comment
	Financial Records				
16.4.1	Financial records - accounts, statements, invoices, petty cash etc	No		Current year + 6 years	

16. Early Years Provision		16.4 Other Records - Administration			
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	St Mary's comments
	Insurance				
16.4.2	Insurance policies - Employers Liability	No	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy	E-copy saved in O:drive /Insurance
16.4.3	Claims made against insurance policies - damage to property	Yes		Case concluded + 3 years	
16.4.4	Claims made against insurance policies - personal injury	Yes		Case concluded + 6 years	
	Human Resources				
16.4.5	Personal Files - records relating to an individual's employment history	Yes		Termination + 6 years then review	
16.4.6	Pre-employment vetting information (including CRB checks)	No	DBS guidelines	Date of check + 6 months	
16.4.7	Staff training records - general	Yes		Current year + 2 years	Training records held on SCR
16.4.8	Training (proof of completion such as certificates, awards, exam results)	Yes		Last action + 7 years	In personnel file
	Premises and Health and Safety				

16.4.9	Premises files (relating to maintenance)	No		Cessation of use of building + 7 years then review	
16.4.10	Risk Assessments	No		Current year + 3 years	